

Date: Wednesday 10 October 2012

Time: 10.00 to 14.00

Venue: Ecobos, Great Eastern, Brunel Business Park, St Austell, PL25 4TJ

		Lead	Action required
1.	1000 Welcome and Introductions	Chris	
2.	Apologies for absence		
3.	Declarations of interest		
4.	Minutes from previous meeting • Action Sheet	Chris P	
5.	1030 Business Plan Prioritisation		
	5.1 General	Sandra	• Discussion and Decision
	• Areas for focus		
	• Sector plans		
	• Budget		
	1230 (LUNCH TO BE SERVED)		
6.	Governance and Financial Arrangements	Gavin/Robert	• Progress update
7.	1300 Other Board Business		
	7.1 Performance & Risk Review	Mel	
	7.2 Letters of Support <i>(Cornwall Marine Network)</i>	Chris P	• Support/not support
	7.3 Board Feedback	All	• Note information pack
	7.4 Procurement and Superfast Broadband reports	All	• See recommendations
8	1350 Any other business	All	
9	Date of next meeting:		

28 November

Cornish Sea Salt Co, Unit A, Cober House, Wheal Vrose Business Park,
Helston, TR13 0FG

CORNWALL & ISLES OF SCILLY

LOCAL ENTERPRISE PARTNERSHIP

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 County Hall, Truro, Cornwall, TR1 3AY on Wednesday 12 September 2012 commencing at 10.00 am.

Present: - Gaynor Coley, Robert Davey, Philip Hygate, Chris Loughlin, Gavin Poole, Chris Pomfret, Richard Reed and Simon Tregoning.

Officers: - Emma Coad – Senior Democratic Services Officer CC
Mel Richardson – LEP Manager
Sandra Rothwell – Head of Economic Development CC
Matthew Vowels – Acting Head of Development Services (attended for part of the meeting)
Nick Blandford – Head of Business and Skills (attended for part of the meeting)
Suzanne Bond – Chief Executive CDC (attended for part of the meeting)

Martin Brooks and James Staughton from CDC Board for part of the meeting

Apologies for absence: - Anne Carlisle, Chris Ridgers, Alec Robertson and Robin Teverson

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

LEP111 The Chairman welcomed everyone to the meeting, in particular he welcomed Robert Davey the recently appointed Board Director, partner at Bishop Fleming.

APOLOGIES FOR ABSENCE

(Agenda No. 2)

LEP112 The Board was advised that apologies for absence had been received from Alec Robertson, Chris Ridgers, Robin Teverson and Anne Carlisle due to work commitments.

Cornwall and Isles of Scilly Local Enterprise Partnership
12 September 2012

Sandra Rothwell outlined the emergency evacuation and domestic procedures.

Robert Davey informed the Board that the LEP accounts would need to be filed at Companies House by no later than Sunday 16 September 2012. With regard to the accounts it was agreed that for the interim period the current accounting period be retained, however, at the most appropriate opportunity the period be changed to tie in with the financial year.

Arising from the above, reference was made to the initial setting up of the LEP Board and the responsibilities of the Board Directors.

The Board discussed the possibility of establishing a separate bank account for the LEP, which would hold a specified amount of funds, with the aim of enabling the LEP to assess funds instantly without the need to follow the same procurement rules as the Council. It was acknowledged that there was a need to be clear on the legalities of the company set up and clarity on the financial procedures that the LEP would adopt.

The importance of clear and transparent accountability was acknowledged and it was the consensus view that there should be further discussion on the financial aspect at the next Board meeting

Action: it was agreed that Gaynor Coley, Robert Davey, Gavin Poole and Mel Richardson would meet to discuss governance issues with a view to preparing a paper for the next meeting on governance and financial procedures.

MINUTES FROM PREVIOUS MEETING

(Agenda No. 3)

LEP113 It was agreed that the minutes of the meeting held on 31 July 2012 were a true and accurate record subject to the following amendment:-

LEP 102 – Welcome and Introductions

Paragraph 1 be amended to reflect that Gavin Poole's practice was undertaking the role of Company Secretary.

LEP 105 – Declarations of Interest

Paragraph (ii) be amended to note that Gavin Poole did not leave the meeting for Agenda Item No. 6.2 but that he stayed in the room and took no part in the discussion.

Matters arising from the Minutes

LEP 90.1 – The Vice Chancellor and Chief Executive of Exeter University, Sir Steve Smith

It was reported that the action agreed at the previous meeting was being pursued.

LEP 106.2 – Business Plan and Sector Plans

It was reported that action points 1 and 2 (revisions to the Business Plan) had been completed and that the Business Plan had been included on the agenda.

LEP 107.2 – Creative Meeting

It was reported that Anne Carlisle and Julie Seyler were currently discussing the digital opportunities to increase productivity in culture/creative industries.

LEP 107.4 – Environment Agency

Chris Loughlin reported that a meeting with the Environment Agency was due to take place on 16 October 2012.

LEP 107.3 – Local Nature Partnership

Philip Hygate provided the Board with an update on the current position regarding the Local Nature Partnership and advised that the launch was now anticipated to take place towards the end of October 2012.

LEP 107.2 – Letters of Support

It was confirmed that the letter of support for the principle of the Stadium Project had been sent on behalf of the LEP.

107.4 – First Great Western Railway

Following the recent Government re-shuffle the Chairman advised that the Secretaries of State and Ministers that the LEP had previously met regarding the First Great Western Railway Franchise had now moved positions. It was therefore suggested, that a letter be written on behalf of the LEP reminding them of their previous commitments including the need to safeguard the number of through trains to London in the next franchise and the A30 issues. It was also agreed to write to the new Secretary of State and Ministers along similar lines.

The Chairman and Chris Loughlin confirmed that they would be meeting with the companies tendering for the service to emphasise the need to safeguard the service.

Action: letters to be written to Secretaries of State/Ministers on behalf of the LEP in relation to transport commitments already made.

Action: the Chairman and Chris Loughlin to meet with the companies tendering for the rail franchise

107.4 – A30 Carriageway Improvements at Temple

The Chairman updated the Board on the current position regarding establishing a 'deal' to accelerate the dualling of the A30 at Temple and confirmed that all the formal documentation was to be submitted to the Department of Transport by Friday 14 September 2012.

107.4 – Isles of Scilly – Proposed Improvements

Philip Hygate updated the Board on the current proposals for the Isles of Scilly and reported that following a meeting with Norman Baker, Parliamentary Under-Secretary of State for Transport, he was positive that the plans for St Mary's Quay would receive the required investment. The Board commented on the barriers preventing investment in Penzance Harbour and the potential improvements that could be implemented to improve the links to the Isles of Scilly, these included dredging the Harbour and improvement through rock armour.

Arising from the above, the Chairman confirmed that Tesco's had withdrawn the Judicial Review on the basis of commitment to British International Helicopters.

The Board commented on the possible economic impact the loss of BIH could have on the Isles of Scilly and the perceived public impact. It was considered that the Isles of Scilly should receive the same treatment as the Scottish Islands in terms of transport links.

Action: the LEP send a letter to Norman Baker, strongly supporting, from a business perspective, proposals to improve links to the Isles of Scilly, which as a minimum should be dredging the Harbour and use of rock armour.

NOTED THAT Philip Hygate requested his thanks to the Chairman be recorded for his involvement in the discussions with Tesco.

108 – Newquay Aerohub Enterprise Zone

Gavin Poole confirmed that he had met with Simon Mansell to establish a Memorandum of Understanding between the LEP and Cornwall Council regarding how business rates additional income should be spent. It was confirmed that Foot Anstey had been instructed to carry out the detailed legal work involved in preparing a MOU on behalf of the LEP.

Action: That the MOU be finalised between both parties and sent to DCLG by the end of September.

DECLARATIONS OF INTEREST

(Agenda No. 4)

LEP114 The following declarations of interest were expressed: -

- (i) Robert Davey declared an interest in Agenda Item No. 6.2, Regional Growth Fund and Growing Places Fund because it involved applications from companies who were clients of Bishop Fleming and took no part in the discussion relating to these projects;
- (ii) Gaynor Coley declared an interest in Agenda Item No. 5.2, Green Energy – Geothermal and took no part in the discussion relating to the project she was involved with;
- (iii) Chris Loughlin declared an interest in Agenda Item No. 6.2 – Regional Growth Fund and Growing Places Fund – South West Water and took no part in the discussion relating to this project.

BUSINESS PLAN PRIORITISATION (1 HOUR)

(Agenda No. 5)

LEP115

General

(Agenda No. 5.1)

LEP115.1 Sandra Rothwell advised that a copy of the Business Plan had been circulated with the agenda for further discussion.

The Board advised that it would be more appropriate to defer this item to the next meeting to enable sufficient time to be given to the development of the Business Plan.

Action: the Business Plan item be deferred to the next meeting for consideration.

Green Energy

(Agenda No. 5.2)

LEP115.2 The Chairman sought the views of the Board on the establishment of a Green Energy Group comprising knowledgeable experts to address the Green Energy agenda.

A discussion ensued, the main points of which were noted as follows: -

- (i) a Green Energy Group should cover all areas of Green Energy;
- (ii) specific areas should include Marine Energy and Smart Grid. There was a need to look at all areas in the short, medium and long term;

- (iii) the Local Authority would welcome the input of the LEP on Green Energy development;
- (iv) support and involvement was required for the development of Geothermal projects which could fail if sufficient investment was not provided.

Arising from the above it was commented that there was an urgent need to provide support and investment for the Geothermal projects in Cornwall.

Action: the Chairman agreed to raise the issue of investment for the Geothermal projects in Cornwall at the Local Management Committee and highlight the massive opportunity for Geothermal projects and to seek financial investment to meet the shortfall in funding.

Action: the Chairman write to Ed Davey, Secretary of State for Energy and Climate Change raising the geothermal opportunity

NOTED THAT Gaynor Coley declared an interest in the above item Green Energy – Geothermal and took no part in the discussion relating to the specific project she was involved with.

OTHER BOARD BUSINESS (1.5 HOURS)

(Agenda No. 6)

LEP116

Letters of Support

(Agenda No. 6.1)

LEP116.1 It was noted that there were no letters of support.

Board Feedback

(Agenda No. 6.2)

LEP116.2 1. Heseltine Review

The Chairman advised that members of the LEP had met with Lord Heseltine and his team in August to discuss the work being undertaken in Cornwall and the Isles of Scilly.

Gaynor Coley provided the Board with a brief summary of the meeting and referred to the main points of the meeting which included business and private sector needs, relationship between the public and private sector, future approach to business support and a 'one pot' approach to funding.

Chris Loughlin confirmed that the meeting had been very useful and welcomed the ideas proposed which would create a cultural shift in which the LEP would play an integral role.

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

- (i) the accountability element that came with public funding;
- (ii) differing roles of the public and private sector representatives;
- (iii) the meeting had generated the need for answers to more questions;
- (iv) the opportunity had provided the team with background to the work undertaken in Cornwall and Scilly;
- (v) development of partnerships with elected representatives and development of trust was essential.

2. Enterprise Zone Board

Following the recent resignation of Joe Keohane as a Board Director a nomination was sought for appointment to the Newquay Aerohub Enterprise Zone Board.

Action: it was agreed that Robert Davey would be appointed to the Newquay Aerohub Enterprise Zone Board.

Action: it was agreed that the Chairman meet Gavin Poole and Robert Davey to clarify some of the activities the LEP had been involved in and the various sub groups.

3. CMG/LMC

The Chairman advised that in managing delivery of Priority 4 Convergence, a contingency should be considered to ensure the funding is spent within the timeframe.

4. Employment and Skills Board

Gaynor Coley updated the Board on the Employment and Skills Board and advised that 11 applications had been received for positions on the Board and that interviews would be held shortly. A draft Strategy would be presented at a future meeting.

5. Transport Update

It was noted that this item had been considered as part of the matters arising.

6. Finance Group

The Board discussed the establishment of a Finance Sub Group, it was suggested that a Business and Finance Sub Group would be appropriate to cover the finance element.

Action: it was agreed that a Business Liaison Sub Group be established and that Simon Tregoning be nominated to Chair the Group.

7. Regional Growth Fund/Growing Places Fund

Suzanne Bond, Cornwall Development Company, attended the meeting to provide the Board with an update on the position with the following items:-

(i) Regional Growth Fund – Strand 1a

The Board noted the progress of the Regional Growth Fund Strand 1a regarding Superfast Cornwall Fund.

Arising from the above, the Board commented on the level of take up, the scheduling of the programme and the next stages for the programme.

(ii) Regional Growth Fund – Strand 1b

The Board noted the progress on the Regional Growth Fund Strand 1b regarding the Business Catalyst Fund.

Arising from the above, the Board commented on the scheduling of the programme, timescales for delivery, generation of additional future funding for further projects.

(iii) Regional Growth Fund – Strand 2

The Board discussed the progress on the Regional Growth Fund Strand 2.

Arising from the above, the Board commented on the following points:-

- (i) specific projects that had been detailed within the report;
- (ii) the appropriateness of the type of applications submitted;
- (iii) need for clarity on the criteria being used to identify appropriate projects;
- (iv) methods of informing the Board;
- (v) requirements for details on economic impact;
- (vi) role of the Sub Group and development of the Terms of Reference for the Sub Group;
- (vii) relationship between the proposed projects and the ERDF application system;
- (viii) the need to improve the format of information provided to assist the Board in the decision making process.

Action:-

- 1. The LEP Board notes the report as an update on the progress being made on Regional Growth Fund Strand 2;***

2. ***The LEP Sub Group membership to include Richard Reed, Chris Ridgers, Joe Keohane, Chris Pomfret;***
3. ***The LEP Board delegates authority to the LEP Sub Group to agree the terms of reference***
4. ***The LEP Board note that a majority of the Sub Group had endorsed the RGF grants in respect of two transport projects that had previously been circulated;***
5. ***The LEP Board notes that CDC would advance discussions in respect of the RGF grants for the three projects, detailed in the report, which would be received by the Sub-Group in due course.***

(iv) Growing Places Fund

The Board noted the progress of the Growing Places Fund.

Arising from the above, the Board commented on future investment into the Growing Places Fund, potential for growth of the Growing Places Fund and the expressions of interest that had been received.

Action:-

1. ***The LEP Board notes the report as an update on the progress being made on Growing Places fund;***
2. ***The LEP Board delegates authority to the LEP Sub Group to agree the Terms of Reference for the LEP Sub Group***
3. ***The LEP Board note that a majority of the Sub-Group had endorsed the investment of the GPF for one of the applications circulated;***
4. ***The LEP Board notes that CDC would advance discussions in respect of the investment in project identified in the report which would be reviewed by the Sub Group in due course.***

Action: In respect of the Regional Growth Fund and Growing Places Fund, it was requested that in future an executive summary with key milestones be provided.

(v) Risk Management Strategy

The Board noted the Risk Management paperwork in the Board pack and requested that this is included as a specific agenda item at all future meetings.

Action: Risk Management to be on all future agendas as a specific item.

NOTED THAT :-

- (iv) Robert Davey declared an interest in the above item - Regional Growth Fund and Growing Places Fund because it involved applications from companies who were clients of Bishop Fleming and took no part in the discussion relating to these projects;
- (v) Chris Loughlin declared an interest in the above item - Regional Growth Fund and Growing Places Fund – South West Water and took no part in the discussion relating to this project.

8. Appointment of Board Director

The Chairman advised that a recruitment process for the position of Board Director following the resignation of Joe Keohane would be progressed shortly.

THEMED DISCUSSIONS (1 HOUR)

(Agenda No. 7)

LEP117

Post 2013 Update and Cornwall Deal

(Agenda No. 7.1)

LEP117.1 It was noted that this discussion would be held at a future meeting.

Cornwall Development Company

(Agenda No. 7.2)

LEP117.2 Suzanne Bond, Cornwall Development Company, delivered a presentation to the Board, providing the Board members with an overview of the Cornwall Development Company.

Arising from the presentation, the following issues were highlighted: -

1. the challenges faced by translating information to the needs of various public bodies;
2. the challenges faced by the conversion to an ERP system;
3. transitions challenges and delivery of continuity;
4. delivery and project management;
5. need to ensure delivery of a united front across the County;
6. level of auditing had an impact on the financial resources;
7. the development of relationships between the public and private sector;
8. the support of the LEP was welcomed;
9. the Elections in May 2013 could have an impact in terms of political direction;
10. the need for improved engagement;
11. maintaining staff motivation and protecting continuity.

NEXT MEETING

(Agenda No. 9)

LEP118 The next meeting of the LEP Board would be held on 10 October 2012 at Ecobos, St Austell with two key items on the agenda – Business Plan and Governance and Financial Arrangements.

The meeting ended at 2.15 pm.

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