

Date: Wednesday 16 May 2012

Time: 1000 – 1400

Venue: TJ International, Treceus Ind Est, Padstow PL28 8RW

TJ International is a market leading book manufacturing company based in Padstow. They manufacture soft and hard cover books, using the latest digital and litho technology. They will be giving a short presentation to the LEP Board at the start of the meeting to highlight and give you an insight into their business. They are also offering LEP Board members the opportunity to tour the facility after the meeting has finished.

Len Smith and Matthew Vowels from Cornwall Development Company will be attending in regards to items 5.5 and 5.6.

Lunch will be served at 1230.

1. **Welcome and Introductions**
2. **Apologies for absence**
3. **Minutes from previous meeting**
4. **Declarations of interest**
5. **Items for discussion**
 - 5.1 Board Engagements
 - 5.2 LEP Draft Strategy and Business Plan
 - 5.3 Letters of Support
 - 5.4 Skills and Employment Board
 - 5.5 Project Performance and Project Risks
 - 5.6 Project Focus:
 - Enterprise Zone
 - Regional Growth Funding
 - Growing Places Fund
6. Any other business
7. Next meeting and future meetings
 - Wednesday 13 June at St Austell Brewery Conference Centre

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 Headland Hotel, Newquay, Cornwall on Tuesday 20 March 2012 commencing at 1.00 pm.

Present: - Anne Carlisle, Gaynor Coley, Philip Hygate, Chris Loughlin, Chris Pomfret, Richard Reed, Chris Ridgers, Alec Robertson, Robin Teverson and Simon Tregoning.

Also in attendance: - Mr S Cox – Assistant Chief Executive (Thurrock Council)

Apologies for absence: - Joe Keohane.

Officers: -

Emma Coad – Senior Democratic Services Officer CC
Mel Richardson – LEP Manager
Sandra Rothwell – Head of Economic Development, CC

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

LEP79 The Chairman welcomed everyone to the meeting.

APOLOGIES FOR ABSENCE

(Agenda No. 2)

LEP80 Apologies for absence had been received from Joe Keohane and Suzanne Bond.

Chris Ridgers, Simon Tregoning, Robin Teverson, Phillip Hygate and Anne Carlisle had sent apologies that they would be arriving late.

MINUTES FROM PREVIOUS MEETING

(Agenda No. 3)

LEP81 It was agreed that the minutes of the meeting held on 22 February 2012 were a true and accurate record.

Matters arising from the Minutes

LEP 68 – Company Secretary

The Chairman advised that he had investigated the role of Company Secretary and to date had received one expression of interest to undertake the role. It was commented that it was important for this role to be provided by the private sector to balance perception on resources.

The Board was further informed that the Chairman had held discussions with a representative of the Institute of Chartered Accountants in England and Wales with a view to enlisting the help of an Accountant from the private sector.

The Board was advised that under Contacts on the website, a form had been set up enabling private sector companies to register their interest in helping the LEP via pro-bono support.

LEP 76.4 – Business Consultative Group

Mel Richardson advised that further to the last meeting work was being undertaken to establish the membership of the Business Consultative Group in line with the agreed Terms of Reference.

The Chairman advised that he had recently met with the newly appointed Chief Executive of the Cornwall Chamber of Commerce. It was commented that the Chief Executive could be invited to attend a future meeting of the LEP Board.

Arising from the above, Mel Richardson referred to the reference group 'Friends of the LEP' and the role and functions of members of this group.

ACTION: it was agreed that details of the membership of the Business Consultative Group would be circulated in due course.

LEP 76.5 – Transport Update

Mel Richardson advised that following the last meeting updates had been made to the LEP website which included the views agreed at the last Board meeting on Devolution of Major Transport Schemes and the Great Western Rail Franchise. These views had been shared with transport colleagues at Cornwall Council. The views of the wider business community and other stakeholders were now being sought before responding to the official Government Consultation.

The Chairman reported that he had met with the local authority's Head of Transportation and spoken to Mr Tim Jones, Chairman of the Heart of the South West LEP to try and align the response to the consultation document.

Arising from the above, reference was made to the recent news issued by the government on proposals for road networks. It was commented that it

was still too early to know the potential impact that this may have on road networks in the south west.

LEP 77 – Bio Mass

It was reported that investigations were ongoing regarding the viability of Bio Mass. Gaynor Coley suggested that discussions should be held with representatives of Duchy College who had experience of such schemes and Chris Loughlin also offered to help with links he has via South West Water.

ACTION: it was agreed that further investigation take place regarding the Bio Mass project. (CC to commission via CDC)

LEP 70.6 – Local Nature Partnership

Phillip Hygate provided the Board with an update on the current position regarding the Local Nature Partnership and the progress made to date. He advised that a stakeholder meeting had recently been held in Falmouth the outcome of which was a strong desire to progress the LNP. It was commented that if the LNP could be established along the lines of the LEP then it could become a successful partnership and where appropriate have an aligned approach to strategies.

Arising from the above, comments were expressed regarding the appointment process and the aims of the partnership. Details of the timescale for the implementation of the LNP were outlined.

The LEP Board welcomed the opportunity for a well structured, rational and informed Local Nature Partnership that could work jointly with the LEP Board and Cornwall Council to unlock opportunities for Cornwall and the Isles of Scilly and confirmed that they would welcome Phillip Hygate being the LEP representative on the LNP. Chris Loughlin suggested that at the appropriate time, a senior member of staff from South West Water could get involved in the LNP.

DECLARATIONS OF INTEREST

(Agenda No. 4)

LEP82 Robin Teverson declared a personal interest in Agenda Item No. LEP 83.1 (South West Marine Energy Park) by virtue of involvement with RegenSouth West.

Gaynor Coley declared a personal interest in Agenda Item No. LEP 83.4 by virtue of being employed by the company involved with one of the proposed projects.

ITEMS FOR DISCUSSION

(Agenda No. 5)

LEP83

Board Engagements
(Agenda No. 5.1)

LEP83.1 **1. Institute of Chartered Accountants in England and Wales**

As reported previously, the Board noted discussions held with the Institute of chartered accountants.

2. Cornwall Chamber of Commerce

As reported previously, the Board noted that the Chairman had recently met with the newly appointed Chief Executive of the Cornwall Chamber of Commerce.

3. South West Marine Energy Park

Richard Reed provided the Board with an update on the current position regarding South West Marine Energy Park and advised that both he and the Chairman had recently attended the first meeting. Richard Reed and the Chairman reported their views on the outcome of the first meeting and the need to clearly understand the benefits of a collective approach. Support was expressed for the project in principle subject to agreeing the strategy and the involvement required from Cornwall. Clarity would be required on how the work required to prove the case for the SWMEP would be funded.

4. BBC Programme – ‘Our Economy’

The Board were advised that the Chairman, Alec Robertson and Anne Carlisle had taken part in a BBC TV Debate entitled ‘Our Economy’ which had been broadcast at 11.05 pm on Monday 19 March 2012 on BBC1 South West.

LEP Constitution
(Agenda No. 5.2)

LEP83.2 The Board considered a revised version of the LEP Constitution taking on board comments made at the last Board meeting which had been circulated with the Agenda. It was noted that further comments had been expressed by Board members since the revised version had been circulated.

ACTION: subject to the inclusion of the further comments expressed by Board members, the Model Articles and LEP Constitution be adopted.

Processes for LEP led projects

(Agenda No. 5.3)

LEP83.3 Further to the January Board meeting, the Board received a paper setting out details of proposals for establishing processes to cover the submission, approval, governance and performance management of funding initiatives which were open to the LEP.

The local authority's Head of Economic Development outlined in more detail the processes.

Arising from the paper comments were expressed regarding:-

- (i) the innovation funnel provided a useful tool to visualise the position of projects and would provide a control system which was not currently available;
- (ii) the importance of the LEP being able to identify the risks and action required;
- (iii) the benefits of separating the risks from the performance monitoring;
- (iv) It was acknowledged that whilst the Board could take greater risks that there should be a mechanism to justify the reason.
- (v) The principle of using delivery organisations as well as CDC as and when appropriate
- (vi) Risks associated with delivery of the LEP strategy

ACTION: The proposed processes were agreed by the Board. It was emphasised that the LEP should and would adopt regular performance and risk monitoring processes. These should be separated so that performance and risk can be monitored and assessed separately

Project Update

(Agenda No. 5.4)

LEP83.4 1. Enterprise Zone

The Chairman advised that the formal process for the management of the Enterprise Zone had now been agreed and the Enterprise Zone would go live on 1 April 2012. He advised that expressions of interest continued to be received and that it was proposed that CDC EZ-leads would attend the Farnborough Air Show to actively promote the Enterprise Zone.

The chairman would chair the EZ Board and Joe Keohane would also represent the Board. The casting vote, if it came to it would lie with the Chairman. Other members would include the CC Head of Property, the CC Cabinet Portfolio Holder for Economy and Regeneration, an expert from the aerospace industry, an additional independent business representative, CC Head of Economic Development and Chief Executive of Cornwall Development Company

The Board were informed that the LEP had been successful in applying for £97,000 of Enterprise Zone Skills funding for an Aerohub Enterprise Zone Skills Plan focusing on the aviation and aerospace sectors. The Board were further informed of additional European funding which would increase the overall revenue budget.

2. Regional Growth Fund

Sandra Rothwell provided an update to the Board on the Regional Growth Fund Round 2 with specific reference to the current position regarding the due diligence process, letters of offer and timescale for completion.

The Board was informed that Round 3 of the Regional Growth Fund had been confirmed.

Arising from the above, reference was made to potential projects that could benefit from Round 3 RGF.

It was agreed that further details would be provided to the Board as they became available.

3. Growing Places Fund

Sandra Rothwell provided an update to the Board on the Growing Places Fund and proposals for the launch of the project.

Arising from the above, the Board discussed the launch of the project and appropriate methods of promoting the launch.

ACTION: it was agreed that Cornwall Development Company be invited to provide the LEP Board with a Communication Strategy for the launch.

It was suggested that the LEP might make contact with the Banking industry regarding this. This prompted a wider discussion on finance which the Chairman offer to take on further

4. Capacity Fund 2nd Round

Mel Richardson advised that £25,600 of Capacity Fund Round 2 Funding had been secured each year for three years.

Letter of Support

(Agenda No. 5.5)

LEP83.5 The Board was advised that a request for a letter of support from Cornwall and Isles of Scilly LEP had been received.

ACTION: Mel Richardson agreed to send an appropriately worded letter of support on behalf of the Cornwall and Isles of Scilly LEP.

Skills and Employment

(Agenda No. 5.6)

LEP83.6 Gaynor Coley provided an update to the Board on the current position regarding the Skills and Employment Group. She advised that a pre-meeting of the Skills and Employment Group had been held today to look at membership of the Group and Sub-Groups. It was reported that the amended Terms of Reference would be submitted for formal approval on 16 May 2012

Future LEP Capacity

(Agenda No. 5.7)

LEP83.7 At the last meeting the Board had discussed the issues of LEP resourcing and had agreed that there was a need for clear role definitions and that formal relationships should be defined to avoid conflict and provide transparency, potentially in the form of a Memorandum of Understanding. It was also recognised that the LEP needed more support resources to relieve the burden being carried by the Chairman and the LEP manager

Sandra Rothwell provided the Board with a detailed presentation outlining the options for resourcing the LEP, background to the need for the additional resources, details of the key principles, requirements, process and options.

A detailed discussion ensued at which it was agreed that Cornwall Council would continue to provide Secretariat support, operational management and a commissioning lead to support the LEP (provided by Head of Economic Development). This should be balanced with private sector resources (including company secretary and finance support). The Chairman also reminded the Board of the time commitment that the private sector members of the Board were already contributing. In addition, business representatives such as Shaun Galloway and Toby Parkin were contributing their time on Convergence committees on behalf of the LEP as were members of the ESB.

Further private sector time would be deployed on relevant task and finish groups who would primarily be private sector.

It was suggested by most of the Board that the preferred solution would be a senior private sector person to support the Chairman. Various other options from the one proposed were discussed, however it was acknowledged that given there were currently no funding resources available, the proposed solution should be accepted as an interim solution. However the potential for conflict situations and conflict resolutions was noted and would need a clear procedure for resolution. A Memorandum of

Understanding would assist with conflict and transparency, as would the development of a communications plan may assist.

ACTION: the LEP proceed with the interim arrangement as presented for a six month period (maximum 12 months) through a formal Memorandum of Understanding.

A role profile be prepared to provide clarity to the LEP Board on the specific roles and responsibilities of the LEP Executive.

Investigations be undertaken to identify potential funding for a dedicated position with a defined role from the private sector as a long term solution to resourcing the LEP. The balance of time contribution by public sector and private sector contributors to be monitored as useful data if challenged.

Further to the above the Chairman again referred to the potential for establishing specific Groups, similar to that of the Skills and Employment Group with nominated LEP Board Members taking the lead that would help ensure a majority of private sector resources.

LEP DRAFT STRATEGY

(Agenda No. 6)

LEP84 The Board was informed that a copy of the draft LEP Strategy prepared by SQW had been included with the Agenda.

The Board discussed the content of the document and it was the consensus view that the Strategy was currently not ready for consultation and that there were still a number of details that required further attention.

However, the five themes were agreed though these would need some detailed discussions to ensure all the Board members understood the same meaning and emphasis.

The Board commented on aspects of the strategy including the length of the document, potential links to the Business Plan, provision of a better vision, aspirational targets and appropriate measures and how these could be quantified.

The board recognised that further work would require the Board to work together to ensure the strategy was one they could and would own, so it was suggested that a special workshop should be arranged to finalise the strategy.

ACTION: a workshop be arranged on 18 April, to be facilitated by Sandra Rothwell, to expand on the issues and comments raised with a view to producing a shorter Strategy with appropriate

measures that could be quantified, and signing off the strategy prior to consultation

The Board were invited to submit comments on the Strategy prior to the workshop.

NEXT MEETING AND FUTURE MEETINGS

(Agenda No. 8)

LEP85 The Chairman advised that he had been invited by Kevin Lavery to be a keynote speaker at the Cornwall Leadership Conference on 18 April in Wadebridge. Unfortunately this date clashed with the date of the next meeting. Leave commitments for officers and Board members would also make it difficult to send out papers prior to the Board meeting. It was therefore proposed that the next meeting be cancelled and reconvened on 16 May 2012. It was agreed that any urgent business should be dealt with via email to Board members.

ACTION: the next meeting of the LEP Board scheduled for 18 April 2012 be cancelled and reconvened on 16 May 2012.

ACTION: It was proposed that the Strategy Session be held on the afternoon of 18 April 2012 and that details of the venue and timings be forwarded to Board members.

The meeting ended at 5.15 pm.

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