

Draft Minutes of HotSW LEP CIC Board Meeting
20 November 2018
at
Exeter Racecourse Conference Centre

Board Attendees:

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
Helen Lacey – Managing Director, Redberry Recruitment Ltd
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
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:

Barbara Shaw -Chief Executive, Westward Housing Group

Richard Stevens – Managing Director, Plymouth City Bus Ltd

Prof. Sir Steve Smith – Vice-Chancellor & Chief Executive, University of Exeter

Absent:

Anne Marie Morris MP – representing Devon MPs

Rt Hon Ben Bradshaw MP – representing Devon MPs

James Heappey MP – representing Somerset MPs

Table of decisions

| Board Annex | Decision | Decision agreed |
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| 5.1 Business Update and recent closure announcements. | The board to note the business update and agree specific approaches to significant local recent business closure announcements. | The Board noted the update and agreed the direction of travel, with a specific request to raise the issues regarding loss of sovereign capability. |
| 5.2 Legal advice on legal personality options. | The Board to consider and agree the preferred option for legal personality and next steps. | The Board requested further information on financial implications prior to finally agreeing preferred option. To keep the CIC model with a maximum of 20 board members. The board were satisfied they understood roles, responsibilities, risks, with members and directors to be broadly the same. |
| 5.4 Feedback from Government on the development of HotSW Local Industrial Strategy. | The Board to note. | The Board noted the feedback. |
| 5.5 ESIF update | The Board to note. | The Board noted the update. |

| Agenda | Action |
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| <p>1. Agenda & 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, plus HPC. 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, Devon Community Foundation and Claylands, Torquay 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, 18 September 2018</p> <p>C/F 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 January now.</p> <p>Action: Growth Hub Terms of Reference (TOR) are being reviewed by Richard Stevens, Chair of Business Leadership Group, which has raised some conflicts of interest.</p> <p>C/F Action: A more detailed paper will be submitted to Finances & Resources Committee with recommendations for on future Board recruitment, retirements, protected characteristics and rolling Board member replacements.</p> <p>Action: To review the legal status of the company – on today’s agenda.</p> <p>C/F Action: Name plates for Board members and officers for when board meetings are open to the public so, people know who the board directors are and who the officers are.</p> <p>All other actions completed, and minutes taken as accurate.</p> | <p>DR</p> <p>EJ</p> <p>JP</p> |
| <p>4. Questions from the public None.</p> | |
| <p>A short presentation was given on the Agricultural Bill by Mel Squires, Regional Director NFU in the South West and LEP Board Director. (copy of the presentation is available by request)</p> <p>The objective was to highlight to the Board the importance of British farming and its’ contribution to the economy and to seek support and any influence the LEP can bring to bear on the Treasury and Ministers for the new Agricultural Bill to be given the go ahead. The bill is currently with Peers and Lords and is a high level legal framework for allowing the UK to leave</p> | |

the Common Agricultural Policy (CAP) and establish a new domestic agricultural policy. The following opportunities were raised which could provide further support; to maximise Growth Hub support to SME's, collaborative work to build in some resilience, to encourage the supply chain to be more vocal, to think about the fit of any future Rural Development Programme for England (RDPE) within the future Shared Prosperity Fund (SPF), make it easier for farmers to draw down support, emphasise the case for farming within the Local Industrial Strategy with case studies to substantiate the how and the effects, to provide the District Council Network with a clear set of points on which to push for support for the Agricultural bill.

Action: The board agreed to show support for the Agricultural Bill via a letter from the Chair to be forwarded to local MPs requesting they support the Bill.

SH/DR

5. Chief Executive's Report

5.1 Business update (see annex)

This annex provides the board feedback on current issues for the wider business community via the LEP's key Business Representation groups (BRGs) ranking them in priority order. The top three issues are: - Workforce - labour supply and skills, Infrastructure and Brexit which remain in the same order as last time. It was suggested that the LEP needs to engage more with individual businesses, perhaps using surveys like the Quarterly Economic Surveys (QES) the Chambers use and ramp up its involvement with Chambers, FSB, IOD, plus some of the smaller sub groups i.e. Plymouth Manufacturing Group etc.

The Board noted the update and agreed with the direction of travel, with a specific request to raise the issues regarding loss of sovereign capability.

5.2 Legal Advice on legal personality options (see annex) commercially confidential

This annex sets out the legal, financial and corporate governance issues associated with moving the LEP from a Community Interest Company (CIC) that is dormant to an active status to meet the Government's requirements for accountability and transparency, in those set out in Strengthening Local Enterprise Partnerships, published by Ministry of Housing, Communities and Local Government in July 2018.

5.3 The Progress and Impact Report (see annex)

This annex reminds the Board of original objectives within the 2014 Strategic Economic Plan and provides statistical information of what the LEP wishes to achieve by 2020;

- Create an extra 50,000 jobs
- Knowledge 60% of adults qualified to level 3 + 40% to level 4
- 100% Broadband speeds of more than 24Mbps
- Be one of the best places to start and grow a business
- By 2030 to close the productivity gap with national average
- By 2030 to increase wages to match national average

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| <p>It was pointed out that within the statistics – wages do not consider part -timers and it does not include sole traders and those who are non -vatable.</p> <p>5.4 <u>Feedback from Government on the development of HotSW Local Industrial Strategy see annex</u> (commercially confidential This annex sets out the feedback from Gov’t after the first challenge session which investigates the evidence base and gives points on which to concentrate going forward.</p> <p>The Board noted the feedback.</p> <p>5.5 <u>ESIF Update (see annex)</u> commercially confidential This annex 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 update.</p> | |
| <p>6. Papers for noting</p> <p>No comment.</p> | |
| <p>7. AOB</p> <p>None</p> | |

Next Board meeting, 30 January 2019, from 10.00am – 1.00pm at Taunton Rugby Football Club