

**Title** LEP Board  
**Date** Wednesday 13 May 2015  
**Time** 9.45am to 12:30pm (afternoon session to be hosted by Isles of Scilly Council)  
**Venue** Harold Wilson Lifelong Learning Centre, Carn Gwaval, St Mary's, Isles of Scilly, TR21 0NA (Please dress smart casual (no suits))

			<b>Lead</b>	<b>Action</b>
1.	0945	Welcome and Introductions <i>(no observer requests for this meeting)</i>  Apologies for Absence Simon Tregoning, Tom French and Chris Loughlin	CP	
2.	0950	Declarations of Interest	ALL	
3.	0955	LEP Board 24 March 2015 a) Minutes b) Action Summary	CP CB	To Note To Note
<b>Strategic Updates</b>				
4.	1005	Cornwall & Isles of Scilly Economic Update (skills focus)	SR	To Note
5.	1015	<b>Future Economy Update</b> a) FE Board b) Enterprise Zone Board	AC/SR CP/SR	To Note To Note
6.	1030	<b>Growth for Business Update</b> a) G4B Board b) Better Business for All (no report)	ST/MS ST/MS	To Note
7.	1045	<b>Conditions for Growth Update</b> a) Employment and Skills Board b) Local Transport Board c) Island Futures update	PM/SR CP/NC RM/TL	Decision To Note To note
<b>Strategic Business</b>				
8.	1100	CEO Report	SR	To Note

9.	1130	Audit and Assurance Committee	CL	To Note
10.	1140	Appointments Committee • GP reappointment	CP	Decision
<b>Investments and Performance</b>				
11.	1150	Investment Decisions a) Technical Assistance	SR	Decision
12.	1210	Performance a) CDC Progress Reports b) EU Programmes: Shadow ITI Board ( <i>verbal report</i> ) c) Growth Deal ( <i>no report until end of Q1 2015</i> )	SR CP NC	To Note To Note
<b>Other Board Business</b>				
13.	1225	Any other business	ALL	
<b>The LEP Appointments Committee members will remain at the Harold Wilson Lifelong Learning Centre from 1230 to 1315</b>				
	1230	Walk to Porthmellon Innovation Centre and tour		
	1300 – 1400	Lunch at Speros		
	1430 – 1600	Debate on the “Tourism Challenges for the Islands and Rural Areas” and “Focus on High Value, Low Volume Tourism Strategies and how Superfast may aid this”  <b>Venue: Tregarthens Hotel</b>		

Those directors then leaving on the evening flight will be escorted back to the Airport.

1900 Evening Reception at Juliet’s Garden with representatives from the Isles of Scilly business community, Lagan International and also Alastair Martin- the Duchy of Cornwall Secretary and Keeper of the Records

### **Dates of next Meetings LEP Board 2015**

22 July NCH (*including Q1 Growth Deal performance*)  
29 September tbc (*possible AGM*)  
25 November tbc (*including Q2 Growth Deal performance*)

## **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 A12, Advent House, Victoria Commercial Centre, Station Approach, Victoria, St Austell, PL26 8LG on Tuesday 24 March 2015 commencing at 10.00 am.

Present:- Chris Pomfret (Chairman)  
Chris Loughlin (Vice-Chairman)  
Anne Carlisle, Robert Davey, Lucy Edge, Julian German CC, Paul Massey, Richard McCarthy, Gavin Poole, Simon Tregoning, Roland Tiplady

Also in Jason Clark, Sally Edgington, Andrew Kerr, Theo Leisjer, Julia attendance:- Sweeney

Officers and Carol Bransgrove, Neil Clark, Emma Coad, Sandra Rothwell, Matt Support Silver

Team:-

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

The Chairman welcomed everyone to the meeting, in particular he welcomed Matt Silver the Business and Stakeholder Relationship Manager for the LEP Executive Team. The Board was informed that all of the LEP Executive Team were now in place following Matt's recruitment in mid-February.

The Board was informed that a 'new look' agenda was being trialled for the meeting with three main sections which should allow increased opportunity for strategic debate across the SEP themes and Driver Boards; a substantive section on issues affecting the strategic business; and a focus on performance, a section which would increase in volume and importance after April 2015 when the Growth Deal and other implementation programmes went live. The Board was invited to submit comments or any further improvements on the new style agenda

***Action 1: The Board was invited to submit comments or any further improvements on the new style agenda.***

### **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Board Directors – Andrew Williams, Tom French CC and John Pollard CC.

## **DECLARATIONS OF INTEREST**

(Agenda No. 2)

The following declarations of interest were noted:-

- (i) Jason Clark requested it be noted that he was undertaking public relations work in respect of two companies named in the reports. It was agreed that unless specific reference was made to these companies in the debate and given that no decision was to be made on these items it was not necessary to leave the room;
- (ii) Gavin Poole declared an interest in Agenda Item No. 8 (Tourism and Branding) by virtue of his company acting on behalf of Visit Cornwall. It was agreed that he should leave the room whilst this item was being discussed.
- (iii) Chris Loughlin declared an interest in Agenda Item 8 (Tourism and Branding) as his company had been in discussions with Visit Cornwall regarding potential funding. However, it was felt that he should not leave the room as this item was not related to South West Water.

## **LEP BOARD 27 JANUARY 2015 - MINUTES**

(Agenda No. 3)

It was agreed that the Minutes of the Meeting held on 27 January 2015 were a true and accurate record.

## **LEP Board 27 January 2015 - Action Summary**

A summary of actions confirmed at the meeting held on 27 January 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 actions 5(b), 15 and 17 which were included as part of the agenda for today's meeting.

The Chairman updated the Board on the current position with regard to the Case for Cornwall, Andrew Kerr provided the Board with details of the work proposed to be undertaken on the Case for Cornwall over the coming months.

## **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.

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

#### Event with the Bank of England

A recent event sponsored by Stephens and Scown Solicitors and chaired by Gavin Poole had been held with the Bank of England. The Board was encouraged by comments made by representatives of the Bank of England that there was a willingness to engage with the LEP's.

#### Latest economic figures

In response to comments expressed by the Board in relation to the latest economic figures as detailed in the report, Sandra Rothwell confirmed that year on year modelling information was available in respect of GVA figures and that in addition to this, work had been undertaken to look at the overarching C&IoS LEP KPI 5% stretch on the GVA growth figure for 2020. It was acknowledged that this was a challenging and ambitious target. The Board was informed that Eurostat was planning to release the latest regional GDP (NUTS2) on 21 May, 2015.

The Board noted the contents of the report.

***Action 2: It was agreed that as well as a general Economic Update specific themes should also have a focus at each Board. The next Board update will focus on skills.***

### **FUTURE ECONOMY UPDATE**

(Agenda No. 5)

#### **Future Economy Board**

(Agenda No. 5a)

The Board considered a report prepared by Elisia Bott regarding the Future Economy Board update.

Anne Carlisle outlined the main points contained within the report advising that since the last meeting of the Board the membership of the FE Board had been refreshed and that activity had focused on progressing the smart specialisation and innovation opportunities. She provided the Board with details of the work currently being undertaken to oversee the development of a C&IoS Research and Innovation Framework and referenced how it was proposed to interface the FE Board with other Driver Boards. The Board was informed that Sandra Rothwell sat on all three Driver Boards which would assist with connectivity. It was noted that the FE Board was still going through the transition period and that there was still work to be undertaken to develop the C&IoS Research and Innovation Framework and Smart Cornwall opportunity.

In response to issues raised in the discussion the Board was provided with details of the membership of the FE Board and the process undertaken to appoint private sector

representatives. The Board was informed that minutes of the FE Board would be published on the LEP website and that the first point of contact for the Driver Boards should be the Executive and Governance Manager.

Further to the above, reference was made to the announcement by Western Power that there would be no new Grid capacity for 3-6 years in the area south of Bristol and Bath. The Board was informed that this issue had been raised at a recent Ministers Briefing and that Ministers had been pressured into finding a solution to enable the upgrade of the Grid.

The Board discussed the potential impact that this could have for projects and the major barrier that it would create for some schemes. It was acknowledged that this was an important issue for both LEP's and Local Authorities as it would impact major development schemes. The Chairman advised that he would raise the issue with other LEP's impacted by the announcement.

Arising from the above report and debate, it was agreed that:-

The Board notes progress on the development of the C&IoS Research and Innovation Framework;

The Board notes the progress on the development of the C&IoS Smart Cornwall opportunity – and linkages to the EU Programme call development; and

The LEP makes contact with Western Power regarding the Grid Capacity announcement and that a report be provided to the Board in respect of this matter.

***Action 3: It was agreed that the Chairman write to Western Power Distribution (WPD) and feed back to the next Board.***

***Action 4: It was agreed that the CEO raise the issue with other South West LEPs who may be affected.***

### **Enterprise Zone Board**

(Agenda No. 5b)

The Board was provided with a verbal update on the work of the Enterprise Zone Board. In the ensuing discussion particular reference was made to:-

- (i) The recent schools STEM (Science, Technology, Engineering and Mathematics) event hosted by Cornwall Development Company and Bloodhound SCC at Newquay Airport and the land speed record event due to take place in September 2015;
- (ii) The Government's response to the proposed Spaceport location, the Board was informed that Newquay remained one of the five possible sites;

- (iii) Potential to align the Aerospace and Satellite agenda with the Smart specialisation work being undertaken by the FE Board;

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 and Matt Silver regarding the activities of the Growth for Business Board.

Simon Tregoning outlined the main points contained within the report providing the Board with an update on activities of the Growth for Business Board with particular reference to the 'What Works Elsewhere' report, and the current position regarding the Growth Hub and Growth Deal.

In the ensuing discussion the main points were noted as follows:-

- (i) reference was made to the performance reporting arrangements for the European Programme, it was commented that additional qualitative outcome measures could be added to the performance reporting;
- (ii) reference was made to data ownership arrangements, the Chairman reported that he had raised this issue at a recent ITI Board meeting;
- (iii) the Board discussed proposals for the interim period following the transition period of the existing arrangements with Plymouth and Peninsula City Deal Growth Deal at the end of June 2015;

Arising from the above and in response to questions raised, the Board was advised of the following:-

- (i) the scope of a Cornwall and Isles of Scilly Growth Hub, including how the interim arrangements would be provided, and the length of the interim period;
- (ii) the routes available for match funding and how match funding could be provided;
- (iii) confirmation that details of the Calls would be published on the LEP website;
- (iv) the role of the National Growth Board and the comments of Lord Ahmad, Parliamentary Under Secretary of State for the Department of Communities and Local Government regarding the status of Cornwall and the Isles of Scilly through the ITI;
- (v) the focus of the Growth for Business Board being on the C&IoS Growth Hub, by end of Q3 2015/16 and the work undertaken in the interim was part of the next phase;
- (vi) the importance of communication moving forwards.

Arising from the above report and debate, it was agreed that:-

- (i) The Board notes the report and summary of the findings of the 'What Works Elsewhere' report;
- (ii) The Board notes the progress of the Growth Hub and Growth Deal arrangements.

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

(Agenda No. 6b)

The Board considered a report prepared by Mark Luxton and Simon Tregoning regarding the Better Business for All partnership.

Simon Tregoning outlined the main points contained within the report with specific reference to the recommendations and the request for a shared contribution towards BBFA work programme deliverables which would be in the region of £30,000 for 2015/16.

Arising from the above, it was agreed that:-

The Board notes Better Business for All progress to date:

The Board continues to support the Better Business for All work programme, and

Support be given to widening Cornwall Better Business for All Partnership to include the Isles of Scilly.

### **Food Enterprise Zone Update**

(Agenda No. 6c)

David Rodda attended the meeting for this item.

The Board considered a report prepared by David Rodda regarding the creation of a Food Enterprise Zone (FEZ).

David Rodda outlined the main points contained within the report with specific reference to the process of establishing a FEZ for Cornwall, the award of 'pathfinder' status by DEFRA to explore the use of a Local Development Order, process for identifying the location of the Food Enterprise Zone, timeline for the process, available options and risk assessment, and the financial implications.

Further to the above and in response to questions raised the Board was advised of details of the selection process to undertake the tasks detailed within the report.

Arising from the above, it was agreed that:-

The Board note that DEFRA have approved the submission by Cornwall Council to participate in their 'pathfinder' initiative as one of eleven areas around England;

The proposed FEZ selection process and an issue related press releases prior to 27 March 2015 be agreed.

A response be provided to Roland Tiplady regarding how the selection process had been undertaken and how contracts had been appointed.

***Action 5: That a response be provided to Roland Tiplady regarding how the selection process had been undertaken and how contracts had been appointed.***

David Rodda left the meeting at this point.

## **CONDITIONS FOR GROWTH UPDATE**

(Agenda No. 7)

### **Employment and Skills Board**

(Agenda No. 7a)

The Board considered a report prepared by Judith Hann regarding the work of the Employment and Skills Board.

Paul Massey outlined the main points contained within the report with specific reference to the activities being undertaken and delivered by the Employment and Skills Board on behalf of the LEP, he also referred to the LEP Driver Board funding pot.

Further to the above, the Board was advised that the Employment and Skills Manager would be leaving to take up a new role outside the Council, it was commented that this would have an impact on the Employment and Skills Board and that solutions for a replacement were being explored.

Sandra Rothwell provided the Board with details of the Conditions for Growth theme and explained how the broad theme would be addressed without the addition of further sub-groups.

Arising from the above, it was agreed that:-

The Board acknowledges the work of the Employment and Skills Board and its contribution to the delivery of the LEP Strategic Economic Plan and EU Structural Investment Fund Strategy;

The Board expressed appreciation to the Employment and Skills Manager for her work with both the LEP Board and Employment and Skills Board.

Sandra Rothwell to respond to Julian German CC regarding the development of 4 Special Needs Schools as a Focus Group with Enterprise Advisor support.

***Action 6: That the LEP CEO respond to Julian German CC regarding the development of 4 Special Needs Schools as a Focus Group with Enterprise Advisor support.***

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

(Agenda No. 7b)

The Board was provided with a verbal update on the work of the Cornwall and Isles of Scilly Local Transport Board. In the ensuing discussion particular reference was made to:-

- (i) the Local Transport Board Assurance Framework and its role in the delivery of transport packages;
- (ii) the role of the Local Transport Board and how it had overseen transport connectivity projects, in total 14 projects had been delivered by the Local Transport Board to date, with the Growth Deal allocation of £59million due to start on 1 April, 2015;
- (iii) details of road schemes agreed, reference being made to the recent announcement regarding the fleet of dual fuel trains proposed for the area which would be specifically tailored to the Penzance route. Reference was made to the need to ensure that there were connectivity links between all modes of public transport.

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

### **Isles of Scilly Update**

Theo Leijser provided the Board with an update on the current position regarding water and sewage on the Islands.

### **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, risk update, communications, national liaison, SEP Activity which included reference to Sport, Tourism and Branding, and Construction.

Sandra Rothwell updated the Board on each of the core activities, highlighting the following areas:-

Staff

The Board was informed that the LEP Executive team was now in place with the recruitment of the Business and Stakeholder Relationship Manager in mid-February.

#### Governance

The Board was provided with an update on the governance arrangements and informed that a report relating to the Assurance Framework would be considered at Agenda Item 10.

#### Risk Update

The Board was informed that in future it was proposed to provide a full risk update against the business plan priorities, however, in advance of that, the Board was provided with a risk update on the notable risk issues which included: 2016/17 Growth Deal contracts, Enterprise Zone, Inward Investment, Offshore Renewables, and Personnel Changes.

#### Communications

The Business and Stakeholder Relationship Manager had in the past month focussed on meeting and developing the intermediary relationships the LEP needs to strengthen over the coming year.

The Board was once again reminded that the pre-election period or 'Purdah' would take effect on 30 March 2015 when the Parliament would be dissolved in the run up to the General Election on 7 May 2015. Board members were advised to seek advice from either Sandra Rothwell or Jason Clark where necessary. Advice regarding 'Purdah' was expected to be issued by Government which would be circulated to Board members once available. The Board was informed that when issued the major change to the guidance would be around the use of social media.

Further to the issue of employing 'lobby' companies, the Chairman confirmed that a letter of clarification on the existing LEP contract with Edelman had been sent to the Rt Hon Greg Clark. In it the Chair had outlined the principal role of the company which was to support the LEP in keeping our local MPs informed. A response to this letter was awaited.

***Action 7: LEP Executive to circulate the reply from the Minister to the Board with a recommendation on the future of the Edelman Contract. If no reply has been received before the election and Greg Clark remains in his role after the election then a follow up would be sent.***

#### SEP Activity

The views of the Board were sought on three areas of linked activity under the wider theme of 'Conditions for Growth'. Whilst these areas linked to the Strategic Economic Plan, they were perhaps broader in nature in terms of economic impact and do not so readily deliver against overarching targets.

#### Sport

The Board was informed that work had been undertaken by Andrew Williams and the Cornwall Sports Partnership through consultation and further desktop research to enable the value of sport to be identified and the conditions required to accelerate its growth as a contributor to the Cornwall and Isles of Scilly Economy. The report provided details of the areas of key activities that had been identified as central to the growth of the sport economy. The Board discussed the role of the LEP in the growth of the sport economy and how it could support the sports agenda. The Board was conscious of the need to support the sports agenda, however, it was considered that there were organisations better placed to provide this support.

It was the consensus view that whilst the C&IoS LEP supported the sports agenda it would not be a high priority and therefore we would not give it blanket support but would focus on specific proposals which were relevant to the key strategic objectives of C&IoS LEP.

***Action 8: The LEP team to inform the relevant parties to the decision that we would not give a composite support but would recognise the importance of Sport and would consider any future proposal individually***

#### Tourism and Branding

(Gavin Poole left the meeting during consideration of this item)

The report detailed the background the Visit Cornwall CiC (Community Interest Company) which would assume the core marketing functions of the existing Visit Cornwall. The principles of Visit Cornwall CiC had been agreed, with final arrangements for the transition from the public sector led organisation to the private sector led CiC being agreed. Visit Cornwall CiC would be fully operational from 1 April, 2015. The report set out the challenges and opportunities faced by Visit Cornwall CiC, providing details of the proposed actions going forward and how the input of the C&IoS LEP branding and messaging would work to drive the creation of high quality digital content to Visit Cornwall CiC.

The Board discussed how the C&IoS LEP could provide assistance to Visit Cornwall CiC in terms of branding and digital content.

It was the consensus view that the C&IoS LEP supported the overall principle of Visit Cornwall CiC and sought further information from Visit Cornwall CiC regarding the proposed programme, how it would fit with the C&IoS LEP and details of proposed delivery methods. The Board indicated that further investigation should be undertaken in respect of the Tourism Conference which had been suggested by a member of the Board to be held in Autumn with sponsorship from the C&IoS LEP.

***Action 9: The LEP Executive to pass this conclusion back to Visit Cornwall CiC and work with them to finalise a proposal for the Conference***

#### Construction

The report detailed the work undertaken in respect of the Construction Strategy. The lead Board Director of this work, Roland Tiplady outlined the current situation regarding the C&IoS LEP Construction Strategy since the launch in September 2014 and advised that no dedicated resource had been put in place to take all the actions highlighted in the strategy forward. The Board was informed that many elements of the strategy had been integrated across other work streams, it was highlighted however that further work was required to take forward the detail of this strategy on an ongoing basis.

The Board was advised that the Heart of the South West LEP was undertaking work in respect of the skills element of Construction industry, and it was, therefore, suggested that the C&IoS LEP could look to work in tandem with the Heart of the South West to achieve an alignment of the skills element.

It was the consensus view that the lead Board Director could look to establish a group either standalone or with the Heart of the South West to identify skills issues in the construction industry which could be fed back to the Employment and Skills Board.

**Action 10:**

- ***The LEP CEO to investigate with the HofSW LEP about working together on skills development for the Construction Industry.***
- ***The Board decision to NOT treat Construction as a single priority but to view Construction as an important part of all of areas our priority.***
- ***The Lead LEP Board member to look to helping the formation of a Construction skills group, possibly with the HofSW LEP but this would not be a formal LEP Committee.***

**LEP Driver Board Structure**

(Agenda No. 8a)

The Board considered a report prepared by Sandra Rothwell and Carol Bransgrove regarding the new governance arrangements for the three LEP Driver Boards.

Sandra Rothwell acknowledged that there was still work to be undertaken regarding reporting targets, the Board was advised that a template was being designed to report targets which could be easily interpreted and that would monitor performance against targets, outputs and spend. It was intended the Driver Boards would support the implementation of the Strategic Economic Plan and that going forward time would be allocated at each LEP Board meeting to discuss the strategic work of each Driver Board. This would ensure that the LEP Board as a whole were fully aware of the work undertaken.

The Board noted and agreed the new governance arrangements, including terms of reference for each of the three LEP Driver Boards.

**BUSINESS PLAN 2015-18**

(Agenda No. 9)

The Board considered a report prepared by Sandra Rothwell, regarding the LEP Business Plan 2015-18.

A revised version of the LEP Business Plan 2015-18 was circulated at the Board meeting, Sandra Rothwell outlined the main content of the Business Plan with reference to three areas that required further work before the Plan could be signed off.

In response to questions raised, the Board was advised of the following:-

- (i) the arrangements for final approval of the overall Business Plan for 15/18 budget. The Board acknowledged the time constraints in respect of the final approval of the 15/16 budget and commented that the principle of final approval should be made by the LEP Board;
- (ii) reason for the increase in administration costs year on year;
- (iii) Annexe 1 of the LEP Business Plan could be amended to make sure the structures were clear, removing reference to individual companies and replacement with a short biography of each Board Member;
- (iv) an explanation was provided on the GVA target chart as detailed on page 7 of the Business Plan;
- (v) the Target Table on page 30 would be amended to include the £338 million GVA Growth by 2020 figure. The figures contained within the table would be checked to ensure consistency. It was noted that the final targets had not yet been finalised, some of the targets were linked to the European Programme and were subject to final changes. These changes would be reflected in the final version of the Business Plan, however, it would not be possible to breakdown the £338 million figure to the Boards;
- (vi) the economic performance of the 39 LEP's which was starting to emerge following a recent report that had been circulated to the Board Directors. This had been helpful in 'benchmarking' the progress of the C&IoS LEP, particularly against similar rural and peripheral LEP areas.

Arising from the above, it was agreed that:-

***The Board approved the overall Business Plan 2015-18, subject to:***

- ***The board delegates authority to the Audit and Assurance Committee for final approval of the 2015/16 budget, any material issues raised by the A&A committee to be circulated to Board Directors;***
- ***The Board notes the targets in the plan may be subject to change following final agreement of the EU Operational Programme. The overarching GVA target and 'mission' would not change.***

## **ASSURANCE FRAMEWORK**

(Agenda No. 10)

The Board considered a report prepared by Neil Clark, regarding the Assurance Framework and was advised that BIS had directed that all LEP's must have an

operational Assurance Framework in place by 1 April 2015 and that the risk of not having an Assurance Framework in place could prohibit the commencement of our Growth Fund Programme. Part of the Assurance Framework would provide details of how the LEP Board operated, governance arrangements along with its relationship with Cornwall Council in its role as Accountable Body, sitting alongside the Assurance Framework and in the final stages of completion was the LEP/CC MOU which set out the day to day relationship between the Council and LEP. The Board was informed that once completed and prior to sign off, the MOU would be circulated to the members of the Audit and Assurance Committee for comment.

The Board was informed that the Assurance Framework could be updated as necessary. It was considered that it would be appropriate to undertake a notional review of the document on an annual basis. The Board welcomed the document and commented that it would assist with the delivery of Growth Fund Programme.

Arising from the above, it was agreed that:-

- ***The Board notes the work to date in the production of the Assurance Framework; and***
- ***Authority be delegated to the Chairman of the LEP to sign off the Assurance Framework based on the recommendations of the Audit and Assurance Committee, Section 151 Officer and BIS, and subject to the amendment of paragraph 2.4 of the Local Assurance Framework to reflect the Driver Boards.***

## **AUDIT AND ASSURANCE COMMITTEE**

(Agenda No. 11)

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

Chris Loughlin outlined the main points contained within the report with specific reference to the membership, role and terms of reference for the Audit and Assurance Committee.

### ***Action 11:***

- ***The Board noted the first meeting of the Audit and Assurance Committee on 24 March 2015 together with the draft agenda;***
- ***The LEP Board approve the terms of reference for the Audit and Assurance Committee subject to the amendment of paragraph 4.1 to specify that a member of the LEP Executive Team shall act as the secretary to the Committee.***

## **APPOINTMENTS COMMITTEE**

(Agenda No. 12)

The Board was advised that no meeting of the Appointments Committee had taken place since the last Board meeting.

## **INVESTMENT DECISIONS**

(Agenda No. 13)

The Board noted that there were no investment decisions to report.

## **PERFORMANCE**

(Agenda No. 14)

### **CDC Progress Report**

(Agenda No. 14a)

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.

Sandra Rothwell highlighted the key areas, in particular she advised that the Regional Growth Fund Round 2 Strand 1 had now been fully committed, an announcement on projects delivered would be made prior to the period of 'Purdah'.

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

(Agenda No. 14b)

The Chairman provided the Board with an update on the Shadow ITI Board, he outlined work recently undertaken by the Board to sign off Calls, advising that there was still issues to be resolved regarding the operation of the ITI Board in particular regarding conflicts of interest. The Board was informed that official guidance would be issued by Government in respect of this issue. The Board discussed the role of the ITI Board and the role of Government Ministers.

Sandra Rothwell updated the Board on the current position regarding Business Support, Financial Engineering Instruments, programme management, timetable for the alignment of funding streams.

The Chairman advised that there were seven members of those present at this LEP Board sitting on the Shadow ITI Board.

The Board was informed that the financial framework changes were proceeding in accordance with the timetable.

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

### **Growth Deal**

(Agenda No. 14c)

The Board was provided with a verbal update on the Growth Deal.

**NEXT MEETING**

(Agenda No. 15)

It was noted that the next Board meeting was scheduled to take place on 13/14 May 2015 on the Isles of Scilly.

The meeting ended at 2.45 pm.

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