

**Title** LEP Board  
**Date** 22 July 2015  
**Time** 10am to 3pm  
**Venue** Trelawney Room, New County Hall, Treyew Road, Truro, TR1 3AY

<b>Agenda Item No</b>		<b>Lead</b>	<b>Action</b>	
1.	1000	Welcome and Introductions ( <i>Observer – Sally Hawken CC</i> ) Apologies for Absence (Chris Loughlin)	CP	
2.	1015	Declarations of Interest	ALL	
3.	1020	LEP Board (13 May 2015) a) Minutes b) Action Summary	CP CB	To Note To Note
<b>Operational Updates</b>				
4.	1030	Chairman’s Report (verbal)	CP	To Note
5.	1045	CEO’s Report	SR	To Note
6.	1115	Performance and Risk Report ( <i>once a quarter</i> )	NC	To Note
7.	1130	Investment Decisions (by exception) ( <i>Cycle tour of Cornwall</i> )	SR	Decision
8.	1145	Audit and Assurance Committee ( <i>No Report</i> )	CL/SR	
9.	1200	Appointments Committee	CP	Decision
10.	1205	Economic Update	SR	To Note
<b>LUNCH (1215 – 1300)</b>				
<b>Strategic Business</b>				

11.	1300	Cornwall Deal	JP/AK	
12.	1315	<b>Future Economy Update</b> a) FE Board b) Enterprise Zone Board	AC/SR CP/SR	To Note To Note
13.	1345	<b>Growth for Business Update</b> a) G4B Board (inc. Growth Hub presentation) b) Better Business for All Update c) Food Enterprise Zone Update	ST/MS ST/MS AW/DR	Decision To Note To Note
14.	1415	<b>Conditions for Growth Update</b> a) Employment and Skills Board b) Local Transport Board c) Islands Futures	PM/SR CP/NC RM/TL	To Note To Note To Note
<b>Other Board Business</b>				
15.	1455	Any other business	ALL	

**Dates of next Meetings  
LEP Board 2015**

29 September (*possible AGM*)

25 November (*including Q2 Growth Deal performance*)

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

MINUTES of a Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership Board held in the Harold Wilson Lifelong Learning Centre, Carn Gwaval, St Mary's, Isles of Scilly, TR21 0NA on Wednesday 13 May 2015 commencing at 09.45 am.

Present:- Chris Pomfret (Chairman)

Anne Carlisle, Robert Davey, Lucy Edge, Julian German CC, Paul Massey, Richard McCarthy, Gavin Poole, Roland Tiplady, John Pollard CC

Also in  
attendance:-

Officers and Support Team:- Sandra Rothwell, Jason Clark, Sally Edgington, Theo Leijser, Julia Sweeney, Diana Mompoloki, Carol Bransgrove, Sophie Hughes

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

### **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Board Directors – Chris Loughlin, Simon Tregoning and from Officers – Andrew Kerr.

### **APPOINTMENTS COMMITTEE**

(Agenda No. 10)

The Board considered a report prepared by the Cornwall and Isles and Scilly Local Enterprise Partnership Appointments Committee regarding the appointment of the Directors to the Local Enterprise Partnership.

Gavin Poole left the room during consideration of his appointment.

**Decision:** Gavin Poole's position as Director of the Company be renewed for a further term of up to three years, subject to an annual informal review with Board Directors.

***Action 1: The Company Secretary to make the appropriate filings at Companies House.***

## **DECLARATIONS OF INTEREST**

(Agenda No. 2)

There were no declarations of interest received.

## **LEP BOARD 24 MARCH 2015 - MINUTES**

(Agenda No. 3)

It was agreed that the Minutes of the Meeting held on 24 March 2015 were a true and accurate record.

It was noted that Action 7 on page 9 of the minutes should read Rt Hon Greg Clark MP and not Rt Hon Greg Barker MP.

***Action 2: LEP CEO to ensure the minutes are amended to read Rt Hon Greg Clark MP and not Rt Hon Greg Barker MP.***

## **LEP Board 24 March 2015 - Action Summary**

A summary of actions confirmed at the meeting held on 24 March 2015 were circulated, details of which were noted together with a summary of the outstanding actions.

The Board was informed that all actions had been completed, with the exception of action 3 which is ongoing.

The Chairman updated the Board on the current position with regard to Western Power Distribution (WPD) (action 3) stating that a phone call had been held with WPD and that a formal meeting with OFGEM and the South West LEP's had been arranged in June 2015. Feedback from that meeting will be reported at the July Board.

Andrew Williams asked that clarity be sought from WPD on export capacity for the next 3-6 years. It was agreed that the Chairman and LEP CEO would meet regarding attendance for the meeting in June. It was also felt that Ruth Binny from the Department of Energy & Climate Change (DECC) should attend.

***Action 3: The Chairman and LEP CEO to meet regarding attendance for the meeting in June.***

***Action 4: The Chairman to report back to the July Board with an update following the formal meeting with OFGEM and the South West LEP's in June.***

## **CORNWALL & ISLES OF SCILLY ECONOMIC UPDATE**

(Agenda No. 4)

The Board considered a report prepared by Sandra Rothwell and Peter Wills regarding the Cornwall and Isles of Scilly Economic Update which had a particular focus on employment and skills.

Sandra Rothwell outlined the main points contained within the report, with specific reference to the following:

- Increasingly, skills is being highlighted by the business community as a barrier to growth.
- Key gaps in those sectors identified in our smart specialisation agenda.
- Skills major issue in productivity growth.

The LEP CEO highlighted that whilst it was an improving picture, there was still a need for the LEP to do more on skills.

The Board noted the contents of the report.

## **FUTURE ECONOMY UPDATE**

(Agenda No. 5)

### **Future Economy Board**

(Agenda No. 5a)

The Board considered a report prepared by Elisia Bott and Steven Ford regarding the Future Economy Board.

Anne Carlisle outlined the main points contained within the report, with specific reference to the following:

#### Future Economy: Research and Innovation Framework

To inform the development of the Cornwall and Isles of Scilly Research and Innovation Framework, a number of workshops with businesses and stakeholders are taking place over the next month. The focus of these sessions is to clearly identify business development opportunities that can be supported through European Structural and Investment Fund research and innovation activities.

A full report is being produced and Anne Carlisle will provide a further update at the July Board meeting.

#### ITI Board endorsement of Research and Innovation Framework

The ITI Board noted the work completed to date to identify the research and innovation activities, as detailed in the Cornwall and Isles of Scilly European Structural and Investment Fund Strategy and formally endorsed the approach to delivering a Research and Innovation Framework for Cornwall and the Isles of Scilly.

The FE Board are producing a key messages/guidance document concerning the smart specialisation areas. Anne Carlisle asked Paul Massey and Simon Tregoning to do the

same for both the Employment and Skills Board and the Growth for Business Board highlighting the key drivers in their areas of activity so as to ensure consistent messaging throughout the Boards.

***Action 5: Paul Massey and Simon Tregoning to highlight the key drivers in their areas of activity so this can be factored into the key messages/guidance document currently being produced by the Future Economy Board.***

#### Financial Instruments

The LEP CEO gave an update on Financial Instruments stating that work is now progressing on the Block 2 design phase. The next stage is tied into Technical Assistance work going forward and will be discussed in item 11.

Robert Davey highlighted the need to consider PR messaging around this. The LEP CEO and Jason Clark to circulate the speech the Chairman gave at the Finance in Cornwall event.

***Action 6: The LEP CEO and Jason Clark to circulate the speech the Chairman gave at the Finance in Cornwall event.***

#### **Enterprise Zone Board**

(Agenda No. 5b)

The Board considered a report prepared by Miles Carden and Sandra Rothwell regarding the Aerohub Enterprise Zone.

The LEP CEO outlined the main points contained within the report, with specific reference to the work being undertaken to review the current arrangements in supporting the effective implementation of the Aerohub Enterprise Zone.

The Board noted the work of the Enterprise Zone Board.

#### **GROWTH FOR BUSINESS UPDATE**

(Agenda No. 6)

#### **Growth for Business Board**

(Agenda No. 6a)

The Board considered a report prepared by Rebekah Hood regarding the activities of the Growth for Business Board.

The LEP CEO outlined the main points contained within the report, with particular reference to the following:-

#### LEP Fund Application Form

The LEP CEO asked the Board to note the proposed activities by the Growth for Business Board. A detailed business case for each activity will be completed and if over £50k will come back to the LEP Board for approval.

#### Principles of the Cornwall and Isles of Scilly Growth Hub

The LEP CEO asked the Board to note the principles of a Cornwall and Isles of Scilly Growth Hub document which can also be found on the LEP website.

The Board noted the work of the Growth for Business Board.

### **Better Business for All Update**

(Agenda No. 6b)

No report.

### **CONDITIONS FOR GROWTH UPDATE**

(Agenda No. 7)

#### **Employment and Skills Board**

(Agenda No. 7a)

The Board considered a report prepared by Sandra Rothwell regarding the work of the Employment and Skills Board.

Paul Massey outlined the main points contained within the report with specific reference to the following areas:

- The report seeks support to progress the 2015 Cornwall and Isles of Scilly LEP Skills Show, organised by the Cornwall Education Business Partnership.
- The report responds to the previously highlighted issues around capacity to support the employment and skills agenda across the LEP which have resulted due to personnel changes and project funding ending.

Lucy Edge commented that she is working on a skills statistics model which will be a projecting tool and will share this when available.

**Decision:** The LEP Board agrees to support the 2015 Cornwall and Isles of Scilly LEP Skills Show delivered by Cornwall Education Business Partnership.

**Decision:** The LEP Board agrees to delegate responsibility to the LEP CEO to implement option 3 within section 3b of the report.

#### **Cornwall and Isles of Scilly Local Transport Board**

(Agenda No. 7b)

The Board considered a report prepared by Neil Clark regarding the work of the Cornwall and Isles of Scilly Local Transport Board.

The Chairman outlined the main points contained within the report and noted that a full Q1 Growth Deal performance and risk report will be presented at the July Board.

The Board noted the update on behalf of the Cornwall and Isles of Scilly Local Transport Board.

### **Island Futures Update**

(Agenda No 7c)

The Board considered a report prepared by Theo Leijser regarding the work of the Island Futures Board.

Theo Leijser outlined the main points contained within the report with specific reference to the following areas:

#### Formation of the Isles of Scilly Housing Partnership

The Housing Growth plan sets out a vision for housing development over the next 10 years which concludes that more homes are required to support economic growth.

#### Porthmellon Enterprise and Innovation Centre

Due for completion in mid June, this £2m development is on time and budget.

#### Change to waste disposal on the Islands

By December 2015 the Council of the Isles of Scilly will have procured and completed 4 key projects to deliver improvements to waste disposal on St Marys. These include a new household waste and recycling centre, a new waste transfer site incinerator demolition and vehicle and plant procurement.

### **CEO REPORT**

(Agenda No. 8)

The Board considered a report prepared by Sandra Rothwell focusing on an overview of the core activities regarding staff, governance, communications, national liaison and Strategic Economic Plan activity.

The LEP CEO updated the Board on each of the core activities. She particularly noted:

Confirmation has now been provided by Central Government that LEP core funds and Strategy Development funds have been processed. These funds will be with the accountable body at the time of the Board meeting (£500,000).

She noted that at the time of writing, the LEP was awaiting a final draft of a Memorandum of Understanding between the LEP and Cornwall Council as part of its Assurance Framework. This has been escalated to the Council's CEO who has given his personal support to completing this as soon as possible.

#### Communications

The Interim Growth Hub (IGH) has been commissioned with a local agency after a tendering process. The IGH is set to go live in early July to fill the gap left with the closure of the GAIN provision.

The refreshing of the LEP website and brand will start properly once the IGH is in place, tendering and commissioning has been completed. We expect this work to be finished by September and to launch the refreshed LEP look at the AGM.

The CEO confirmed she undertook a contract review on 29 April with DCA and feels confident to continue the existing contract for final quarter of the current year, which ends at the end of July 2015. A report will come to the July Board with a recommendation about the final year of the DCA contract (August 2015 – July 2016).

## **AUDIT AND ASSURANCE COMMITTEE**

(Agenda No. 9)

The Board considered a report prepared by Chris Loughlin and Sandra Rothwell regarding the Audit and Assurance Committee.

Gavin Poole outlined the main points contained within the report with specific reference to terms of reference for the Audit and Assurance Committee and the minutes of its first meeting held on 24 March 2015.

The Board noted the report and agreed the Audit and Assurance Committee's Terms of Reference.

## **INVESTMENT DECISIONS**

(Agenda No. 11)

The Board considered a report prepared by Sandra Rothwell regarding Technical Assistance.

**Decision:** The Board approves match funding of £240,000 over three years to provide local 'technical assistance' support to the Cornwall and Isles of Scilly EU Programmes.

## **PERFORMANCE**

(Agenda No. 12)

### **CDC Progress Report**

(Agenda No. 12a)

A report setting out progress by Cornwall Development Company since the last Board meeting on the delivery of the Regional Growth Fund (RGF) Round 2, Growing Places Fund (GPF) and the Enterprise Zone (EZ) was presented by Sandra Rothwell.

***Action 7: John Pollard CC to provide a written brief in respect to the current position regarding the Cornwall Development Company and the report that went to Full Council.***

### **EU Programmes (Shadow ITI Board)**

(Agenda No. 12b)

The Chairman provided the Board with an update on the Shadow ITI Board, in his capacity as Chair of that Board, he highlighted concerns over the Calls process. The Chairman has met with Tricia Allen (DCLG Head of South West EU team) and will be meeting DCLG and Cornwall Council colleagues separately to discuss improved ways of working locally.

Theo Leijser raised concerns regarding the note from DWP by written procedure for Big Lottery investment for the ITI Board. It was agreed that the LEP and Councils ITI Board representatives should raise these concerns.

The Board noted the update in respect of the Shadow ITI Board.

***Action 8: the LEP and Councils ITI Board representatives to raise concerns regarding the note from DWP by written procedure for Big Lottery investment for the ITI Board.***

### **Growth Deal**

(Agenda No. 12c)

No report.

### **OTHER BOARD BUSINESS**

(Agenda No 13)

The Chairman outlined the following new Government arrangements:

- Greg Clark – Secretary of State for Communities and Local Government.
- Sajid Javid – Secretary of State for Business, Innovation and Skills.
- Cities and local growth portfolio is still to be decided.

Julia Sweeney offered to help the LEP liaise with the right people in the civil service in the early days of Government. Julia Sweeney will also let the LEP Board know when the portfolios are clear/known.

JG asked for an update on AONB to be added to the Agenda for a future LEP Board.

JP – Case for Cornwall – Outline views published in January. Will continue to work Post Election on asks/demands and after the summer recess will be submitted to Government.

RT requested some more advertising on the Royal Cornwall Show. SR/JC to ensure further promotion takes place including putting on the LEP website.

GP – Chamber of Commerce Business Plan. LEPs are taking on board what came out but nothing more to update at this stage.

JC – Kings College opening in July. Good success story with 22 local people employed. LEP have been invited.

***Action 9: Julia Sweeney offered to help the LEP liaise with the right people in the civil service in the early days of Government. Julia Sweeney will also let the LEP Board know when the portfolios are clear/known.***

***Action 10: The LEP Executive Team to invite colleagues from the AONB team to attend a future meeting of the LEP Board.***

***Action 11: The LEP CEO and Jason Clark to ensure further promotion takes place relating to the Royal Cornwall Show, including promotion on the LEP website.***

## **NEXT MEETING**

(Agenda No. 14)

It was noted that the next Board meeting was scheduled to take place on 22 July at New County Hall, Truro.

The meeting ended at 12.25 pm.

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