



**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 B1 Beacon Place, Victoria Offices, Station Approach, Victoria, St Austell, PL26 8LG on Wednesday 29 May 2019 commencing at 10.00 am.

Present:- Councillors: Mark Duddridge (Chair)
Mark Goodwin (Vice-Chair)

John Acornley, Frances Brennan, Simon Caklais, Robert Camp, Bob Egerton CC, Steve Jermy, Paul Massey, Louis Mathers, Clare Parnell, Linda Taylor CC and Adam Paynter CC.

Observer: Edwina Hannaford CC

Officers and Support Team:- Glenn Caplin, John Curnow, Josie Gough, Carol Bransgrove, Nathan Cudmore, Geraldine Baker, Jason Clark and Emma Coad.

Apologies for absence:- Directors: Lucy Edge, Fran Grottick, Emmie Kell, Louise Rowe, Gordon Seabright and David Walrond.

Officers: Kate Kennally and Craig Dryden.

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

The Chair welcomed everyone to the meeting, in particular John Curnow, Senior Whitehall LEP Sponsor and Edwina Hannaford CC, Portfolio Holder for Climate Change and Neighbourhoods. The Chair advised that Edwina would be replacing Adam Paynter CC on the LEP Board and that a report would go to the next Board. The Board thanked Adam for his work on the LEP Board and for his support of the CloS LEP.

John Curnow provided the Board with a brief outline of his role and how he would work with the LEP going forwards, advising that he could provide a sounding board, challenge, advice and Whitehall navigation.

Apologies for absence had been received from Louise Rowe, Lucy Edge, Gordon Seabright, David Walrond, Emmie Kell, Fran Grottick, Kate Kennally and Craig Dryden.

The Chair advised that due to the need for some Board Directors to leave the meeting early that some of the agenda items would be taken out of sequence.

DECLARATIONS OF INTEREST

(Agenda No. 2)

Adam Paynter CC, Bob Egerton CC and Linda Taylor CC declared an interest in item 5.1 and therefore would not take part in discussions on that item.

LEP BOARD (20 MARCH 2019)

(Agenda No. 3)

Minutes

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 20 March 2019 were a true and accurate record.

Action Summary

(Agenda No. 3.2)

Actions confirmed at the meeting held on 20 March 2019, details of which were noted together with a summary of ongoing actions.

The Board was updated on the current position in relation to the ongoing actions.

The Chair expressed his thanks to Lucy Edge and her team for enabling his visit to Satellite Applications Catapult, at Harwell.

Arising from the above, and in response to a comment regarding the recording of actions of the LEP Board the Chair advised that as part of his Board Director Reviews he was seeking a consensus views from Board Directors regarding the procedures for LEP Board decisions going forwards.

STRATEGIC MATTERS

(Agenda No. 4)

Construction Strategy Update

(Agenda No. 4.1)

The Board considered a report prepared by Simon Caklais, Scott James and Mark Williams which provided the Board with an update on activity associated with the LEP Construction Strategy and highlighted key issues on strategic governance for the sector.

Simon Caklais proceeded to outline, as detailed in the report, information regarding:

- the construction sector in the national and local context;
- reference to the Cornwall wide 'Construction Summit' event and the objectives of the summit;
- the specific outcomes arising from the Summit which the LEP team had led on;
- reference to the Construction and Housing Conference held in September 2018;
- details of the structure implemented and staff resource made available;
- details in regards to the establishment of a Cornwall Construction Client Group and the progress in regards to skills.

Scott James (Industry Engagement Lead) proceeded to outline details of:

- the LEP Construction Strategy themes;
- communication actions taken to date;
- details of the outcomes and objectives of the Construction Summit;
- actions arising from the presentation to the Cornwall Council Economic Growth and Development Overview and Scrutiny Committee;
- information regarding the Cornwall Construction Executive Group; it was noted the first meeting of the Group was due to be held on 24 June, 2019;
- information regarding the role of the Cornwall Construction Client Group;
- details of the pipeline of work over the next 5 years, including the development of a new Building Cornwall website.

Mark Williams (Skills and Recruitment Lead) proceeded to outline details of:

- details of an employer led programme regarding 'Developing Skills for Business';
- reference to the gap in the provision of specialist training in certain areas of the sector;

- changes regarding the Apprenticeship programme from Frameworks to Standards and the impact on the viability of local delivery;
- the next steps in the short, medium and long term regarding Construction sector activity.

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

1. The development of the CloS Local Industrial Strategy evidence base should include the construction sector market intelligence and data;
2. The Board commended the work undertaken to date regarding the development of the Construction Strategy;
3. Reference was made to the need to ensure that 'Inclusive Growth' was incorporated within the Strategy;
4. Reference was made to issues regarding diversity within the sector, how this was reflected in publicity material and methods of engagement across a mix of people; the Board commented in regards to the work being undertaken by Midas Construction in this area of the sector;
5. The established links with Building Plymouth and Building Greater Exeter was welcomed;
6. It was acknowledged that there were significant gaps in the provision of specialist training; work to identify these gaps was noted;
7. It was commented that whilst there was a skills shortage there was also a shortage of labour force;
8. It was suggested that a Special Priority Axis One meeting be convened to identify routes into the construction sector;
9. In regards to the carbon footprint of the construction sector and reducing the impact on the environment, it was acknowledged that there had been much focus of the end result of construction and that construction companies were moving towards the use of battery operated site plant; however, there was big step to take towards moving away from diesel powered machinery, there being no substitutes available currently;
10. The Board was informed that the Lean movement was looking at the issues regarding the carbon footprint of the construction sector;
11. In regards to reducing the environmental impact generated by the construction sector Cornwall Council as a client and commissioner could take the lead on sustainable and carbon neutral developments in the hope that the private sector may then follow; the BRE would be the lead on sustainable materials in construction;
12. The LEP Board was keen to promote the Climate Change agenda.

The Chair thanked Scott James, Mark Williams and Simon Caklais Board lead for their presentation to the Board.

Decision:

- 1. The Board noted the actions being undertaken in support of the Construction sector to underpin the delivery of the Cornwall and Isles of Scilly's development programmes;**
- 2. That development of the CloS Local Industrial Strategy evidence base includes construction sector market intelligence and data;**
- 3. The Board endorsed the proposed governance proposals outlined in the report.**

Action 1: the Construction sector to be included in the work being undertaken on energy.

Cornwall Trade & Investment and Place Update

(Agenda No. 4.2)

The Board welcomed Mike King (Managing Director CDC), Nicola Lloyd (Head of Inward Investment, CTI) and Matt Silver (Place Manager, CDC) to the meeting. The Board noted a briefing note prepared by Mike King, Managing Director CDC, which provided an outline of the work of the Cornwall Trade & Investment (CTI) Board.

Mike King proceeded to outline:

- the core functions of CDC, and
- details regarding the CDC transition/Post EU model.

Nicola Lloyd provided the Board with information regarding:

- the work undertaken to date to attract and support SME businesses to locate in CloS;
- the project focus and aims since commencing in October 2018;
- information regarding access to enablers.

Matt Silver provided the Board with information regarding:

- the work being undertaken by the Place Board to identify what 'Place' means in Cornwall and the things to consider for the Place Board;
- the development of a website and how it would be used to promote and inform the successes of funding, projects and growth to a wider audience given that people were increasingly gaining information online.

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

1. Reference was made to the challenges of drawing everyone together to ensure a consistent message; the Board was informed that the wireframe was based on a model used in Sweden with a moving tile format providing a constantly moving message;
2. It was acknowledged that negotiation would be required to ensure buy-in and alignment;
3. Reference was made to the investment being made in Cornwall by the CloS Investment Fund; it was suggested that fund managers could be approached by the CTI to explore potential opportunities;
4. Reference was made to the job creation figures; it was commented that currently the emphasis was on quantity as opposed to quality;
5. The Board noted that the county did not currently have the capacity to act as Ambassadors to large businesses visiting Cornwall. This was a matter that required attention.

The Chair thanked Mike King, Nicola Lloyd and Matt Silver for attending the meeting.

The Board noted the progress to date in regards to the Cornwall Trade & Investment team and thanked the team for the work undertaken to date.

Action 2: The LEP Executive to explore options for an Ambassador role to provide a joined up approach to support large businesses visiting the County.

Local Industrial Strategy Update (Agenda No. 4.3)

The Board received a verbal update on progress against the delivery of the Local Industrial Strategy (LIS).

The LEP CEO updated the Board on the current position regarding the appointment of the LIS Manager.

Professor Mark Goodwin provided the Board with a presentation regarding the Local Industrial Strategy with specific reference to the following areas:

1. Details were provided of the progress made to date with key stages of the LIS development;
2. He explained that the outcomes of Local Industrial Strategies in Wave 1 and Wave 2 could provide a useful tool in the development of the CloS LIS which had been included in Wave 3;

3. He outlined the current position of the CloS LIS advising that work was being undertaken to gather evidence and was ongoing; there was a need to ensure the development of an evidence base by August 2019, work to compile the LIS had begun using the Heart of the South West LEP areas evidence base as a guide;
4. The Board was informed that support had been secured from a Professor of Economic Geography at the University of Cardiff to undertake an initial academic review of the economic performance in the context of the Grand Challenges;
5. He commented that BEIS had stressed the importance of the LIS being evidence based from which local challenges should be drawn and then should seek to provide details on how those challenges could be overcome based on the assets available;
6. He explained that the CloS would be working with BEIS to develop the LIS for CloS;
7. He outlined the next steps over the summer period which included working on stakeholder engagement, communications strategy and workplan.

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

1. The BEIS representative commented in regard to the CloS LIS providing details of Government involvement in the content of Local Industrial Strategies;
2. The Whitehall representative commented in regard to the CloS LIS advising that the key focus should be on linking the LIS to the Government Industrial Strategy; looking at how progress would be monitored; the role of the Critical Friend Panel; time pressures; and focus on priorities;
3. The Board was advised that the formal process of business community engagement had not yet commenced; however, where there had been communication with businesses they had been energised;
4. The Board was advised that a tender was out for consultants to develop the evidence base;
5. Reference was made to there being a lack of linkage with the Department for Work and Pensions; the Whitehall representative undertook to pursue the concerns of the Board regarding this issue;
6. The Chair advised that the proposal was to have three opportunities that could be really pursued;
7. In regard to how Skills were incorporated into the LIS it was acknowledged that this was a crucial element of the Government's

Industrial Strategy and would need to be reflected in the CloS LIS; it was noted that Skills related to adults as well as students.

The Board noted the progress to date in regards to the development of the Local Industrial Strategy and thanked Professor Mark Goodwin and the team for the work undertaken to date.

Action 3: The LEP Executive to circulate the project plan to the Board.

Action 4: The LEP Executive to liaise with the Whitehall representative regarding the lack of linkage with the Department for Work and Pensions.

Maritime Strategy

(Agenda No. 4.4)

The Board considered a report prepared by Katie Dalsgaard (Economic Growth Officer, Cornwall Council) which provided an outline of progress to date in regard to the refreshed Cornwall Maritime Strategy.

The Board noted that the refreshed Strategy would be considered at CC Cabinet meeting in July 2019 with a view to the Strategy being formally adopted.

The BEIS representative commented that in regard to the Shared Prosperity Fund (SPF) toolkit that the lack of recognition regarding sea and air ports had been raised and was being explored. David Rodda had been informed that CloS had an interest in progressing this area.

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

1. The Board commented regarding the importance of recognising links with areas across the Tamar Bridge and the inadequate infrastructure linking the South East of the county with Plymouth; the LEP CEO confirmed that Cornwall Council was holding conversations with Plymouth City Council to explore improved linkages;
2. The Board noted the Maritime Strategy had referenced the linkages between the IOS, Plymouth and Cornwall;
3. The Board referred to Climate Change agenda and the impact on the Maritime sector;
4. The Board acknowledged that the Climate Change Strategy may override elements of the Maritime Strategy, however, it was considered that until such time as the Climate Change Strategy was adopted the refreshed

Maritime Strategy should be endorsed and it was recognised that a further refresh may be required before 2023;

5. The Board noted the three key themes running through the Maritime Strategy; Conservation, Environmental and Social factors.

Decision: The LEP Board endorsed the refresh of the Cornwall Maritime Strategy 2019-2023.

Action 5: The LEP Executive to give consideration to the infrastructure issues between South East Cornwall and Plymouth.

Action 6: The LEP CEO to consult with Frances Brennan and Craig Dryden regarding the linkages between the IOS and Plymouth.

Action 7: Steve Jermy to provide advice to the LEP Executive regarding zero carbon infrastructure.

CEO Report

(Agenda No. 4.6)

The Board considered a report prepared by the LEP CEO regarding overall progress on operational activity.

The LEP CEO drew attention to specific areas of his report with reference to capacity within the LEP Executive following the departure of the Head of LEP Governance and Operations, EU Programmes, Great South West, Digital Skills Partnership, Communications Update, UK Shared Prosperity Fund and Space.

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

1. The Board referred to the lack of facilitation for the EAFRD Growth Programme and how DEFRA/RPA would deal with the underspend which was not ring fenced for Cornwall and the Isles of Scilly. The LEP CEO advised that he would increase the efforts to try to ensure that the underspend was not lost to a central pot but that it could be retained in the LEP area;
2. The Board was informed that an announcement on the Space bid was expected shortly; the CloS LEP acknowledged the efforts and support for the bid from the Minister, colleagues at BEIS and the private sector and it was hoped that a positive announcement would be made.

The Board noted the LEP CEO report.

Action 8: The LEP CEO to continue to raise the lack of facilitation for the EAFRD Growth Programme.

EXCLUSION OF PRESS AND PUBLIC

(Agenda No. 5)

The Board agreed to exclude the press and public from the meeting for Items 5.1 & 5.2 due to the confidential nature of the following two items.

LEP Review Implementation Plan and 19/20 Delivery Plan

(Agenda No. 5.2)

The Board considered an exempt report prepared by LEP CEO which sought approval from the Board for the 2019-20 Delivery Plan and LEP Review Implementation Plan.

Decision:

- 1. The LEP Board approved the 2019-20 Delivery Plan and budget attached at Appendix 1 and 2;**
- 2. The LEP Board approved, in principle, the operating model set out in the report and Appendix 3, and;**
- 3. The LEP Board delegated authority for signing off final arrangements for implementing an 'Independent Secretariat' to the Chair, Vice-Chair and Chair of the Audit and Assurance Committee. Specifically, agreeing a MOU and contract for delivery of services within Cornwall Council.**

Action 9: The LEP Executive to look at holding a workshop on budget and finances of the LEP.

Investment and Oversight Panel Update

(Agenda No. 5.1)

Linda Taylor CC, Bob Egerton CC, Edwina Hannaford CC and Adam Paytner CC left the room prior to determination of this item.

The Board considered an exempt report prepared by the LEP CEO and Chair which provided an update on the outcome on the recent call for projects to be funded by the Cornwall and Isles of Scilly Local Enterprise Partnership Growth Deal (GD) programme.

The report presented details of the outcome of the external appraisal and funding recommendation from the Investment and Oversight Panel meeting on 2 May 2019.

Decision:

The LEP Board agreed that:

1. To withdraw the agreed in principle for the project GD20;
2. To withdraw the agreed in principle to the project GD23, subject to the application remaining in the pipeline;
3. Approve in principle funding to project GD07;
4. Approve in principle funding to project GD12;
5. Approve in principle funding to project GD09;
6. Approve in principle funding to project GD04;
7. Approve in principle funding to project GD08;
8. To delegate to the Investment and Oversight Panel the final funding decision related to recommendations 3, 4, 5, 6 and 7 which would be subject to satisfactory meeting of conditions identified through the appraisal process;
9. To delegate to the Investment and Oversight Panel authority to make the funding decision on behalf of the LEP Board for all remaining funds and to delegate funding decision to reallocate funds in the event that there was a requirement to.

NOTED THAT at the conclusion of the above item Linda Taylor CC, Bob Egerton CC, and Adam Paynter CC returned to the meeting.

Re-admission of Press and Public
(Agenda No. 5.3)

The LEP Board agreed that the press and public be re-admitted.

Employment and Skills Board Update
(Agenda No. 4.8)

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

Paul Massey, Board Director outlined the report, providing an update on activity associated with the Employment and Skills Board and highlighted the key issues relevant to the Board.

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

1. The Board was informed that the position of Chair of the Employment and Skills Board would become vacant before the end of year and that in order to ensure a successful handover a private sector Board Director should attend future meetings of the ESB. Frances Brennan, Board Director expressed an interest in continuing to attend the Employment and Skills Board to ensure succession planning;
2. The Board was informed that in regard to the South West Institute of Technology (SWIoT) that the Phase 2 application submitted had been successful and as part of SWIoT, that Truro and Penwith College planned to take forward an investment into a new two-storey, higher level technology centre in the heart of Cornwall;
3. Reference was made to the growth of skills in the agricultural sector and the need to recognise what skills were required in the agri-food and agriculture sectors; the Board was informed that the ESF Call included a section on agriculture;
4. The Board was informed that the Growth and Skills Hub Management Board was being reconvened and that this Board could look to explore the issues raised regarding agriculture skills.

The Board noted the Employment and Skills Progress Report and expressed their thanks to Paul Massey, Board Director and the People and Prosperity Team for all their work, particularly in relation to the work undertaken in regard to the digital awareness and engagement.

Decision: The LEP Board approved the revised terms of reference for the Employment and Skills Board.

Action 10: The LEP CEO to establish the exact location of the higher level technology centre.

Action 11: The People and Prosperity Manager to liaise with Clare Parnell, Board Director regarding attendance at future meetings of the ESB in relation to agricultural skills.

Audit and Assurance Committee Update
(Agenda No. 4.7)

The Board considered a report prepared by the LEP CEO and Louise Rowe, Board Director which provided an update on the work of the Audit and Assurance Committee meeting held on 24 April, 2019.

The Board noted the contents of the report.

Chair Update

(Agenda No. 4.5)

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

1. Space;
2. Digital Skills Partnership launch;
3. Local Industrial Strategy;
4. NAO Report;

FOR INFORMATION ITEMS

(Agenda No. 6)

LEP133

Any Other Business

(Agenda No. 6.1)

Cornwall Energy Strategy

Steve Jermy, Board Director provided the Board with an update on the current progress and forthcoming activity regarding the Energy Strategy.

LEP Network Women Leaders Conference

Frances Brennan, Board Director provided the Board with details of a Blog she had written on Inclusive Growth and the LEP Network Women Leaders Conference. She advised that both she and Emmie Kell, Board Director would be attending the Women Leaders Conference.

The meeting ended at 2.23 pm.

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