

**Draft Minutes of HotSW LEP CIC Board Meeting
30 January 2019
at
Taunton Rugby Club**

Board Attendees:

David Bird – Regional Director, Santander Corporate & Commercial Banking
Cllr Paul Diviani – Strategic Development, East Devon District Council
Cllr Tudor Evans OBE – Leader, Plymouth City Council
Cllr Rufus Gilbert - Cabinet Member for Economy and Skills, Devon County Council
Cllr David Hall - Cabinet Member for Resources & Economic Development, Somerset County Council
Steve Hindley CBE DL – Chair HotSW LEP Board, Chair the Midas Group Ltd
Cllr Tom Killen – representing Cllr Harvey Siggs
Helen Lacey – Managing Director, Redberry Recruitment Ltd
Dr Fiona McMillan OBE – Non-Exec Director EDF Energy
Barbara Shaw -Chief Executive, Westward Housing Group
Prof. Sir Steve Smith – Vice-Chancellor & Chief Executive, University of Exeter ?
Melanie Squires MBE – SW Regional Director, NFU
Richard Stevens – Managing Director, Plymouth City Bus Ltd
Karl Tucker – Managing Director, Yeo Valley Farms Production Ltd
Cllr Alan Tyreman – Torbay 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
Anthony Payne – Director, Plymouth City Council, officer accompanying Cllr Tudor Evans OBE
Paul Hickson – Strategic Commissioning Manager – Economy & Planning, Somerset County Council, officer accompanying Cllr David Hall?
Tracey Aarons – Deputy Chief Exec, Mendip Council
Suzanne Bond - CLGU

Others in attendance:

Eifion Jones – HotSW LEP Chief Operating Officer
Helena Davison – HotSW LEP Comms Manager

Apologies:

Stuart Brocklehurst – Chief Executive, Applegate
Diane Dimond – Principal, Petroc
Cllr Harvey Siggs – Leader, Mendip District Council

Martha Wilkinson – Chief Executive, Devon Community Foundation
 Cllr David Thomas – Leader, Torbay Council
 Judith Petts, CBE- University of Plymouth

Absent:

Anne Marie Morris MP – representing Devon MPs
 Rt Hon Ben Bradshaw MP – representing Devon MPs
 James Heapey MP – representing Somerset MPs

Table of decisions

Board Annex	Decision	Decision agreed
5.1, plus annex 1	<p>Agree legal personality prepared by lawyers Foot Anstey – report i.e.</p> <ul style="list-style-type: none"> • Agree to remain dormant to avoid significant financial implications of becoming a trading organisation • F&R to secure and agree equivalent ‘annual accounts’ from the Accountable Body for presentation at the AGM • Agree the revised Articles of Association in accordance with the decisions and the requirements of the National Assurance Framework 	<p>Yes</p> <p>Yes</p> <p>No – revised articles to be prepared with comments from Board (see item 5.1 in minutes)</p>
5.2, plus annex 1	<ul style="list-style-type: none"> • Agree the next steps regarding the development of the HotSW Local Industrial Strategy and specifically the Command Paper on emphasis following the analysis of identified opportunities. 	<p>Yes</p> <p>Next Steps: move into drafting; a series of discussions in February/ March with Government on key policy levers; incorporate inclusive growth and natural capital; produce initial draft LIS for Board consideration in May.</p>
5.3 Growth Hub update (<i>commercially confidential</i>)		

5.4 Growth Deal 2 M5 J25 funding <i>(commercially confidential)</i>		
5.5 ESIF update	The Board to note.	The Board noted the update.
5.6 4G Mobile <i>(commercially confidential)</i>		

Agenda	Action
<p>1. Agenda & Apologies</p> <p>2. Apologies as above.</p>	
<p>3. Declarations of interest:</p> <p>RS: Growth Hub 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</p>	
<p>4. Draft minutes of last meeting, 20 November 2018</p> <p>Tudor Evans stated that he wasn't in attendance at the Board meeting of 20 November</p> <p>Mel Squires asked that the minutes be corrected to state that the presentation on behalf of the NFU was about the contribution that British farmers make the "food" and the economy in the UK, as it's important to recognize food as an essential commodity.</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 - done.</p> <p>C/F 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>Action: To review the legal status of the company – on today's agenda 5.1</p>	<p>DR</p> <p>EJ</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>5. Questions from the public None.</p>	
<p>5.0 Chief Executive's Report</p>	
<p>(5.1 Moved down the agenda to follow 5.2)</p> <p>5.2 Local Industrial Strategy (LIS) & Command Paper (annex a)</p> <p>Eifion Jones gave a presentation outlining the plans for the Local Industrial Strategy (LIS) and the progress made since the Strategic Economic Plan was adopted in 2014, through to the Productivity Strategy and Productivity Strategy Action Plan adopted in 2018, in preparation for the LIS being published in the summer of this year.</p> <p>Subject to support from the LEP, a Progress Statement and the independent review will be published in February. All LEPs need to have a LIS completed and signed off by Government by March 2020. By being in the 2nd wave, HotSW's aim to be ahead of schedule and lead the 2nd wave of LEPs, which is believed to bring advantages of greater Government engagement</p> <p>David Ralph clarified that all the SEP and Productivity Plan continued to have weight and LIS constituted one channel for dialogue with Government but was significant as a key responsibility for LEPs and with reference to future UKSPF as Government has stated that Local Industrial Strategies will not be bidding documents but will shape the strategies from which to bid for the UK Shared Prosperity Fund.</p> <p>As part of Stage 1 – Evidence and diagnostic and in response to Government's request to have a clear narrative of what the evidence was concluding the LEP completed an independent review of the evidence. A presentation – The Dynamic Heart - Emphasis for Priorities - was given by Nigel Jump, Professor of Regional Economic Development at Bournemouth University, who has been commissioned by the LEP to complete this work.</p> <p>Notable points are:</p> <p>A LIS must be distinct to the area, long term and productivity focused, especially in areas such as HotSW that have near-full employment.</p> <p>The evidence base outlined the scale of opportunities across different sectors, showing their economic value and where their strengths and opportunities lie; the best sectors being those which are already high-scale, high productivity and high concentration across the area.</p> <p>The presentation was well received. Comments and discussion were as follows:</p> <p>DR – The Government says we must show the evidence that informs our actions; however it must be recognized that as yet unknown macro-environmental factors will affect the viability</p>	

<p>of some of the sectors, so they may change categories of risk and potential return on investment.</p> <p>PD – Wants to use this as evidence to Government to press for future funding.</p> <p>TE – This evidence is based on what already makes HotSW famous, and we need to build on the momentum</p> <p>KT – Food and Drink is an anchor that links to Tourism and needs more recognition</p> <p>DR – In response to KT – A potential Rural Deal is crucial to understanding the potential of Food and Drink and Tourism.</p> <p>SH – The LIS needs to be focused on areas of distinctiveness.</p> <p>MS – The language in LIS papers need to be measured so as not to down-grade some sectors; and that the message that all sectors are affected by the viability of reliable food supply chains needs to be recognised. In addition, some of the opportunities – e.g. energy – needs to recognize carbon sequestration, and that although agriculture is a small part of the economy, it also contributes to natural capital and essential food production; a point which was seconded by FM.</p> <p>KT understands that high-tech innovative sectors are designated as “Beacons” in the analysis; that is; those which demonstrate and disseminate best practice; therefore yielding high productivity growth; however these shouldn’t be the only opportunities on which to base the strategy on, at the neglect of other traditional sectors such as food production.</p> <p>SH gave assurance that a Rural Deal would address this. SH also suggested that Place has a role to play in the strategy, in light of the recent developments in Exeter and Plymouth, however NJ cautioned that too much emphasis on Place could be divisive in a sub-regional strategy and lead to investment in already stronger areas to return quick wins.</p> <p>RS & RG proposed that this evidence base and approach is adopted, and the Board agreed.</p> <p>The next steps are to ensure that communications messages clearly portray this as a growth strategy not a maintenance strategy, and that the plan needs more detail in implementation so that rural proofing can be added.</p> <p>Next Steps: Complete Stage 1 by publishing the command paper move into Stage 2 drafting; a series of discussions in March with Government on key policy levers; incorporate inclusive growth and natural capital; produce initial draft LIS for Board consideration in May.</p> <p>Action: DR and EJ to progress the LIS production</p>	<p>DR/EJ</p>
<p>5.1 Legal Personality & Articles of Association (annex a)</p> <p>The chief executive’s report recommends that the LEP remains dormant, in order to prevent financial implications of becoming a trading organisation, but improves transparency by producing detailed Financial Accounts for the AGM to show LEP expenditure of funding.</p> <p>This was agreed by the Board, however the papers outlining proposed new articles was not agreed. TE raised some concerns over Board Member Alternates, tenure of service and selection of Board Members.</p>	<p>TE/ALL</p>

<p>Action: SH invited TE and any other member to provide comments in writing to DR who will re-circulate the paper, to be agreed at the next meeting.</p>	
<p>5.3 Growth Hub update (<i>commercially confidential</i>)</p>	
<p>5.4 Growth Deal 2 M5 J25 funding (<i>commercially confidential</i>)</p>	
<p>5.5 ESIF update (<i>commercially confidential</i>)</p>	
<p>5.6 Growth Deal 4G (<i>commercially confidential</i>)</p>	
<p>6. Papers for noting No comment.</p>	
<p>7. AOB None</p>	
<p>8. Next Board meeting – 22 March 2019 10.00am – 1pm at Petroc College, Tiverton Campus</p>	

