

**Minutes of HotSW LEP CIC Board Meeting  
15 May 2018  
at  
Exeter Racecourse Conference Centre**

**Board Attendees:**

David Hall  
Diane Dimond  
David Thomas  
Fiona McMillan (Chair)  
Harvey Siggs  
Helen Lacey  
Judith Petts  
Karl Tucker  
Martha Wilkinson  
Martin Brown  
Mel Squires  
Paul Diviani  
Steve Hindley  
Steve Smith  
Stuart Barker  
Stuart Brocklehurst  
Tracey Lee (alternate for Ian Bowyer)

**Officers in attendance:**

Chris Garcia – HotSW Chief Executive  
Keri Denton – officer accompanying Stuart Barker  
Kevin Mowat – officer accompanying David Thomas  
Mark Williams – officer accompanying Paul Diviani  
Paul Hickson – officer accompanying David Hall  
Stuart Brown – officer accompanying Harvey Siggs

**Others in attendance:**

Tudor Evans – Plymouth City Council  
Eifion Jones - LEP Chief Operating Officer  
Helena Davison – LEP Comms Manager  
Janet Powell - LEP Executive Assistant (for mins)  
Josie Gough - SW Regional Manager, Innovate UK for presentation  
Mel Sealey – for agenda item Programme Management  
Phill Adams – for agenda item matter referred from SIP  
Sally Edgington- BEIS

**Apologies:**

Barbara Shaw

Ben Bradshaw – representing Devon MPs

David Bird

Ian Bowyer

James Heapey MP – representing Somerset MPs

Richard Stevens

**Table of decisions**

<b>Board Paper</b>	<b>Decision</b>	<b>Decision agreed</b>
<b>5.1 Great South West Regional update</b>	<b>The Board agrees to continue to support the establishment of Great South West and confirms the agendas proposed should initially be focused on.</b>	<b>The Board agreed to continue to support the establishment of the GSW and its agenda.</b>
<b>5.2 Rural update</b>	<b>The Board agrees to continue to support the development of activities at national, regional and HotSW level to take forward the recommendations of the Rural Productivity Commission.</b>	<b>The Board agrees to continue to support all activities and recommendations.</b>
<b>5.3 LEP Programme Management</b>	<b>Board members confirm the arrangements set out in this paper.</b>	<b>Board members confirmed they are content.</b>
<b>5.4 ESIF update</b>	<b>That the Board notes points in the paper.</b>	<b>Board notes points.</b>
<b>5.5 Matter referred from SIP</b>	<b>Board supports SIP recommendation.</b>	<b>The Board supports the recommendations by SIP.</b>
<b>5.6 Digital Skills Partnership pilot</b>	<b>The LEP Board notes the contents of the paper.</b>	<b>Board notes content</b>

Agenda	Action
<p><b>1. Welcome &amp; Apologies</b></p> <p>Cllr Tudor Evans, accompanying Tracey Lee, Chief Executive of Plymouth City Council was welcomed as an observer at the Board meeting. Following the recent local elections in Plymouth, Tudor will take-over as Leader of Plymouth City Council, when ratification takes place on 18 May and will replace Ian Bowyer as Plymouth’s representative on the LEP Board.</p>	
<p><b>2. Declarations of interest</b></p> <p>SBrocklehurst: his company Applegate has interests in Innovate UK funding as well as Knowledge Transfer Networks (KTN).</p> <p>SH: Midas has ongoing building interests with Oceansgate, Nuclear College building, Yeovil Innovation Centre, South Devon College high tech centre and refurbishment of offices at Taunton Deane Borough Council.</p> <p>JP: Plymouth University is involved in bidding for future ESIF funding and ERDF.</p> <p>MW: Devon Community Foundation is involved in several partnership bids, future ESIF/ERDF funding and Building Better Opportunities.</p> <p>PD: Chair of Blackdown Hills and East Devon DC for ESF and ERDF delivery</p> <p>SBarker: Devon County Council has interests in South Devon College, ESIF, ESF, plus Exeter Science Park, as well as other associated projects including Marsh Barton Station.</p> <p>FM: EDF Energy</p> <p>TL: Plymouth City Council – ESIF Funding.</p> <p>DD: Petroc, ESIF/ERDF funding, Building Better Opportunities, HPTA Capital Fund</p> <p>SS: Exeter University an interest in Growth Deal Exeter Science Park and ERDF.</p>	
<p><b>3. Draft minutes of last meeting 13 March 2018 and actions arising</b></p> <p><b>c/f Action: The prioritisation and business case testing of the project pipeline and Growth Deal (GD) 3 projects will be revisited, once the productivity plan has been finalised and a delivery plan has been agreed. This was delayed due to the rescheduling of the HotSW Joint Committee and will now be brought to the May LEP Board meeting.</b></p> <p>This was subsequently discussed after agenda item 4, within the presentation entitled ‘Productivity Strategy Delivery Plan’. The HotSW Productivity Plan” was formally signed off in May with the delivery plan and investment framework now being developed. The LEP project pipeline will be revisited within this approach to ensure any it aligns with the agreed opportunities and satisfies the conditions within the investment framework.</p> <p><b>This item is now discharged.</b></p> <p><b>c/f Action: Regarding District representation on the board, it was agreed to defer this until the Ministerial led review into the future of LEPs is published in case any specific recommendations to board make-up are made.</b></p>	

<p>All other actions completed/ or points taken up in papers for this Board meeting. Minutes agreed as accurate.</p>	
<p><b>4. Questions from the public</b> None were submitted.</p>	
<p><b>The Chair asked for two further items to be introduced: -</b></p> <ul style="list-style-type: none"> <li>- When will an update on the findings of the Gov'ts Strategic Review into LEPs will be available? Answer:- it is anticipated this will be released during the summer, the exact timing is unknown and depends on how in-depth the Gov't wishes the review to be which is currently with Ministers, DCLG, the Treasury and BEIS. The review has considered the capacity and capability of LEPs, the challenge of overlapping geographies, the strength of LEPs partnership role, the tensions between Local Authority structures and that of Mayoral- led LEPs. There appears to be a lack of understanding in some departments of the objectives and funding of LEPs. The Board voiced frustration over delays in the report. The LEP was advised to continue to impress on Gov't its good record of relationship building, its drive and ambition and key messages.</li> <li>- As part of Gov'ts Industrial Strategy, the Prime Minister will be meeting will all 38 LEP Chairs twice a year with the HotSW LEP Chair meeting the PM on 16 June. A request was made to update him on key issues affecting the business community to be added to feedback being sought from our business representative organisations.</li> </ul>	
<p><b>Presentations</b></p> <p><u>Productivity Strategy Delivery Plan (power-point circulated)</u> A update was provided by Eifion Jones, Chief Operating Officer of the LEP, who is also a member of the HotSW Programme Management Office.</p> <p><u>Innovation Opportunities (power-point circulated)</u> This presentation was provided by Josie Gough, SW Regional Manager of Innovate UK. Innovate UK is part of UK Research and Innovation, a non-departmental public body funded by a grant-in-aid from the UK government. The mission of Innovate UK is to accelerate UK economic growth through funding and connecting business-led innovation and it does this through the following funding channels: -</p> <ul style="list-style-type: none"> <li>• <b>Business Growth Pilots:</b> Innovation Loans &amp; Investment Accelerator</li> <li>• <b>Challenge</b> Industrial Strategy Challenge Fund</li> <li>• <b>Responsive</b> Sector &amp; Open Programme</li> <li>• <b>Knowledge Transfer Partnerships</b></li> <li>• <b>Managed Programmes:</b> Procurement, Government, Late-stage (e.g. ATI)</li> </ul> <p>Josie outlined the first six challenges announced under the Industrial Challenge Fund and gave some insight into the topics for the second wave of challenges. There will also be a Competitive £115m UK Research and Innovation Strength in Places Fund announced on 28 May</p> <p>Discussions continued on how to capitalise on the area's innovation to ensure that the HotSW area and businesses gain an increase in funding from Innovate UK –</p>	

<p>the area currently only receives approx. 20% of Innovate UK funding compared to the whole of the South West (encompassing Dorset, West of England, Gloucester and Swindon and Wiltshire) with less applications made. Innovate UK are currently analysing the data to understand this more, there may be several factors affecting the statistics, such as the high number of micro businesses in HotSW area? Innovation needs to sit at the heart of what the LEP does, be the driving force and link between the HE/FE institutions and to exploit the world class strengths of our area from the Science and Innovation Audit (SIA) i.e. testing of drugs for Alzheimer's (Exeter University) to advanced engineering which also needs to include defence. There is little doubt that there is plenty of innovation within HotSW businesses, but many may find the application process quite challenging, especially small and micro businesses.</p> <p>It was proposed that the LEP looks at its resources to support innovation eg. establishes a new Innovation Board and / or develops mentors to help encourage and support businesses.</p> <p><b>Action: An Innovation Board should be an early priority for David Ralph as he considers how we reorientation our resources and governance around the enablers and opportunities.</b></p> <p><b>Action: To review resources for technical assistance available within the Growth Hub to help support innovation.</b></p> <p>Josie was congratulated on an informative and helpful presentation.</p>	<p>CG/EJ</p> <p>CG/EJ</p>
<p><b>5. Chief Executives Report</b></p> <p>5.1 <u>Great South West Regional update (see paper)</u> This paper updates the Board of the progress in establishing cross LEP regional working and considers which agendas GSW should initially focus on. The first steering meeting of the above group is due on 16 May, with increasingly positive cooperation between the 3 LEPs. The aim of the meeting will be to form a consensus to formally write to Ministers jointly from the 3 LEPs with a series of objectives and propositions for Gov't, culminating in a meeting in London to flag key agenda's to be considered in time for the Autumn Statement.</p> <p>Board members asked the Steering Group to consider the potential of the High Growth Corridor from Hinkley down to Cornwall which will also pick up significant housing growth along the M5/A38 and to understand how rural and coastal will fit in. It was suggested that a Ministerial champion for the Great South West could be beneficial.</p> <p><b>The Board agreed to continue to support the establishment of the GSW and its agenda.</b></p> <p>5.2 <u>Rural update (see paper)</u></p>	

This paper updates the Board of the progress in progressing 'Rural' agendas since publication of the SW Rural Productivity Commission recommendations and agrees next steps.

There are emerging partnerships with Rural LEPs and the LEP is in the process of agreeing what to lobby Gov't on, which will be reflected in HotSW Joint Committee ongoing work.

The Chief Executive and team were thanked for moving the rural agenda forward, citing this as a good example of how LEPs can influence national Gov't policy.

**The Board agrees to continue to support the development of activities at national, regional and HotSW level to take forward the recommendations of the Rural Productivity Commission.**

### 5.3 LEP Programme Management (see paper)

The LEP manages a substantial pipeline of nearly £750m of investment. This paper summarises for directors how this pipeline is managed and sets out the LEP's decision making process, including where the Board has delegated decisions to its Strategic Investment Panel and how programme management for funding schemes, such as Growth Deal and Growing Places Fund is delivered.

Thanks, were expressed for David Bird for his time, as he chairs both the Strategic Investment Panel (SIP) and Finance and Resources Committee through which decisions on investments and budgets are delegated. These groups meet for between 2 – 3 hours every month and it is here that individual projects are examined in greater detail, in order that recommendations can be made to the Board for final decision making. Copies of reports are provided within the Board papers.

**Board members confirmed they are content with current arrangements as set out in this paper.**

### 5.4 ESIF update, commercially confidential (see paper)

To update the Board on implementation of the Heart of the South West European Structural and Investment Funds (ESIF) Strategy.

**Board notes the contents of the paper.**

### 5.5 Matter referred from SIP, commercially confidential (see paper)

To update the board of the progress in taking forward the HotSW Enterprise Advisor Network and securing a Careers Hub and confirm support as agreed by SIP.

**The Board supports the recommendations by SIP.**

### 5.6 Digital Skills Partnership Pilot (see paper)

To brief the Board on the HotSW LEP securing a pilot Local Digital Skills Partnership through the Department for Culture, Media and Sport.

**There were no further comments with the Board noting the contents of the paper.**

**5. Chief Executive's Report**

In addition to the report, Gov't has indicated that it will re-activate the role of Senior Sponsors for LEPs (previously ours was Julia Sweeney) and our new senior sponsor will be – Mike Parsons, Director General of the Gov't Property Unit in Cabinet Office whom the LEP will expect to see approx. 3 or 4 times per year giving Gov't a broader understanding of LEPs. The HotSW LEP is one of few having a Minister at Cabinet level assigned to them.

For the July Board – the LEP has reached an understanding regarding the over profiling on Growing Places Funding (GPF) with its accountable body Somerset County Council which means there will be scope for further calls under GPF. Work will need to be undertaken with Devon County Council (who manage GPF) on how to structure calls around loans for capital or revenue purposes which will have more flexibility.

There were no further comments on the Chief Executive's Report. Thanks, given to Somerset County Council for clarifying the above position.

**6. Papers for noting**

No comments, except for one small correction to the title of Torbay Council's LEP Board representative to be made.

The Board meeting finished at 12 noon.

The Chair gave a short speech congratulating and thanking the Chief Executive, Chris Garcia, at his last Board meeting prior to retiring in July, for his leadership, his hard work in enabling the partnership to move forward, securing successful investment funding from Gov't and for his relationship building with the Local Authorities and Stakeholders.

**Next meeting: 17 July 2018 at Taunton Rugby Football Club from 10.00am – 1.00pm**