

**Minutes of HotSW LEP CIC Board Meeting
18 September 2018
at
Petroc, Tiverton Campus**

Board Attendees:

Barbara Shaw -Chief Executive, Westward Housing Group
Chris Evans - Assistant Director of Innovation, Impact & Business, University of Exeter (alternate for Prof. Sir Steve Smith)
David Bird – Regional Director, Santander Corporate & Commercial Banking
Cllr David Hall - Cabinet Member for Resources & Economic Development, Somerset County Council
Cllr David Thomas – Leader, Torbay Council
Diane Dimond – Principal, Petroc
Dr Fiona McMillan OBE – Non-Exec Director EDF Energy
Cllr Harvey Siggs – Leader, Mendip District Council
Prof. Judith Petts – Vice-Chancellor & Chief Executive, University of Plymouth
Karl Tucker – Managing Director, Yeo Valley Farms Production Ltd
Martha Wilkinson – Chief Executive, Devon Community Foundation
Melanie Squires MBE – SW Regional Director, NFU
Cllr Paul Diviani – Strategic Development, East Devon District Council
Richard Stevens – Managing Director, Plymouth City Bus Ltd
Cllr Rufus Gilbert -Cabinet Member for Economy and Skills, Devon County Council
Steve Hindley CBE DL – Chair HotSW LEP Board, Chair the Midas Group Ltd
Stuart Brocklehurst – Chief Executive, Applegate
Cllr Tudor Evans OBE – Leader, Plymouth City Council

Officers in attendance:

David Ralph – HotSW LEP Chief Executive
Keri Denton – Head of Economy & Enterprise, Devon County Council, officer accompanying Cllr Rufus Gilbert
Kevin Mowat – Executive Head of Business Services, Torbay Council
Mark Williams – Chief Executive officer, East Devon District Council, officer accompanying Cllr Paul Diviani
Paul Hickson – Strategic Commissioning Manager – Economy & Planning, Somerset County Council, officer accompanying Cllr David Hall
Sally Edgington – Assistant Director, BEIS South Central & West
Stuart Brown – Chief Executive, Mendip District Council
Tracey Lee – Chief Executive, Plymouth City Council, officer accompanying Cllr Tudor Evans

Others in attendance:

Eifion Jones – HotSW LEP Chief Operating Officer
 Helena Davison – HotSW LEP Comms Manager
 Janet Powell – HotSW LEP Executive Assistant (for mins)

Apologies:

Ben Bradshaw – representing Devon MPs
 Helen Lacey – Managing Director, Redberry Recruitment Ltd
 Prof. Sir Steve Smith – Vice-Chancellor & Chief Executive, University of Exeter

Table of decisions

Board Paper	Decision	Decision agreed
5.1 LEP Review	That the LEP Board: <ul style="list-style-type: none"> notes the approach proposed agrees the proposal to delegate final sign-off of the LEP's responses to F&R agrees the outline response on the geography question 	The Board agreed all points, with the caveat that template B Geography is enhanced to take into account comments with regard to a duty to cooperate economically across boundaries. Also, whilst F & R provide sign off, Board members have the opportunity to view prior to 31 Oct deadline.
5.2 Productivity Strategy Delivery Plan	That the LEP Board: <ul style="list-style-type: none"> notes the progress in the delivery plan and endorses its direction and content endorses the communication document notes the request for feedback on both documents by 17.00 on 25 September 	The Board agreed all points and to provide feedback within time scale requested.
5.3 Communications Strategy	The Board notes this paper.	The Board noted and agreed
5.4 Draft Innovation Board Terms of Reference	The Board agrees the Terms of Reference.	The Board agreed draft TOR and requested Board to be established. Board noted that the status of the Innovation Board within the LEP Governance structure needs to be confirmed.
5.5 ESIF update	The Board notes this paper	The Board notes the update.
5.6 Draft HotSW LEP accounts	The Board agrees to sign off the accounts	The Board agreed.

Agenda	Action
<p>1. Welcome & Apologies Apologies as above.</p>	
<p>2. Declarations of interest DD: Petroc, ESIF/ERDF funding, Building Better Opportunities, HPTA Capital Fund. JP: Plymouth University is involved in bidding for future ESIF funding and ERDF. FM: EDF Energy & Nuclear. CE: Exeter University, ESIF & Strength in Places Fund (SIPF). SH: Midas has ongoing building interests with South Devon College high tech centre. MW: Devon Community Foundation is involved in several partnership bids, future ESIF/ERDF funding and Building Better Opportunities.</p>	
<p>3. Draft minutes of last meeting, 15 May 2018</p> <p>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 - this will be taken into account with the LEP Review next steps and guidance, therefore discharged.</p> <p>Action: An Innovation Board should be an early priority for David Ralph as he considers the reorientation of resources and governance around the enablers and opportunities – on today’s agenda, therefore discharged.</p> <p>Action: Re Bristol Airport – a visit and follow up meeting was carried out by DR with regard to the airport’s growth plans and the LEP have agreed to provide a letter of support, (without compromising the importance of Exeter Airport to the HotSW area).</p> <p>Further comments raised: -</p> <ul style="list-style-type: none"> ➤ Under the European Regional Development Fund (ERDF) there is the opportunity to fund 80 graduates for £500k in SME’s but only for existing businesses already engaged (not new ones). ➤ Is there a directory of interns and apprentices that SME’s could refer to? The contact point for SME’s should be via the Growth Hub but it was felt that some awareness raising of the intern and apprenticeships available was required. <p>Action: Request for both Exeter and Plymouth Universities to forward their intern and apprenticeship contacts for information into a next steps paper on skills issues to be provided at the next board meeting in November.</p> <p>Action: Growth Hub Terms of Reference (TOR) – these are currently being progressed within the Business Leadership Group including the bolt on of support for scale ups, which will go out to tender. TOR to be ready for the next board meeting in November.</p>	<p>DR</p> <p>DR/RS</p>

<p>All other actions completed, and minutes taken as accurate.</p>	
<p>4. Questions from the public None.</p>	
<p>5. Chief Executive's Report</p> <p><u>5.1 LEP Review (see paper & next steps) - commercially confidential</u> This paper sets out for the Board's consideration HotSW's proposed approach to meeting the requirements of Government's review of LEPs.</p> <p>The Board agreed all points.</p> <p><u>5.2 HotSW Productivity Strategy Delivery Plan + Draft Delivery Plan</u> This paper updates the Board on progress in the Productivity Strategy's delivery plan and associated communications document.</p> <p>HotSW were one of six areas chosen for Wave 2 of Local Industrial Strategies (LIS) as the Gov't is interested in the strategy and delivery plan from a more mixed area as opposed to a wholly urban area and due to the establishment of a Joint Committee, rather than a mayoral led one. It is anticipated that the current productivity strategy and development plan will align into a LIS and be finished by June/July 2019.</p> <p>Care needs to be taken over use of language; to ensure it includes something there for all across the patch, to highlight the important "golden opportunities" with high level aims and ambitions; a delivery plan for the region; a co-designed productivity strategy; to provide clarity and an overall picture of what the area wishes to do; to take account of new businesses not just existing ones, the area needs both.</p> <p>A hard copy design of the draft communications document "opportunities 4.0" was handed around for the Board to view and comment on. Language and how HotSW key partners are referenced within needs to be consistent throughout from title and across pages i.e. HotSW partners – the LEP is a partner and it also needs to include some narrative around the "how" the area's ambitions will be achieved. The "how" will be in the detail of the productivity delivery plan, which is envisaged to be a management tool (for the LEP and the Joint Committee to use to ensure they do the things they say they will do) and is not proposed to be a public facing document. The Opportunities 4.0 document is currently work in progress, primarily aimed as a handout for MPs, to demonstrate a strong working partnership speaking with one voice across the patch.</p> <p>Caution was sounded to not leave out the Gov'ts grand challenges of mobility, of data and</p>	

artificial intelligence (AI), HotSW needs to be clever and ensure these are woven into the delivery plan and to review any evidence gaps via the task and finish groups (Universities can help with the evidence base). It is important that evidence is prioritised and measurement for doing so is shared amongst relevant parties and from this the narrative will be developed. The hope is to have the evidence base signed off by Christmas.

There was a concern that there is too much in the delivery plan, but the aim is to be able to take extracts from it for different regions. The next stage is for performance metrics to be added.

Action: Any further comments on the communications document “opportunities 4.0” to be forwarded to Helena Davison by 5pm on 25 September.

The Board agreed all points and to provide feedback within time scale requested.

ALL

5.3 LEP Communications Strategy 2018/19 (see paper)

To outline the HotSW LEP Communications Strategy for 2018/19.

The Board noted the paper.

5.4 Terms of Reference Innovation Board (see paper)

To provide the Terms of Reference (TOR) for a HotSW LEP Innovation Board.

How this will fit into the overall structure of the LEP still needs to be determined, but it was felt important to progress this (for economic intelligence) and to adjust the terms along the way. The draft TOR is based on industry board models in other areas.

It will enable the LEP to have a vehicle for innovation and research and development (R & D) an advisory arm, to be able to bring businesses together by offering help and support and source solutions.

The following comments were raised: -

- the Innovation Board could sit behind the Leadership groups, especially Business and People and work together
- will be cross cutting across many sectors including start up's
- how to integrate and harness the capabilities of Higher Education research and development talent into quality businesses?
- to ensure cohesive R & D communications so that the offer and support is easily understood by the ordinary man on the street.

The Board agreed draft TOR and requested Board to be established. Board noted that the status of the Innovation Board within the LEP Governance structure needs to be confirmed.

<p><u>5.5 ESIF update (see paper) commercially confidential</u></p> <p>This paper updates the Board on implementation of the Heart of the South West European Structural and Investment Funds (ESIF) Strategy.</p> <p>The board noted the comments in the paper.</p> <p><u>5.6 HotSW LEP CIC accounts (see paper)</u></p> <p>No comment.</p> <p>Taken that board agreed to sign off the accounts.</p> <p>5. Chief Executive's Report</p> <p>There is an opportunity to write to civil servants to emphasis the LEP's priority "asks" in advance of the budget – is there anything else to include in in this over and above already detailed in the report? Yes, revenue funding/people resource.</p> <p>Currently the HotSW area is putting forward two sub-national transport bodies, contrary to the preference of the Confederation of Businesses (CBI) who have been lobbying for a single body as is the preference of businesses (and some MPs) and there is concern that ongoing adverse publicity will damage the fragile relationship of the two bodies and our reputation. Any support that can brought to bear upon the CBI to prevent further damage limitation would be extremely helpful.</p> <p>Action: The Chair to broker a meeting with the CBI to discuss the two-sub national transport bodies in the region.</p> <p>The economic dashboard within the CEX report was discussed, whilst the statistics were fine, it was felt these needed more interpretation and how they correlate to the LEP's Comms plan and opportunities.</p> <p>Action: Recommendations are being made to the next Finance and Resources Group for a change in reporting format of the financial information.</p>	<p></p> <p>SH</p> <p>DR/EJ</p>
<p>6. Papers for noting</p> <p>No comment.</p>	<p></p>
<p>7. AOB</p> <p>TE: recommended name plates for the board for when board meetings are open to the public so, people know who the board directors are and who the officers are.</p>	<p>HD</p>

Next Board meeting – 20 November from 10am – 1pm at Exeter Racecourse Conference Centre