



**CORNWALL &  
ISLES OF SCILLY**  
LOCAL ENTERPRISE PARTNERSHIP

## **CORNWALL AND ISLES OF SCILLY LOCAL ENTERPRISE PARTNERSHIP**

MINUTES of a Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held in the South China Suite, China Fleet Country Club, Saltash, Cornwall, PL12 6LJ on Wednesday 30 January 2019 commencing at 10.00 am.

Present:- Mark Duddridge (Chairman)  
Mark Goodwin (Vice-Chairman)

John Acornley, Frances Brennan, Simon Caklais, Robert Camp, Frances Grottick, Steve Jermy, Emmie Kell, Paul Massey, Louis Mathers, Clare Parnell, Adam Paynter CC, David Walrond

Officers and Support Team:- Jason Clark, Glenn Caplin, Kate Kennally, Tim Bagshaw, Carol Bransgrove, Geraldine Baker and Emma Coad

Apologies for absence:- Directors: Lucy Edge, Gordon Seabright, Bob Egerton CC, Phil Seeva CC and Louise Rowe  
Officer: Sally Edgington.

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

The Chair welcomed everyone to the meeting, in particular, new Board Directors Clare Parnell and Louis Mathers to their first meeting of the Board.

Apologies for absence had been received from Lucy Edge, Gordon Seabright, Bob Egerton CC, Phil Seeva CC, Louise Rowe and Sally Edgington.

The Chair advised that Phil Seeva CC had stood down from the LEP Board by virtue of him no longer being Conservative Group Leader. The Board thanked him for his contribution to the work of the Cornwall and Isles of Scilly Local Enterprise Partnership. A nomination to replace him would be submitted shortly.

The Chair and Board Directors thanked Theo Leijser for his contribution to the work of the Cornwall and Isles of Scilly Local Enterprise Partnership in

his role as Chief Executive of the Isles of Scilly Council and wished him well for the future.

## **DECLARATIONS OF INTEREST**

(Agenda No. 2)

The following declarations of interest were expressed:

- Frances Grottick advised that she had an interest in any agenda items which related to Smart Islands and she would not take part in any related discussions involving Smart Islands.
- Frances Brennan advised that she had an interest in any agenda items which related to ESF bidding and she would not take part in any related discussions involving ESF Bidding.
- Professor Mark Goodwin advised that he had an interest in any agenda items which related to Exeter University and he would not take part in any discussions involving Exeter University.

## **LEP BOARD (28 NOVEMBER 2018)**

(Agenda No. 3)

### **Minutes**

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 28 November 2018 were a true and accurate record subject to the following amendments:

- CEO Report – Bullet point 2 – delete 'Away Day' and replace with 'workshop';
- CEO Report – Bullet point 2 – delete 'daily basis' and replace with 'regular';
- Employment and Skills Board Update – Bullet point 3 be deleted;
- Employment and Skills Board Update – Bullet point 6 d – to be deleted.

### **Action Summary**

(Agenda No. 3.2)

Actions confirmed at the meeting on 28 November 2018, details of which were noted together with a summary of outstanding actions.

The Board was updated on the current position in relation to the outstanding action.

## **STRATEGIC MATTERS**

(Agenda No. 4)

### **3 LEP Energy Strategy**

(Agenda No. 4.1)

The Board considered a report prepared by the Innovation Lead which provided a summary of progress against the delivery of the 3 LEP Energy Strategy. Steve Jermy Board Director outlined the report, in doing so, he provided details of the work undertaken to date to provide a shortened, concise and updated version of the 3 LEP Energy Strategy together with the next steps to ensure successful delivery of the strategy.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:

1. Reference was made to the collaborative work with Dorset LEP and Heart of the South West LEP to ensure the delivery of a successful Strategy;
2. Confirmation that the primary focus of the Strategy was on the South West energy future; reference was made to offshore floating wind, geothermal and mining and the relevance to global energy solutions;
3. Reference was made to establishing linkages between areas of growth and fuel poverty; it was clarified that the LEPs Local Industrial Strategy could be the vehicle to provide potential solutions to these areas;
4. In regard to Clean Growth this theme should run through both the Energy Strategy and Local Industrial Strategy;
5. The Council of the Isles of Scilly welcomed the Energy Strategy and offered assistance in respect of the delivery plan;
6. Reference was made to the skills aspect of the renewable energy sector;
7. Cornwall Council and the Cornwall and Isles of Scilly Leadership Board had recognised the need to join partners to create linkages on Clean Growth;
8. It was acknowledged that there was still a lot to work to be undertaken to ensure delivery of the opportunities.

Further to the above, the Chair advised that he would be meeting with the Prime Minister along with other LEP Chairs the following day when the issue of Clean Growth would be discussed.

**Decision: The LEP Board approved the 3 LEP Energy Strategy.**

**Action 1: The LEP Executive to undertake work to set the context and framework, prioritise areas of work and resources to support the Clean Growth agenda.**

### **Local Industrial Strategy**

(Agenda No. 4.2)

The Board considered a report prepared by the Head of LEP Governance and Operations which provided a summary of progress against the delivery of the Local Industrial Strategy.

The Head of LEP Governance and Operations provided the Board with a presentation regarding the Local Industrial Strategy (LIS) with reference to the following areas:

- Background and Key Issues
  - Headline requirements
  - Grand Challenges
  - Distinctive, Economic Inclusion, Consultation
  - SPF and future funding
  - Monitoring and Evaluation
- Activity Update
  - Ministerial review
  - £200k Government funding approved to support LEPs
  - Support from BEIS/MHCLG end of November 2018
  - Anticipate letter to initiate next steps in February 2019
  - All LEPs to have LIS in place by March 2020
- Engagement in December/January with
  - BEIS
  - Leicester & Leicestershire
  - South East Midlands LEP
  - Heart of the South West LEP
- Headline Plan – details provided in Appendix 1
- Governance & Resources – details provided in Appendix 2

The LEP CEO confirmed that the LEP Executive were in regular contact with BEIS colleagues, including the LEP Whitehall representative to assist the LEP in the delivery of the LIS given the scale and importance of the task. He advised that a £200k contribution had been confirmed by Government in response to the Ministerial Review which would cover the costs outlined in Appendix 1 of the report. The view from BEIS and the LEP Whitehall representative was that the CIOs LEP was in a good position in regards to the production of the LIS. The next steps as detailed in the report were to establish a Task and Finish Group to oversee the development of the LIS in 2019.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:

1. There was a need to ensure the LIS was distinctive to CIOs;
2. Board Directors fully supported Professor Mark Goodwin undertaking the role of Chair of the Task and Finish Group. Frances Brennan also expressed an interest to be a member of the Task and Finish Group
3. The Board discussed the process of developing the LIS with reference to the need to be clear on engagement, communication, trade links and developing the evidence base;
4. Reference was made to the Comprehensive Spending Review and Shared Prosperity Fund in relation to the development of the LIS;
5. Reference was made to the ability of national partners to have an active role in advocacy and lobbying; this was an area of expertise that could be drawn on in the development of the LIS.

Board Directors wanting to become a member of the Task and Finish Group were invited to express their willingness to the LEP Executive.

**Decision:**

- 1. The LEP Board agreed the proposed headline work and proposed governance arrangements and headline plan of action to deliver the Local Industrial Strategy 2019.**
- 2. Individual Directors were invited to express their willingness to the LEP Executive to be a member of a Task and Finish Group.**
- 3. The Nominations Committee be delegated the decision on Director involvement in the group and in the event of multiple applications to sit on the Task and Finish Group.**

**Action 2: The LEP Executive to arrange the first meeting of the Task and Finish Group in February 2019.**

**Transport and Infrastructure Presentation**

(Agenda No. 4.3)

The Cornwall Council Service Director for Transport and Infrastructure attended for this item.

The Board considered a report prepared by the LEP CEO which provided a summary of progress of transport investments in the context of the Strategic Economic Plan.

The Service Director Transport and Infrastructure provided the Board with a presentation regarding Connecting Cornwall and the progress of Growth Deal investments with reference to the following areas:

- Connecting Cornwall: 2030 – 6 overarching goals;
- The role of the LEP in delivering Connecting Cornwall:2030;
- Details of Strategic Connectivity in relation to Air, Roads & Rail;
- Details in relation to the integration of all local bus, rail and ferries services to create One Public Transport System for Cornwall;
- Information relating to Local Transport Schemes
- Where next - Strategic Connectivity – Air, Rail, Road and Partnership

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:

1. The Chair made reference to Growth Deal schemes and the importance of delivery against expected outputs and outcomes. This is being picked up by the LEP Investment and Oversight Panel;
2. Concern was expressed regarding problems associated with access to Plymouth from areas such as the Rame Peninsula;

3. Reference was made to the level of infrastructure reliant on diesel fuel; comments were made in regards to an increase in electrification and the use of marine and rail as methods of transport;
4. In regards to transport to and from the Isles of Scilly the Board was informed that the Department of Transport had recognised the issues with the current arrangement for travel by both people and freight. This was an area of particular concern for the Islands;
5. The re-introduction of the Isles of Scilly Transport Board was seen as a positive step;

Arising from debate, Officers responded to the questions as follows:-

1. Growth Deal projects were subjected to the same scrutiny as European funded projects to ensure delivery of what had been agreed;
2. In regards to South East Cornwall it was acknowledged that there were areas that need to be brought into focus. Cornwall Council was working on a number of issues in this area and work was being undertaken alongside Plymouth City Council;
3. Reference was made to a shift from road based schemes as part of the Connecting Cornwall plan;
4. The Local Authority was investigating how it could move from diesel power into the electronic market;
5. There were a number of areas in the County with Air Quality Management Plans;

The Chair thanked the Cornwall Council Service Director for Transport and Infrastructure for attending the meeting.

**Decision:**

- 1. The Board noted progress of Transport and Infrastructure Investments against delivery of the Strategic Economic Plan.**
- 2. The Board agreed to commission Cornwall Council to produce a forward looking portfolio of strategic transport infrastructure projects which support economic growth in Cornwall and the Isles of Scilly and inform the Local Industrial Strategy and future funding streams.**
- 3. The Board noted the progress on the development of the Strategic Transport Board.**

**Action 3: The LEP Executive to liaise with the Cornwall Council Service Director for Transport and Infrastructure to prepare a forward looking portfolio of strategic transport infrastructure projects to inform the LIS development.**

**Chair Update**

(Agenda No. 4.4)

The Chair provided a verbal update on the current position in regard to the following:-

1. Annual Performance Review

The Chair thanked the team for the work and preparation that had been undertaken in relation to the Annual Performance Review.

He outlined the areas of work that had been referred to as part of the performance review and thanked those members of team that had lead on specific areas.

2. CIOs Investment Fund – the Chair highlighted that the CIOs Investment Fund had completed its first (equity) investment with a £750,000 equity stake in wireless internet service provider Wildanet, based at Goonhilly Earth Station.

**CEO Report**

(Agenda No. 4.5)

The Board considered a report prepared by LEP CEO regarding the overall progress across operational activity. He made reference to the following:-

Governance

He outlined the work undertaken as part of the LEP Review, advising that the process had been time consuming but helpful in ensuring the LEP was in a good position to play a positive role in the Shared Prosperity Fund.

He confirmed that as part of the LEP Review, the LEP Executive had made a successful bid to Government for a grant of £200,000 for 2018-19 to fund a timely and effective implementation of the LEP Review, and the development of an evidence base for Local Industrial Strategy.

In regards to the independent secretariat work, this was still an ongoing conversation.

He referred to the review of the Local Assurance Framework in light of the publication of the National Assurance Framework. This area of work would be complete by the final deadline of 31 March 2019.

Delivery

The LEP CEO advised that it was possible that Brexit negotiations had had an impact on the speed of decision making on some projects, including Spaceport, an announcement in this regard was hoped for soon.

UK Shared Prosperity Fund

The LEP CEO advised that the launch of the SPF consultation may be delayed due to the Brexit negotiations.

High Street Fund

The Board was informed that the CC Economic Growth Service would be leading a process to identify how a submission to the High Street Fund could be developed. The LEP would be involved to ensure that the view of the private sector was fed into the deliberations.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:-

1. In regards to progress towards the Vision 2030 indicators, reference was made to the figures contained in Appendix 2; the LEP CEO confirmed that whilst the KPIs were work in progress, these indicators had been chosen to include readily available metrics at national level and more local metrics that could be reviewed on a more regular basis;
2. Reference was made those areas which were below target and how action would be taken to address those figures;
3. It was commented that the Local Industrial Strategy would assist by developing measures which would address many of the issues being referred as areas of concern.

**Employment and Skills Board Update**

(Agenda No. 4.6)

The People and Prosperity Manager, Stacey Sleeman, attended for this item.

The Board considered a report prepared by the People and Prosperity Manager which provided a summary of progress against the delivery of the work of the Employment and Skills Board.

The People and Prosperity Manager provided the Board with an overview of the team and the work being undertaken with reference to the following areas as detailed in the report:

1. Digital Skills Partnership
2. Skills Action Plan
3. Skills Advisory Panel
4. Beacon Project

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:

1. Part of the Skills Advisory Panel (SAP) process would be to indicate what wider support was required; the CC CEO advised that she was

- due to meet with the DFE which would provide an opportunity to feed in;
2. The announcement by the DFE that each LEP could draw down £75K funding to support the ESB and analysis data would provide the ability to ensure that the skills focus was locally relevant;
  3. In regards to future funding and value for money it was considered that the value for money offer was good, however, engagement was not as locally relevant and had not achieved what had been anticipated locally; this area could be taken forward as a future hot topic;
  4. Reference was made to the ageing society; it was reported that funding was available which would develop innovative systems to respond to these challenges;
  5. Reference was made to the importance of developing relationships with education institutions to develop skills and attract companies to the county; it was reported that the Interim Principal of Cornwall College had joined the Employment and Skills Board;
  6. The Cornwall and Isles of Scilly Leadership Board had at its meeting the previous week discussed the Devolution Deal; Skills was an area of the Devolution Deal that the LEP was a signatory to;
  7. Cornwall Council had been invited to provide evidence on the Devolution Deal at a national level.

The LEP Board thanked the People and Prosperity Manager for attending the meeting.

**Decision:**

- 1. The LEP Board confirmed the delegated role of the Employment and Skills Board (working with Cornwall Council as the funding accountable body), to prepare the business case and to draw down and manage the funding for the Skills Advisory Panel project.**
- 2. The LEP Board confirmed the delegated role of the Employment and Skills Board (working with Cornwall Council as the funding accountable body) to prepare and submit this MOU and to draw down and manage the funding for Digital Skills Partnership project.**

**Action 4: The LEP Executive to circulate the Devolution Deal annual report to the LEP Board.**

**Enterprise Zones Board Update**

(Agenda No. 4.7)

The Board considered a report prepared by the Interim Head of Investment and Growth, Cornwall Council which provided a summary of progress regarding the Cornwall Enterprise Zones.

Board Director, Steve Jermy outlined the report, providing an update on activity associated with Cornwall's Enterprise zones and highlighted the key issues relevant to the Board.

In the ensuing discussion reference was made to the potential for sector based Enterprise Zones. It was reported that currently Enterprise Zones were geographically based and primarily linked to Business Rates, however, should there be changes to the key principles of Enterprise Zones there was an opportunity to explore sector based EZs in the future.

The Board noted the ongoing need to support new built development on the EZ sites.

### **Nominations Committee Update**

(Agenda No. 4.8)

The Board considered a report prepared by the LEP Chair and LEP CEO which provided the Board with an update following the LEP Nominations Committee on 11 January 2019 and sought endorsement of the revised LEP Recruitment Policy and sought approval of a diversity champion for the Board.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:

1. The areas covered by the Nominations Committee, as detailed in the report, provided an important step towards the Governance Review;
2. The CC CEO undertook to provide Frances Brennan with the relevant information raised at the Cornwall and Isles of Scilly Leadership Board in regards to Cornwall wide equality objectives;

### **Decision:**

- 1. The LEP Board noted the contents of the report;**
- 2. The LEP Board endorsed the revised LEP Recruitment Policy;**
- 3. The LEP Board approved Frances Brennan as the diversity champion on the Board.**
- 4. The LEP Board endorsed Emmie Kell as a formal member of the LEP Communications Advisory Group.**

### **Audit and Assurance Committee Update**

(Agenda No. 4.9)

The Board considered a report prepared by the LEP CEO which provided an update following the LEP Audit and Assurance Committee on 4 December 2018 and sought endorsement of the new risk management approach and risk register format.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:

1. The report provided a large amount of detail regarding the Annual Performance Review preparations, Assurance Framework and Risk Register;
2. The Board noted the revised risk management approach and format, developed by the Audit and Assurance Committee for the Board endorsement;
3. In regards to areas of bad debt, the Board was informed that the Investment and Oversight Panel was monitoring the situation with a view to recovering the monies.

**Decision:**

- 1. The Board noted the contents of the report;**
- 2. The Board endorsed the revised risk management approach and risk register/reporting format.**

**FOR INFORMATION ITEMS**

(Agenda No. 5)

**2018/19 Operational Plan Progress**

(Agenda No. 5.1)

The Board noted reports prepared by the LEP Executive.

The LEP CEO undertook to include within the CEO report some clarity in regards to the achievements and RAG movements.

**Any other business**

(Agenda No. 5.2)

Communications and Key Messages

Board Director, Emmie Kell undertook to take back to the Communications Group the need for the key messages for Board Directors following Board meetings.

Visit Cornwall

The Board was advised that Visit Cornwall was keen to engage with Cornwall Council and the LEP on the development of a new tourism strategy.

The meeting ended at 2.25 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].