

**Date:** Wednesday 28 November 2012

**Time:** 10.00 to 14.00

**Venue:** Foot Anstey Offices, High Water House, Malpas Road, Truro, TR1 1QH

		<b>Lead</b>	<b>Action required</b>
1.	<b>1000 Welcome and Introductions</b>	Chris P	
2.	<b>Apologies for absence</b>		
3.	<b>Declarations of interest</b>		
4.	<b>Appointment of new Board Directors</b>	Cornwall Council	<ul style="list-style-type: none"> <li>Formal endorsement</li> </ul>
5.	<b>Minutes from previous meeting</b> • <b>Action Sheet</b>	Chris P	
6.	<b>1030 Business Pulse:</b>  <ul style="list-style-type: none"> <li>Demonstration</li> <li>Ongoing Management</li> </ul>	Simon Simon	<ul style="list-style-type: none"> <li>Discussion</li> <li>Discussion/Decision</li> </ul>
7.	<b>1115 Business Plan:</b>  <ul style="list-style-type: none"> <li>Core Funding Proposal</li> <li>Business Plan Update including LEP funds</li> </ul>	Sandra  Sandra/Mel	<ul style="list-style-type: none"> <li>Discussion and volunteers for work-group (Jan 2013)</li> <li>Verbal Update and decision on LEP funds</li> </ul>
8.	<b>1145 Governance and Financial Arrangements:</b>  <ul style="list-style-type: none"> <li>Enterprise Zone MOU and EZ Board terms of reference</li> <li>LEP Governance Update and Finance</li> </ul>	Gavin  Gavin/Robert	<ul style="list-style-type: none"> <li>Discussion</li> <li>Discussion and agree accounting format</li> </ul>
	<b>1215 (LUNCH TO BE SERVED)</b>		
9.	<b>1230 Other Board Business</b>  <ul style="list-style-type: none"> <li>Performance and Risk Review: <ul style="list-style-type: none"> <li>LEP Business Plan</li> </ul> </li> <li>Performance and Risk Review: <ul style="list-style-type: none"> <li>Third Party Contracts</li> </ul> </li> </ul>	Mel	<ul style="list-style-type: none"> <li>Discussion and agree reporting format</li> <li>Note report and agree new format</li> </ul>

	<ul style="list-style-type: none"> <li>• Letters of Support</li> <li>• Board Feedback</li> </ul>	Chris P	<ul style="list-style-type: none"> <li>• Support/not support</li> </ul>
10.	<b>1300 Superfast Cornwall</b>	All	<ul style="list-style-type: none"> <li>• Note information pack</li> </ul>
		Chris P	<ul style="list-style-type: none"> <li>• Presentation</li> </ul>
	Nigel Ashcroft and Suzanne Bond to attend meeting		

11. Date of next meeting:

**Thursday 24 January 2013**

Studio 10 at Porthmeor Studios, Back Road West, St Ives, TR26 1NG

# CORNWALL & ISLES OF SCILLY

LOCAL ENTERPRISE PARTNERSHIP

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## CORNWALL AND ISLES OF SCILLY LOCAL ENTERPRISE PARTNERSHIP

MINUTES of a Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held at Ecobos, Great Eastern, Brunel Business Park, St Austell PL25 4TJ held on Wednesday 10 October 2012 commencing at 10.00 am.

Present: - Anne Carlisle, Gaynor Coley, Philip Hygate, Chris Pomfret, Robin Teverson CC, Simon Tregoning, Gavin Poole and Robert Davey

Also in attendance: - None

Apologies for absence: - Alec Robertson CC, Chris Ridgers CC, Richard Reed and Chris Loughlin

Officers: - Sandra Rothwell – Head of Economic Development  
Mel Richardson – LEP Manager  
Wendy Parry – Democratic Services Officer  
Debbie Osborne – Support Officer (Economic Development)

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

LEP119 The Chairman welcomed everyone to the meeting.

It was noted that some Board Directors in attendance would need to depart the meeting early due to other commitments.

### **DECLARATIONS OF INTEREST**

The following declarations of interest were expressed:

- i) Gaynor Coley declared a personal interest in item 123 point 7 on geothermal energy by virtue of being employed by the company involved with one of the proposed projects.
- ii) Robin Teverson CC declared a personal interest in item 126 by virtue of being the Co-Chair for Geothermal Energy.
- iii) Robert Davey declared a personal interest in item 127.1 where it related to Pendennis Super Yachts by virtue of his involvement with the company through

his employment. If the need arose, Robert confirmed he would be happy to leave the room.

### **APOLOGIES FOR ABSENCE**

(Agenda No. 2)

LEP120 The Board was advised that Chris Ridgers CC was attending an EU Regions Open Day in Brussels. Apologies had also been received from Alec Robertson, Richard Reed and Chris Loughlin.

### **MINUTES FROM PREVIOUS MEETING**

(Agenda No. 4)

LEP121 It was agreed that the minutes of the meeting held on 12 September 2012 were a true and accurate record.

### **Matters arising from the Minutes**

#### **LEP 122 – Apologies for Absence**

**Action: The Chairman requested that meeting dates in 2013 be cross checked with Members diaries to avoid potential clashes for Members and ensure quorum attendance.**

#### **LEP 123 – Summary of Actions**

4. The Chairman advised that a response had been received from Norman Baker, Parliamentary Under Secretary of State for Transport, following the LEP letter outlining proposals to improve transport links to the Isles of Scilly.
5. Gavin Poole in consultation with Simon Mansell had produced a draft document to establish a Memorandum of Understanding between the LEP and Cornwall Council. This would now be a fully fledged and binding agreement. The document was currently being considered by CC Officers and an update was expected prior to the next LEP Board meeting. Board Directors will get an opportunity to comment on the draft before it is submitted to DCLG. It was also noted that the LEP would be reimbursing Foot Anstey for the time involved in undertaking this work together with the review of governance arrangements.
7. The issue of investment for the Geothermal projects in Cornwall had now been recognised by DECC.

Gaynor Coley declared a personal interest in this item by virtue of being employed by the company involved with one of the proposed projects.

**Action: It was agreed that the Chairman pursue the opportunity to seek financial investment for the Geothermal projects.**

11. Simon Tregoning provided the Board with an update on the Business Pulse project and said that he would be happy to focus on establishing a Business Growth and Finance Sub Group in the New Year once the new business website

portal had been launched. The Finance Task and Finish Group which has already met would merge into this new Sub Group.

**Action: Jason Granite, FC Fund Manager to be updated on the proposal for a new Business Growth and Finance Sub Group.**

#### LEP 124 **Business Plan Prioritisation** (Agenda No. 5)

Sandra Rothwell delivered a presentation to the Board setting out the first 18 month business plan linked to the LEP's eight year Economic Growth Strategy for Cornwall and the Isles of Scilly. It was stated that the business plan would evolve over time; some of it was a record of current activity.

The presentation included the local, national and European context referring to the European funds available to Cornwall, the Council's Local Plan with its outcomes and other relevant strategies. There was a discussion around how the LEP influences local and national policy via DCLG and BIS, and European policy via the European Commission. It was agreed that LEP should play an integral role in future EU funds. The Board broadly supported the overall ambition for the Local Plan growth, noting the importance of the quality of employment and environment.

#### LEP 125 **Implementation Plan section of the Business Plan**

Arising from the presentation, the following points were made:-

- **Priority 1.1:** Establishing a vibrant and successful Enterprise Zone at Newquay is in hand;
- **Priority 1.1:** Collaboration is continuing with Invest in Cornwall and UKTI to promote Cornwall and the Isles of Scilly through national marketing initiatives.

**Action: The Chairman to discuss with Kevin Lavery the need for funding to promote a consistent and real Cornwall to a number of audiences including potential investors, via all major stakeholders.**

- **Priority 1.2:** Continue to promote the establishment of a Local Transport Consortium across Cornwall and the Isles of Scilly;
- **Priority 1.4:** The launch of the web based Business Pulse initiative is imminent;
- **Priority 1.5:** Superfast Broadband strand 1a is being delivered;
- **Priority 2.1:** Development of a Cornwall and Isles of Scilly Employment and Skills strategy is on track to be developed and driven by the ESB;
- **Priority 2.2:** Gaynor Coley advised the Board that there was still one remaining vacancy on the ESB. She considered that the role of the LEP and ESB was to identify opportunities for the development of training, qualifications, skills and encourage entrepreneurs;
- **Priority 2.3:** The Chairman considered the amendment of the wording of the development of skills for all workers to achieve 'great' careers within the SME's within Cornwall.

- **Priority 3.1:** Gaynor Coley advised that potential existing research facilities (eg Imerys) could be utilised to deliver 'living laboratories';
- **Priority 3.2:** Promotion of existing innovation centres within Cornwall;
- **Priority 4.1:** Continued support in conjunction with partners to attract investment and investor interest for the Geothermal and renewably energy projects as part of the promotion of a green economy.

Robin Teverson CC declared a personal interest in this item by virtue of being the Co-Chair for Geothermal Energy.

Philip Hygate updated the Board that the Local Nature Partnership had now received its signed letter from DEFRA and that he expected the organisation to be active in the New Year with a similar level of support to that provided to the LEP and the possibility of co-location of staff. Philip Hygate then gave his apologies for the remainder of the meeting due to another appointment.

#### **LEP 126 - LEP Day to Day Business section of the Business Plan**

Arising from discussion it was commented that there should be a way of logging risks associated with the delivery of the business plan and not just risks associated with the delivery of funds. It was agreed that the paperwork to assess performance and risk should be redesigned to accommodate this.

#### **Budget Sheets**

Sandra Rothwell presented slides showing the current Council budget allocated to the LEP together with other funds the LEP had secured and the core funding that was available from BIS for the remainder of this financial year, 2013/14 and 2014/15, subject to match funding.

The activities that the LEP could utilise this funding for were then presented with potential costs attached and included those priorities identified in the business plan to include Cornwall's image and brand, green energy, business support and engagement, skills and transport.

Arising from the discussion, the following comments were made:

- There was expectation for the Local Authority to match fund;
- Funding was dependent on a good business plan;
- In order to promote the Cornwall Brand the services of a PR company could provide the expertise and point of contact to drive individual projects but the scope of this work needed to be clear to avoid duplication with work already undertaken by Cornwall Development Company.
- The budget with match funding could be put towards activities rather than staff – using it for additional staff would mean that there would be less funds to deliver business plan priorities
- The Chairman had contemplated the potential for the appointment of a Chief Executive to the Board using the core funding but considered that funding could be better utilised elsewhere on activities and congratulated the Board Members on their broad range of quality and expertise which served the LEP well.

- That it would be helpful to understand the full finances including capacity funds that the LEP had to manage its operations

**Action: Investigate the work already undertaken by Cornwall Development company on the Cornwall brand with a view to developing a brief on the scope of work to take this forward.**

**Action: Robert Davey to meet Sandra Rothwell and Mel Richardson with a view to providing the Board with financial updates at each meeting outlining accurate income and expenditure figures showing operational costs together with capacity fund income and expenditure enabling Board Directors to keep informed of LEP accounts.**

## **GOVERNANCE AND FINANCIAL ARRANGEMENTS**

(AGENDA No. 6)

LEP127 The Chairman advised of the work in progress. Robert Davey and Gavin Poole had seen the complex offer letters received for LEP funding and had scrutinised these with a view to advising on the governance arrangements in due course.

He identified the need to define the responsibilities, legal identity and protection of the Board and review the Model Articles and Constitution. Appointment to the Board should be for a fixed period except for the five nominated positions (where those nominated members should be subject to approval of Chairman of Board) with appraisals to be included within the Articles of Association and Constitution. It was agreed that the members of the company should be the Board Directors.

**Action: Gavin Poole to produce letters of membership for the Directors of the Board and deliver a bespoke articles of association.**

## **OTHER BOARD BUSINESS**

(Agenda No 7)

### **Performance and Risk Review**

(Agenda No 7.1)

LEP 127.1

The Board considered a report from Suzanne Bond, Chief Executive of Cornwall Development Company and noted the progress being made on the Regional Growth Fund, Growing Places Fund and the Enterprise Zone.

The Board requested that the Project Performance Table should include details of the individual funds, the funding already spent, funding already committed and that still available, deadlines, outstanding issues and actions taken. Members felt that the inclusion of the 'bad' news as well as the 'good' news would be helpful as well as a steer on where the LEP could help with issues. Assurances were needed that the KPI's had been achieved at a high level.

- iii) Robert Davey declared a personal interest in item 127 where it related to Pendennis Super Yachts by virtue of his involvement with the company through his employment. If the need arose, Robert confirmed he would be happy to leave the room but in fact, there was no requirement to do so.

**Action: Sandra Rothwell agreed to share the views of the Board with CDC to facilitate a comprehensive summary of progress.**

### **Letters of Support**

(Agenda No. 7.2)

LEP127.2 The Board was advised that two applications for letters of support from Cornwall and Isles of Scilly LEP had been received.

Following discussion in respect of each of the requests, it was agreed that the following action would be taken: -

Letter 1:

***Action: an appropriately worded letter, in principle, be sent on behalf of the Cornwall and Isles of Scilly LEP, supporting the principle of an Employer-led Infrastructure for Skills and Apprenticeships in Cornwall Project in line with LEP strategy but subject to agreement from the Employment and Skills Board (Gaynor Coley).***

Letter 2:

***Action: an appropriately worded letter be sent on behalf of the Cornwall and Isles of Scilly LEP, supporting the principle of the Rural Micro Business Investment Programme.***

Sandra Rothwell updated the Board on an application for funding to Cornwall Council to facilitate a temporary hangar to accommodate an Aircraft Manufacturing & Repair organisation wanting to establish a base at the Newquay Aerohub in the near future. She then left the meeting to attend another appointment.

### **Board Feedback**

(Agenda 7.3)

LEP127.3 The Chairman referred Members to a list of his recent meetings and engagements.

Simon Tregoning updated Members on his involvement with Business Pulse.

Robin Teverson CC advised that he had engaged in a survey of local businesses with links into finance within growth.

### **Procurement and Superfast Broadband**

(Agenda 7.4)

Cornwall and Isles of Scilly Local Enterprise Partnership  
10 October 2012

LEP 127.4 Mel Richardson referred to the procurement report sent out with the Board papers and the opportunity for the Business Growth and Finance Sub Group to work with the team to promote tendering opportunities to businesses. Gaynor Coley said that it was important that local sourcing remained a priority if the shared services model currently being proposed progressed.

Mel Richardson said that the application of procurement rules were currently being discussed with colleagues and that the rules associated with the use of the core funding from BIS were being checked.

LEP 127.5 Reference was made to the Superfast report which was circulated with the LEP Board papers. Board members were keen to find out more about the progress of the Superfast team and suggested inviting Nigel Ashcroft to the next meeting to deliver a very brief presentation following by a Q&A session.

**Action: - Nigel Ashcroft be invited to attend the next meeting to deliver a time limited question and answer session.**

**ANY OTHER BUSINESS  
(Agenda No 8)**

LEP 128 Gaynor Coley advised that she would not be available to attend the next meeting on 28 November 2012.

The Chairman advised that Sandra Rothwell had suggested that there could be an additional evening event scheduled for January 2013 which would be a combined social and business event with a possible venue of Fifteen Restaurant, Watergate Bay Newquay.

Anne Carlisle personally invited Members to attend a talk entitled Innovation – The Model of High Growth/ High Value Companies talk by Simon Gibson (CEO of Wesley Clover Corporation) on 7/8 November 2012.

The meeting ended 1420.