



**Title** LEP Board  
**Date** 25 November 2015  
**Time** 10am to 3pm  
**Venue** Goonhilly Earth Station, Goonhilly Downs, Helston, TR12 6LQ

<b>Agenda Item No</b>		<b>Lead</b>	<b>Action</b>
1.	1000	Welcome and Introductions <i>(Observer – Matthew Thomson)</i>  Apologies for Absence <i>(Rob Davey, Michael Crich)</i>	CP
2.	1015	Declarations of Interest	ALL
3.	1020	LEP Board (29 September 2015) Minutes Action Summary	CP CB
<b>Operational Updates</b>			
4.	1030	Chairman’s Report (verbal)	CP
5.	1045	Appointments Committee	CP
6.	1115	CEO’s Report	SR
7.	1140	Performance, Compliance and Risk Report <i>(once a quarter)</i>	NC
8.	1150	Investment Decisions (by exception) <i>(No Report)</i>	SR
9.	1155	Audit and Assurance Committee <i>(No Report)</i>	CL/SR
10.	1205	Economic Update	SR
<b>LUNCH (12.15 – 13.00)</b>			
<b>Strategic Business</b>			
11.	1300	Cornwall Deal Update	JP/SR
12.	1315	<b>Future Economy Update</b> FE Board Update Enterprise Zone Board Update	AC/SR CP/SR

13.	1345	<b>Growth for Business Update</b> G4B Board Update Better Business for All Update Food Enterprise Zone Update	ST/MS ST/MS AW/DR	To Note To Note To Note
14.	1415	<b>Conditions for Growth Update</b> Employment and Skills Board Local Transport Board ( <i>incorporated into Performance report</i> ) Islands Futures	PM/SR  RM/TL	To Note  To Note
<b>Other Board Business</b>				
15.	1455	Any other business	ALL	
<b>For Information</b>				
16.		Media Relations Bulletin	ALL	
17.		Google Analytics Report	ALL	

**Dates of next Meetings  
LEP Board 2016**

27 January  
30 March  
18 May  
20 July  
28 September  
30 November



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

MINUTES of a Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held in Weston Aviation, Aerohub 1, Newquay Cornwall Airport, Newquay, TR8 4HP on Tuesday 29 September 2015 commencing at 08:30 am.

Chris Pomfret (Chairman)

Present:- Anne Carlisle, Robert Davey, Lucy Edge, Julian German CC, Paul Massey, Richard McCarthy, Gavin Poole, John Pollard CC, Andrew Williams, Chris Loughlin, Simon Tregoning  
Officers and Support Team:- Sandra Rothwell, Michael Crich, Jason Clark, Jonathan Eddy, Debbie Osborne, Neil Clark  
Apologies Roland Tiplady, Theo Leijser, Julia Sweeney  
Not in attendance Tom French CC

### **WELCOME, INTRODUCTIONS AND APOLOGIES** (Agenda No 1)

The Chair welcomed everyone to the meeting

Apologies received from Theo Leijser, Julia Sweeney and Roland Tiplady

*NB: It was noted that due to the shortened Board due to the Expo, the minutes would be in note form capturing actions, and only decision items would be discussed.*

### **DECLARATIONS OF INTEREST** (Agenda No 2)

The following declarations of interest were expressed:-

Lucy Edge declared an interest in Agenda Item No 4 in relation to the endorsement of the Enterprise Zone submissions.

John Pollard declared an interest in the discussion around Hayle Harbour under Agenda Item No 4, but this was considered not to be material.

### **LEP BOARD (22 JULY 2015)** (Agenda No 3)

### **Minutes of the meeting held on 22 July 2015**

(Agenda No. 3a)

It was agreed that the Minutes of the Meeting held on 22 July 2015 were a true and accurate record subject to the following amendments:

Rob Davey noted that clarity was required:

Agenda Item no 4 (Page 7): Decision to be amended to "The Board agreed that due to the practicalities of significant time constraints it was impractical to run an open process. Zones would therefore be identified on criteria discussed at the meeting".

Agenda Item no 11 (Page 9): Point (iii) to be deleted to avoid confusion

### **Action Summary – 22 July 2015**

(Agenda No. 3b)

A summary of actions confirmed at the meeting held on 22 July 2015 were circulated, details of which were noted, together with a summary of outstanding actions.

The Board was informed that some actions were currently ongoing and would come back to the November meeting.

### **CHAIRMAN'S REPORT (VERBAL REPORT)**

(Agenda No. 4)

The Chairman provided the Board with a verbal update on activities undertaken since the last meeting with reference to the following areas:

ITI Board took place on 28 July at Pool Innovation Centre where progress on applications received to date was made. Terms of Reference were also discussed, along with communications.

Calls will be written at a local level, however there are a number of issues still to resolve such as the £0.5m threshold on workspace and word count restriction, amongst others.

Meeting with MPs on 21 October, where concerns over the workings of ITI and EU national committees will be raised. Andrew Williams also asked if the issues with DEFRA in relation to the spending cuts review and structure of live programmes delivery can be added to the discussions.

Recruitment/Appointments – Further discussion under Agenda Item 7. Chris Pomfret has asked to meet with all Board Directors to have a 1:1 appraisal and exit interviews. This information will help brief the Chair successor handover.

***Action 1 – Chris Pomfret and the LEP Executive Team to arrange 1:1 appraisal sessions with all Board Directors***

### **CEO'S REPORT**

(Agenda No. 5)

Sandra Rothwell took the report as read.

## **Overall progress**

### Governance:

Draft MOU now received, will work with identified Board Directors to sign off.

National Audit Office (NAO) visit scheduled for end of October. CIOs are 1 of 7 LEPs chosen as a case study. Visit is being coordinated with LEP Network. Board Directors will be invited to attend interviews with NAO along with the Accountable Body and business sector representatives.

### Business Plan:

A potential risk was highlighted against the earmarked £250k Technical Assistance match. Detailed feedback has now been received from DCLG, which will not allow all of identified priorities to be delivered. This issue has now been escalated.

### Growth Hub Development:

Following the interim launch in July 2015, over 200 businesses are now registered and are using the site. We are receiving regular feedback on contacts and data.

The Executive are now in the final stages of agreeing terms of the offer letter to the Growth Hub applicant. This should be issued next month, with January 2016 now being the identified start date of the fully fledged Growth Hub.

The terms of the funding will ensure that the Growth Hub senior responsible officer will provide a quarterly update report to the LEP Board. The LEP will oversee this through the normal formal process.

£50k was allocated for the interim Growth Hub with the remaining £200k used for the full Growth Hub.

### Post 16 Review:

Guidance has now been received from Central Government. LEPs are required to work alongside Local Authorities on the review. This will link with Devolution Deal and provide a strong analysis and will be led by Employment and Skills Board. Jonathan Eddy advised that the Central BIS team can help the LEP on this review as necessary. Some Board Directors may be asked to help in review. Michael Crich advised that a designated officer from Economic Development will be appointed to help with the review.

## **Recommendations**

*Lucy Edge left the room whilst discussions around the Enterprise Zone applications took place, it was highlighted to the Board that she was not involved in the original process.*

Enterprise Zone applications were submitted on 18 September with the LEP Chair and Cornwall Council Leader signing off applications on behalf of the Board to meet the deadline.

2 applications were submitted:

Application 1 - low carbon and Marine Hub connected to Devolution Deal, this will not form part of the competitive process but will need to meet minimum criteria. Sandra Rothwell advised the Board that a close dialogue with landowners in relation to Hayle Harbour was being maintained. John Pollard added that measures to protect the harbour were being taken.

Application 2 – Extension to Aerohub: Business rates extension, enhanced capital allowance, with an additional site to the Aerohub at Goonhilly. This application will form part of the competitive process.

**DECISION: Endorsement from the Board was received.**

To agree formal Board support for the process to identify:

Future Enterprise Zones including Expressions of interest for potential Growth Deal Round 3/other funding opportunities.

An Expression of Interest form for future Growth Deal projects has been produced and circulated. Whilst no confirmation has been received from HMG for Round 3, there is now a requirement for pipeline projects to be submitted to be aligned with the SEP priorities. This will ensure when confirmation is received we have projects ready to go. Deadline of 6 November given for expressions of interest.

**DECISION: The Board agreed to support this process.**

To seek two Non Executive directors to volunteer to sit on a small investment panel to agree recommendations for final Growth Deal bids prior to final recommendations to the full Board.

**DECISION: Julian German and Lucy Edge agreed to sit on the panel with Rob Davey and Chris Pomfret to act as reserves.**

**INVESTMENT DECISIONS**

(Agenda No 6)

There were no investment decisions required.

**APPOINTMENTS COMMITTEE**

(Agenda No 7)

Chris Loughlin gave an update on the current recruitment process for Chair and Non Executive Directors.

A shortlisting session took place on 21 September with 3 candidates chosen for Chair Interviews on 5 October and 6 candidates chosen for Non Executive Directors on 13 October.

A special meeting of the LEP Appointments Committee met on 28 September to discuss the structure of the interviews.

It was agreed that each chair candidate will meet with a key stakeholder panel – this consists of Steve Sims (Isles of Scilly Council), Adrian Pentter (FSB), Toby Parkins

(Chamber of Commerce), Robert Francis (Islands Partnership) and Adam Paynter (Cornwall Council) as part of the interim process.

The Appointments Committee are hoping to make a recommendation on 5 October with a written resolution to Board in respect of the Chair position to allow the Chair designate to sit on the interview panel for the Non Executive Directors on 13 October.

In respect of the Non Executive Director interviews, the Appointments Committee is looking to appoint 2 or 3 successful candidates who will be invited to the November Board Meeting with a formal resolution at that meeting to appoint the new Non Executive Directors. Chris Pomfret will chair the November Board meeting, his successor will attend with a formal handover at the end of the year.

## **Strategic Business (for information only)**

All reports under the Strategic Business heading were for information only and taken as read.

## **Other Board Business**

### **BRIEFING FOR EXPO**

(Agenda No 12)

Map and Agenda given to each Board Director.

All Board Directors encouraged to visit all zones but in particular the business hub, employment and skills and growth programme zones. We are Expecting media interest when Secretary of State arrives during the day.

### **ANY OTHER BUSINESS**

Discussions around Carland Cross improvements – funding has been agreed in principle but the business case needs to be submitted before it is finally committed. Michael Crich advised that Cornwall Council is helping Highways England with a feasibility study along with consultation and design work.

Julian German CC wanted minuted that Economic Development along with the LEP should be thanked for all the hard work put into the Enterprise Zone applications submissions.

### **NEXT MEETING**

It was noted that the next Board meeting was scheduled to take place on 25 November 2015 at Goonhilly Earth Station, Goonhilly Downs, Helston, TR12 6LQ

The meeting ended at 8:30am.

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