

**Title** LEP Board  
**Date** Tuesday 24 March 2015  
**Time** 10am to 3pm  
**Venue** Room A12, Advent House, Victoria Commercial Centre, Station Approach, Victoria, St Austell, PL26 8LG

			<b>Lead</b>	<b>Action</b>
1.	1000	Welcome and Introductions ( <i>no observer requests for this meeting</i> )  Apologies for Absence (Andrew Williams, John Pollard)	CP	
2.	1015	Declarations of Interest	ALL	
3.	1020	LEP Board 27 January 2015 a) Minutes b) Action Summary	CP CB	To Note To Note
<b>Strategic Updates</b>				
4.	1030	Cornwall & Isles of Scilly Economic Update	SR	To Note
5.	1045	<b>Future Economy Update</b> a) FE Board b) Enterprise Zone Board ( <i>verbal report - performance under item 14</i> )	AC/SR CP/SR	To Note
6.	1115	<b>Growth for Business Update</b> a) G4B Board b) Better Business for All Update c) Food Enterprise Zone Update	ST/MS ST/MS AW/DR	To Note Decision Decision
7.	1145	<b>Conditions for Growth Update</b> a) Employment and Skills Board b) Local Transport Board ( <i>verbal report</i> )	PM/SR CP/NC	To Note
<b>LUNCH</b>				
<b>Strategic Business</b>				
8.	1245	CEO Report a) LEP Driver Board Structure	SR SR/CB	To Note To Note
9.	1330	Business Plan 2015-18	SR	Decision

10.	1400	Assurance Framework	NC	Decision
11.	1415	Audit and Assurance Committee	CL	Decision
12.	1430	Appointments Committee ( <i>no report</i> )	CP	
<b><i>Investments and Performance</i></b>				
13.	1430	Investment Decisions ( <i>no report</i> )	SR	
14.	1430	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
<b><i>Other Board Business</i></b>				
15.	1445	Any other business	ALL	

**Dates of next Meetings  
LEP Board 2015**

13/14 May

22 July (*including Q1 Growth Deal performance*)

29 September (*possible AGM*)

25 November (*including Q2 Growth Deal performance*)

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

MINUTES of Board Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held in the Perranporth Room, Health and Wellbeing Innovation Centre, Treliske, Truro, Cornwall, TR1 3FF on Tuesday 27 January 2015 commencing at 10.00 am.

Present:- Chris Pomfret (Chairman)  
Chris Loughlin (Vice-Chairman)  
Anne Carlisle, Robert Davey, Tom French CC, Paul Massey, Richard McCarthy, John Pollard CC, Gavin Poole, Simon Tregoning, Roland Tiplady

Also in attendance:- Andrew Kerr, Jason Clark, Sally Edgington, Adam Paynter CC, Julia Sweeney

Officers and Support Team:- Carol Bransgrove, Neil Clark, Emma Coad, Debbie Osborne, Sandra Rothwell, Len Smith

Apologies for absence:- Board Directors - Lucy Edge, Julian German CC, Andrew Williams  
Officers - Theo Leijser

**APPOINTMENTS COMMITTEE**

(Agenda No 1)

**Election of Chair and Vice-Chair**

LEP164 The Board considered a report (an amended version was circulated at the meeting) prepared by the Cornwall and Isles and Scilly Local Enterprise Partnership Appointments Committee regarding the appointment of the Directors, Chair and Vice-Chair of the Local Enterprise Partnership.

Chris Pomfret and Chris Loughlin left the room during consideration of their respective appointments.

It was resolved that:-

The position of Director and Chairman of the Company (Chris Pomfret) be renewed for a further term of up to three years, subject to an annual informal review with Board Directors;

That the position of Director and Vice-Chairman (Chris Loughlin) 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.***

**Board Director Renewal**

LEP165 The Board considered a report (an amended version was circulated at the meeting) prepared by the Cornwall and Isles and Scilly Local Enterprise Partnership Appointments Committee regarding the appointment of the Directors to the Local Enterprise Partnership and to review the position of the academic or voluntary/charity sector Director.

Simon Tregoning and Anne Carlisle left the room during consideration of their respective appointments.

It was resolved that:-

Simon Tregonings' 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;

The Board endorses the Appointment Committee's decision to continue to appoint a Higher Education representative to the position of academic or voluntary/charity sector Director and that this remains as Anne Carlisle.

***Action 2: The Company Secretary to make the appropriate filings at Companies House.***

**WELCOME AND INTRODUCTIONS**

(Agenda No. 2)

LEP166 The Chairman welcomed everyone to the meeting, in particular he welcomed Sally Edgington from BIS Local, Neil Clark, Carol Bransgrove and Debbie Osborne part of the LEP Executive team and Adam Paynter CC Cabinet Member for Resources who were all attending as observers.

Further to the above, the Board was advised that interviews for the vacant position of Business and Stakeholder Relationship Manager would be held on 28 January, 2015.

**Apologies for absence**

LEP166.1 Apologies for absence had been received from Board Directors - Lucy Edge, Andrew Williams, Julian German (CC) and from Officers - Theo Leijser.

**DECLARATIONS OF INTEREST**

(Agenda No. 3)

LEP167 Simon Tregoning requested it be noted that in relation to Agenda Item No. 7 (Chief Executives Report) that whilst he did not have a current interest he had previously been a member of the Visit Cornwall Partnership Board. It was agreed that this was not a material interest given there was no decision to be made on this item.

**LEP BOARD 12 NOVEMBER 2014 - MINUTES**

(Agenda No. 4)

LEP168 It was agreed that the Minutes of the Meeting held on 12 November 2014 were a true and accurate record.

## **LEP BOARD 12 NOVEMBER 2014 - ACTION SUMMARY**

LEP169 A summary of actions confirmed at the meeting held on 12 November 2014 had been circulated, details of which were noted together with a summary of outstanding actions.

The Board was informed that all actions had been completed. Sandra Rothwell advised that a full economic overview for Cornwall and Isles of Scilly would be provided at the March 2015 meeting.

## **A CASE FOR CORNWALL**

(Agenda No. 5)

LEP170 John Pollard, Leader of Cornwall Council presented an item regarding the Case for Cornwall and provided the Board with an overview of the proposals for a devolution deal which would enable Cornwall to have greater autonomy from UK Government. He explained the background to the proposal and why he considered that Cornwall was in a good position to proceed with the proposal having already identified; specific areas for funding; a list of topics already being under discussion and having a four year Strategy, Business Plan and budget for the Council.

The Case for Cornwall had been debated by Cornwall Council in January 2015 and had received full support for the principle of submitting a Case for Cornwall. He explained what the proposal could mean for Cornwall, the benefits that could be created and the timetable for implementation. The Board was asked to consider providing support towards the principle of submitting a Case for Cornwall.

During discussion the following points were raised:-

- i. It was commented that the proposal had received full support across all political parties in the Council to proceed with the discussion for a Case for Cornwall;
- ii. The Board expressed support for the principle of submitting a Case of Cornwall;
- iii. Reference was made to the level of detail which was available for each proposal and confirmation was provided that this information would form part of the case when presented to Government;
- iv. Specific reference was made to the Housing proposal, particularly the debate around the challenges faced by the number of second homes in some areas of the County, it was commented that second homes did provide an economic benefit to the County in terms of spend and jobs, there was however an issue regarding empty homes which required further debate;
- v. Reference was made to the skills element of the proposal, it was commented that Cornwall could offer a more joined up approach across the levels which could be achieved through the Institutions;
- vi. It was commented that there was a need to be aware of the regimes currently in place which provided a mechanism for putting forward views and that when presenting the case this should be bore in mind, for example budget setting with utilities;
- vii. It was important for the Local Enterprise Partnership to focus its comments on the broad theme of a Case of Cornwall and to remain none political;

- viii. The representative of the Isles of Scilly Council advised that they had been through a number of changes on the Islands and that following the General Election in May they would be moving forward to address similar issues;
- ix. The representatives of BIS South West and DCLG provided the Board with their perspective on the proposal, including how the devolution would be balanced, the position of the LEP, and in particular the role for driving growth;

The Board congratulated John Pollard and his team for the simplicity and clarity provided by the proposal and endorsed the existence of the Case for Cornwall and the principles that were similar to the economic growth elements of the LEP Strategy.

Arising from the above, the Chairman advised that he had recently met with the Shadow Chancellor, Ed Balls and he had commented that there was a strong case for not treating Cornwall as a combined authority.

***Action 3: That the LEP endorses the existence of the Case for Cornwall and notes those principles which are similar to the Growth Deal. That the views of the LEP, when approved by the Board would be shared with the Local Nature Partnership and Health and Wellbeing Boards.***

***Action 4: The Chairman and CEO to write to the CC Leader confirming the LEP's support for the Case for Cornwall document with prior circulation to the Board for approval.***

## **BUSINESS PLAN DRAFT**

(Agenda No. 6)

LEP171 The Board considered a report prepared by Sandra Rothwell, regarding the development of the 2015-18 Cornwall and Isles of Scilly LEP Business Plan which followed discussion at the October LEP away day was now available for discussion and debate prior to the final version being presented to the Board at its March meeting.

Sandra Rothwell outlined the highlights contained in the Draft Business Plan with reference to the following areas:-

- Plan for 2015-2018 and objectives and targets to 2020
- Economic Evidence base
- Stakeholder and market: priority activities
- How we work
- Staffing
- Finance
- Assurance Framework
- Reporting
- Implementation Plan
- Target and Development Activity Breakdown

Following a full and lengthy debate on the Draft Business Plan, the main points were noted as follows:-

### Plan for 2015-2018 and objective and targets to 2020

- The Board agreed with how the content of this area had been articulated.

## Economic Evidence Base

- It was acknowledged that there was a need to be clear in this particular area what had been achieved by the Board and that there should be a clear focus on GVA target stretch and productivity.

## Stakeholder and Market: Priority Activities

- The Board was advised that there was further work to be completed in this area of engagement, it was commented that the 'how', 'why' and 'where' should be referenced.

## How we work

- The Board was advised that there was further work to be completed in this area and reference was made to the detail which would be contained in the Assurance Framework and the work to be undertaken to articulate the structure of the LEP and how the Board operates.

## Staffing

- Reference was made to the availability of resources, in particular for the Employment and Skills Board. It was important that the Local Nature Partnership, Local Transport Board and Health and Wellbeing Board were referenced.
- The Board was informed that Directors were welcome to attend meetings of the above as observers and that an invitation had been extended to members of those Boards to attend meetings of the LEP as observers;
- Reference was made to the work of the Business Consultative Group, and Board members were advised that they were welcome to attend these meetings;
- It was noted that there was a separate 'Business Consultative Group' for the Isles of Scilly (Island Futures).

## Finance

- Reference was made to the Core Funding Table in the Business Plan, it was noted that to date Core Funding from HMG had not yet been confirmed for 2015/16.
- The Board commented on the format of the Core Funding table and the need to ensure that it reflected the areas of 'real money' and that more detail was required before formal sign off.
- Further information would be provided in the area of external funding and the areas of responsibility for the LEP.

## Assurance Framework

- It was suggested that consideration be given to the appointment of an Audit and Risk Committee to look at the Assurance Framework.

## Reporting

- It was noted that further information was required in this area before sign off.

### Implementation Plan

- The Board discussed the table summarising the key targets, reference being made to the complexity of the targets due to the links with the European Programme and the reporting mechanisms particularly those that could be reported on a regular basis and those areas which were more difficult to articulate;
- It was important to note that sitting behind the table would be data which would support the figures;
- It was acknowledged that there was further work required on the implementation plan prior to sign off and that the comments of Board members would be taken on board.

### Target and Development Activity Breakdown

- The Board discussed that target areas and the prioritisation of activities over the next 12 months;
- It was suggested that each of the Sub-Groups be tasked with prioritising the areas of activity.

Arising from the above, it was agreed that :-

#### **Action 5:**

***The Board notes the content of the report; and***

***That taking account of the points raised above, the following detailed action points to form the basis of the Board's feedback on the content and direction on priorities through discussion to support the CEO in finalising the LEP 15-18 Business Plan :-***

- a) that the principle of establishing an Audit and Risk Committee be endorsed, with Terms of Reference to be drafted. The Appointments Committee be requested to agree the membership of the Audit and Risk Committee;***
- b) the Sub-Groups be tasked with prioritising the details of the Target and Development Activity breakdown prior to the final version being signed off.***

### **LEP ASSURANCE FRAMEWORK**

LEP172 The Board considered a report relating to the creation of a LEP Assurance Framework (AF). Neil Clark explained to the Board the background to the requirement and the level of work required to prepare a LEP Assurance Framework for the Cornwall and Isles of Scilly Local Enterprise Partnership as detailed within the report. A draft sample of the AF was presented to the Board, the aim was to go live with the new AF on 1 April 2015. It was proposed that the Audit and Risk Committee would be tasked with assisting in the delivery of the AF alongside Cornwall Council (as accountable body) and the services of a CDC Programme Manager.

The Board was advised that the document would capture each of the funding programmes, their delivery and governance mechanism, along with spend profiling and monitoring reporting, into one document which would also capture how the LEP would interact with the Council as 'The Accountable Body'. It was important to note that the policies and information for the AF were already in existence and that the work involved was in collating all this information into one document.

The Board was informed that a 'State Aid' guidance pack had been produced and would be made available.

***Action 6: the Board notes the work undertaken to create a LEP Assurance Framework (AF) and the administrative costs associated in delivering the AF.***

Roland Tiplady left the meeting at this point.

## **CEO'S REPORT**

(Agenda No. 7)

LEP173 The Board considered a report prepared by Sandra Rothwell focusing on an overview of the core activities regarding governance, staff, communications, SEP activity, EU Programmes.

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

### Governance

The Board was provided with an update on the governance activities of the Board, in particular reference was made to the proposed operating arrangements for LEP activity. It was expected that a Memorandum of Understanding could now be completed and that the Audit and Risk Committee would have an oversight of the Assurance Framework.

### Staff

The Board was provided with an update on the details of the staffing and recruitment.

### Communications

The Board was informed that the pre-election period or 'Purdah' would take effect on 30 March 2015 when the Parliament would be dissolved in the run up the General Election on 7 May 2015. The period of 'Purdah' would have implications for some of the LEP communications and in view of this, Board members were advised to seek advice from either Sandra Rothwell or Jason Clark where necessary.

The Edelman contract was due to expire imminently and given the run up the General Election and the need to engage with a future Central Government administration, a continuing active presence in London was considered vital.

***Action 7: the Board agrees to the CEO evaluating the support to date (in terms of value for money and impact) and on the basis of her findings, negotiates a further annual contract.***

### LEP Network

The Board was provided with an update on the current position regarding the LEP Network and noted that along with other South West LEP's confirmed that support had been provided by the C&IoS LEP for one further year.

Arising from the above, the Board discussed the possibility of meeting with the Vice-Chancellors of the four Universities to discuss skills and innovation and considered the option of extending the invitation to members of the Heart of the South West LEP.

***Action 8: the Board agrees to meet with the Vice-Chancellors of the four Universities (namely: Falmouth, Exeter, Plymouth and St Mark and St John) to discuss skills and innovation and that the invitation be extended to members of the Heart of the South West LEP.***

#### SEP Activity

The Board was provided with an update on the future of Visit Cornwall. Andrew Kerr outlined the current position in light of Cornwall Council budget constraints for future funding and referred to discussions regarding the potential development of a Community Interest Company, led by the tourism industry that may also have a significant role in developing a 'marketing Cornwall' opportunity. The Board discussed the role of the LEP in the process and supported the idea of Visit Cornwall being developed into a Community Interest Company. It was commented that the proposal could provide an opportunity to explore alternative methods of destination marketing.

#### Rural Spotlight

The Board noted the overview of the progress undertaken through the championing of the agri-agenda by Andrew Williams.

#### Growth Deal 1

The Board noted the current position with the Growth Deal 1.

#### Growth Deal 2

The Board was informed that further details in respect of Growth Deal 2 would be provided following a Government announcement on 29 January 2015.

#### EU Programme Update

The Board was provided with an update on the most recent position in respect of the negative economic impact caused by the significant delay to the start of the 2014-20 Programme together with a full overview of the Cornwall and Isles of Scilly negotiating position with the EU Commission ahead of the negotiations between DCLG, the EU Commission and C&IoS starting in Brussels on the 28 January 2015.

The Chairman referred to a recent meeting of the Shadow ITI Board and on behalf of the Board he thanked Glenn Caplin and Emily Kent for their presence at the meeting. The Board discussed the role of the Shadow ITI Board and the need to have clarity on its operation and authority. The Chairman also referred to his meeting with the Local Government Association.

The DCLG representative referred to the gap between the old and new Programmes.

#### **Letter of Support**

LEP173.1 The Board considered a request for a LEP view on a project as detailed within the agenda.

***Action 9: it was agreed that a Letter of Support would be provided in respect of the request as detailed in the agenda.***

### **Royal Cornwall Show 2015 (Verbal)**

LEP173.2 Sandra Rothwell invited the Board to consider attendance by the Board at the Royal Cornwall Show in 2015.

***Action 10: the Board agreed to the principle of attending the Royal Cornwall Show in 2015 along with the agreed budget of £10,000.***

### **FUTURE ECONOMY UPDATE**

(Agenda No. 8)

LEP174 The Board considered a report relating to the work completed to date to inform the development of the Future Economy (FE) priority. Anne Carlisle provided the Board with an overview of the FE in relation to Smart Specialisation and Green and Marine as detailed within the report.

***Action 11: the LEP Board notes the work completed to date and next steps in delivering the Future Economy strategic priority.***

### **FINANCIAL INSTRUMENTS**

Len Smith attended for this item only.

LEP175 The Board considered a report prepared by Steve Ford regarding the Cornwall and the Isles of Scilly financial instrument allocation. Len Smith together with Robert Davey provided the Board with an update on the current position regarding the financial instrument allocation and the challenges now being faced by the process around timing. Arising from a lengthy discussion and concerns raised by the Board regarding the proportionality and timings, the DCLG representative provided details of the ex-ante assessment process and undertook to seek further information on what the Board was being asked.

The LEP Board registered its serious concern that the agreed strategy of using financial instruments where appropriate as a better use of public funds than simply using inly grants might be compromised by the ex ante findings. It was also noted that the EU Commission is supportive of financial instruments.

If it appears that LEP ambitions are being curtailed by the ex ante then the CEO is empowered to take this matter further.

***Action 12: That the DCLG representative provide a response to the CEO on the proportionality and timings on the FEI process.***

***Action 13: That the LEP Board, (with the support of CC officers) should progress the letting of a contract to gather evidence on demand for Financial Engineering Instruments from the Future Economy and Low Carbon sectors, utilising a budget of up to £10k, from LEP funds.***

### **GROWTH FOR BUSINESS UPDATE**

(Agenda No. 9)

LEP176 The Board considered a report regarding the development of a Growth Hub for Cornwall and the Isles of Scilly. Sandra Rothwell outlined the background to the paper which aimed to inform the LEP Board of the activity under the Growth for Business Board (priority 3 of the Operational Programme) and the activities which would be undertaken over the coming weeks. She drew the Boards attention to the 'What Works Elsewhere' report that had been commissioned in December 2014 which was designed to look at other models of Growth Hubs in the UK as well as examples of best practice of business support elsewhere in the UK and internationally which are relevant to Cornwall and the Isles of Scilly.

The Board referred to the Growth Hub diagram circulated with the paper and commented that it was not yet considered fit for purpose, Anne Carlisle advised that she could, if necessary, offer a designer to assist with the creation of a Growth Hub diagram.

***Action 14: That the Board note the report and the progress of work to date, including the next steps of the Growth for Business Board;***

***Action 15: The Board suggested that amendments were made to the proposed Growth Hub diagram before it could be shared with businesses.***

## **EMPLOYMENT AND SKILLS BOARD (CONDITIONS FOR GROWTH)**

(Agenda No. 10)

LEP177 The Board considered a report relating to the work of the Employment and Skills Board. Sandra Rothwell provided the Board with an overview of the activities undertaken by the ESB. Paul Massey commented that all were welcome to attend the Employment and Skills Board and he referred to a need to ensure a joined up approach with the other Boards to ensure alignment with the LEP Strategy.

***Action 16: The Board note the report, and***

***Action 17: The Board provide any further input or work for the Employment and Skills Board via the named contacts.***

## **OTHER BOARD BUSINESS**

Agenda No 11

### **CDC PROGRESS REPORTS - REGIONAL GROWTH FUND, GROWING PLACES FUND AND ENTERPRISE ZONE**

LEP178 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 to date there had been no outcome on the Round 6 RGF. The BIS South West representative advised that the outcome was expected by the end of February.

Richard McCarthy advised the Board that the St Mary's Airport on the Isles of Scilly would be changing its name to the Isles of Scilly Airport, he referred to the RGF funding for the Airport Project and the improvement that this had made to St Mary's.

***Action 18: The Board notes the progress since the last meeting on Regional Growth Fund (RGF) Round 2, Growing Places Fund (GPF), and the Enterprise Zone (EZ).***

***Action 19: The CEO to go back to Cornwall Development Company regarding a cut off appraisal process of those GPF projects that still have an outstanding balance showing.***

#### **NEXT MEETING**

LEP179      It was noted that the next Board meeting was scheduled to take place on 24 March, 2015

The meeting ended at 2.40 pm.

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