

Date: Thursday 24 January 2013

Time: 10.00 to 16.00

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

		Lead	Action required
	<u>Main Board Business</u>		
1.	1000 Welcome and Introductions	Chris P	
2.	Apologies for absence		
3.	Declarations of interest		
4.	Minutes from previous meeting		
	• Action Sheet	Chris P	
5.	1030 Core Funding Proposal (tabled)	Sandra	• Discussion and decision for submission by 15 Feb
6.	1130 Governance and Financial Arrangements:		
	6.1 LEP Constitution	Gavin	• Discussion
	6.2 Financial Report (tabled)	Robert	• Discussion
7.	1200 Other Board Business		
	7.1 Performance and Risk Review:	Sandra	• Note progress and discuss
	• LEP Business Plan:		
	☆ Progress to 31 December 2012		
	☆ January update		
	7.2 Letters of Support	Chris P	• Support/not support
	7.3 Board Feedback	All	• Note information pack
	1300 (LUNCH TO BE SERVED)		
			PTO

Strategic Areas for Discussion

8.	1330	Invest in Cornwall and Branding Presentation Suzanne Bond, Lucy Hunt and Kirsty Miles to attend meeting	Chris P	<ul style="list-style-type: none">• Presentation
9.	1430	Influential Contacts	Chris P/Chris L	<ul style="list-style-type: none">• Discussion
10.	1445	Post 2013 Update	Sandra	<ul style="list-style-type: none">• Update and discussion
11.	1500	Transport Issues: <ul style="list-style-type: none">• Local Transport Body• Isles of Scilly transport Any other Business	Chris P Diana M	<ul style="list-style-type: none">• Discussion and decision

Dates of next meeting:

20 March 2013

Wheal Martyn China Clay Country Park, Carthew, St Austell, PL26 8XG

15 May

Venue tbc

10 July

King Edward Mine, Troon, Camborne, Cornwall TR14 9DP

11 September

Venue tbc

13 November

Trelawney Room, New County Hall, Treyew Road, Truro, TR1 3AY

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 Foot Anstey Offices, High Water House, Malpas Road, Truro, TR1 1QH on Wednesday 28 November 2012 commencing at 10.00 am.

Present: - Anne Carlisle, Jim Currie CC, Chris Pomfret, Gavin Poole, Richard Reed, Stephen Rushworth CC, Robin Teverson CC, Robert Davey and Simon Tregoning

Also in attendance: - Diana Mompoloki – Isles of Scilly Council (Observer)

Apologies for absence: - Gaynor Coley and Chris Loughlin

Officers: -

Emma Coad – Senior Democratic Services Officer

Mel Richardson – LEP Manager

Sandra Rothwell – Head of Economic Development

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

LEP1 The Chairman welcomed everyone to the meeting, in particular he welcomed Councillor Currie, newly appointed leader of the Council and Councillor Rushworth, newly appointed portfolio holder for Economy and Regeneration. He also welcomed Diana Mompoloki, Economic Development Officer from the Isles of Scilly Council who would be attending as an observer.

The Board thanked Gavin Poole and Foot Anstey for hosting today's meeting.

APOLOGIES FOR ABSENCE

(Agenda No. 2)

LEP2 Apologies for absence had been received from Gaynor Coley and Chris Loughlin.

The Board was advised that both Alec Robertson CC and Chris Ridgers CC had resigned as Directors of the Board following the re-structure of the Cornwall Council's Cabinet.

Action 1:

It was agreed that a letter would be sent Alec Robertson and Chris Ridgers on behalf of the LEP formally thanking them for their support and wishing them every success for the future.

APPOINTMENT OF NEW BOARD DIRECTORS

(Agenda No. 4)

LEP3 Further to the resignation of Alec Robertson CC and Chris Ridgers CC from the LEP Board and in accordance with the adopted Model Articles there was a requirement for the existing Directors to formally appoint Jim Currie CC and Stephen Rushworth CC.

Jim Currie and Stephen Rushworth left the room during consideration of the appointments.

It was resolved that Jim Currie and Stephen Rushworth be appointed as directors of the Company and it had already been confirmed that Robin Teverson would maintain his position on the LEP Board.

Action 2:

The Company Secretary be instructed to make appropriate filings at Companies House.

The Board was advised that there was a requirement to appoint a Chairman and Vice-Chairman at this meeting as the current term of office for current Chairman and Vice-Chairman was to come to the end of the nominated period (22nd January 2013) which was shortly before the next board meeting (in January) .

Arising from the above, Gavin Poole informed the Board that he was currently reviewing the LEP Constitution and articles. There were currently a number of issues that should be addressed including the terms of office for the Chairman, Vice Chairman and Board Directors. The possibility of implementing an appraisal system for directors was discussed (although not necessarily forming part of the constitution).

Chris Pomfret confirmed that he was willing to stand as Chairman for a further term and that Chris Loughlin had indicated that he would be willing to stand as Vice-Chairman.

Chris Pomfret left the room during consideration of the appointment.

It was resolved that Chris Pomfret be appointed Chairman of the LEP Board for a further year (to 22nd January 2014) and Chris Loughlin be appointed as Vice-Chairman of the LEP Board for a further year (to 22nd January 2014).

It was noted that the constitution would be amended by the time their appointments next need to be considered.

DECLARATIONS OF INTEREST

(Agenda No. 3)

LEP4 The following declarations of interest were expressed: -

- i) Gavin Poole advised that he had a personal interest in items relating to Cornwall College by virtue of his wife being an employee;
- ii) Robert Davey advised that he a personal interest in items relating to Pendennis Super Yachts by virtue of his involvement with the Company through his employment, if the need arose he would leave the room;
- iii) Gavin Poole advised that he had a personal interest in items relating to Plymouth University by virtue of his firm having acted for the University. He confirmed that he personally had not so acted;
- iv) Robin Teverson advised that he had a personal interest in items relating to KCS Print Ltd by virtue of being a Director and the company having applied for grant funding, however, it was noted that the item was not on the agenda.
- v) Anne Carlisle advised that she had not been involved in the University bid.

The Board congratulated Anne Carlisle on the announcement that Falmouth had become a University in its own right.

MINUTES FROM PREVIOUS MEETING

(Agenda No. 5)

LEP5 It was agreed that the minutes of the meeting held on 10 October 2012 were a true and accurate record subject to the following amendments:-

- i) Declarations of Interest – The inclusion of a declaration of interest from Robert Davey in relation to Pendennis Super Yachts, he advised that he had declared a personal interest and had confirmed that he would have left the meeting if necessary, however, it was noted that the requirement to leave did not arise;
- ii) Declaration of Interest – Deletion of the words “Lib Dem” in bullet point (ii);
- iii) Minute No. LEP 123 Summary of Actions – an explanation to be provided on “Norman Baker’s” position;
- iv) Minute No. LEP 126 Budget Sheets – a clearer explanation to be provided on the second action regarding managing targets;
- v) Minute No. LEP 126 Budget Sheets – the deletion of the third action point which it was confirmed had not been endorsed at the meeting;

- vi) Minute No. LEP 127 Procurement and Superfast Broadband – insertion of the words “application of procurement rules were currently being discussed” in the second paragraph.

Action 3:

The minutes of the meeting held on 10 October 2012 to be amended in line with the above comments and a copy to be re-circulated to the Board.

SUMMARY OF ACTIONS - LEP BOARD 10 OCTOBER 2012

(Agenda No.5)

LEP6 A summary of the actions confirmed at the meeting on 10 October 2012 had been circulated and updates provided on the following: -

Actions:

1. It was confirmed that meeting dates 2013 had been cross checked with Members diaries;
2. The Chairman confirmed that he was pursuing the opportunity to seek financial investment in Geothermal projects and that he had written to the Secretary of State for Energy and Climate Change, Ed Davey, explaining the importance of Geothermal. Both operators in Cornwall had recognised the potential for joining the projects together to draw down one pot of money which could be distributed appropriately by the LEP. Lord Matthew Taylor had also contacted Ed Davey to promote the benefit of the projects. The Chairman further advised that he had contacted the Chief Secretary to the Treasury, Danny Alexander, explaining the uniqueness of Cornwall. The Chairman confirmed that he would continue to pursue the financial investment. If successful it would identify Cornwall in the top division in terms of Green Energy. The Board referred to a possible solar research centre for Cornwall.

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

- i) it had been commented that such projects may not receive investment for approximately 10 years due to the potential risks;
- ii) private sector funding was not available for these projects at the moment, therefore, Government funding was essential;
- iii) projects should be seen as an investment;
- iv) Smart Grid technology was essential for this type of project;
- v) it was commented on a project being undertaken by Newcastle University and the potential for dialogue and partnership working if investment was forthcoming;

- vi) reference was made to the changes to the Radar System at Portreath and the potential impact this could have on onshore wind energy applications within a 10 mile radius;

Action 4:

Sandra Rothwell to liaise with Adrian Lea regarding changes to the Radar System at Portreath and the potential impact this could have on the development of renewable onshore energy.

Action 5:

In the event that investment for the Geothermal projects was forthcoming liaison be undertaken with Newcastle University and Southampton University.

- 3. It was confirmed that Simon Tregoning had been in touch with Jason Granite and that the new Business Growth and Finance Sub-Group would be set up in the new year.
- 4. The Chairman provided the Board with an update on the promotion of a Consistent and Real Cornwall and advised that he had discussed the issue with Cornwall Council's Corporate Communications Team with a view to preparing a brief which would come back to the Board.

Action 6:

A combined presentation and brief on the promotion of a Consistent and real Cornwall be prepared looking at inward investment and branding issues to be part of the next Board meeting.

- 5. A report had been circulated with the Agenda regarding work undertaken by Cornwall Development Company on Marketing Cornwall as a brand and as per the recommendation, it was agreed to invite the team to present at the next Board meeting.

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

- i) it was commented on the discussions with UKTI regarding priorities;
 - ii) there was a need to have a clear explanation on investment in Cornwall and the targets and to be clear on what types of businesses should invest;
 - iii) there was a suggestion that formal means of engagement be investigated;
 - iv) it was commented on the need to ensure that appropriate people were used to get a clear message across.
- 6. This action will be dealt with under the agenda.

7. This action was to be deleted as it had not been formally endorsed at the last meeting.
8. Gavin Poole provided the Board with an update on the membership of the Board. He clarified the current membership arrangements and the future arrangements for Board members.

A letter of membership for the Directors of the Board was circulated to those present for signature. The signed application would be held by Gavin pending receipt of letters from those not present at the meeting and once the position regarding Philip Hygate had been clarified.

9. This item had been included on the Agenda for discussion.
10. Mel Richardson updated the Board on the current position regarding the letter of support for an employer led infrastructure for Skills and Apprenticeships in Cornwall Project. Following the action agreed at the last meeting the Employment and Skills Board had considered the project and raised some concerns due to the lack of a skills strategy on which to judge the proposal.

It was therefore considered that to avoid the occurrence of similar situations in the future, letters of support should be considered by the LEP Board. It was also agreed that the principle and processes applied for providing letters of support be considered as part of the LEP's review of governance.

Action 7:

A letter of support be sent to the Cornwall Marine Network (Paul Wickes);

Action 8:

All requests for letters of support to be considered and agreed as appropriate by the LEP Board.

Action 9:

The Letter of support process be reviewed as part of the LEP's review of governance

11. It was confirmed that an appropriately worded letter had been sent on behalf of the Cornwall and Isles of Scilly LEP.
12. Nigel Ashcroft would be presenting to the Board later in the meeting.

BUSINESS PULSE

(Agenda No. 6)

LEP7 **Website and Ongoing Maintenance**

Simon Tregoning provided the LEP Board with a demonstration of the Business Pulse website which had been developed by Sea Communications as a direct response to business needs. Businesses had indicated a need for an online portal that displayed all of the support available to them, whilst also allowing them to connect with each other and enable the LEP and businesses together to identify gaps in the support they receive.

The website would be a beta site in the next few days and would continue to be refined with a formal launch being undertaken at a later date.

Simon Tregoning referred to the LEP report which proposed using Sea Communications to manage and moderate the site on the LEP's behalf.

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

- i) a critical element of the website would be that providers would be responsible for keeping their content up to date;
- ii) a restriction would be placed on the number of characters in the profile section to ensure clarity;
- iii) it was commented on the potential to access information previously used on the now inactive Business Link website;
- iv) there was potential to link with the National website for Business Link to avoid duplication;
- v) free text fields would provide a useful tool to indicate business requirement searches;
- vi) the website would create a platform for a communication device and enable a community to be built where businesses could come together;
- vii) whilst the rating system was welcomed, the self generated comments had the potential to create management issues;
- viii) the site had the ability to log in with 'LinkedIn';
- ix) the portal would provide a great benefit to companies in particular address a growing need to target mid size companies;
- x) the portal would enable supply demand as opposed to demand driven;
- xi) in the long term the proposal was to work with the Chamber of Commerce to avoid duplication;
- xii) the developer had been asked to liaise with the Isles of Scilly regarding specific requirements;
- xiii) it was commented that there was a need to ensure the information was held for the purpose intended and not sold off;
- xiv) reference was made to the benefit of having an ethics framework;
- xv) the project was not intended as a driver to make money;
- xvi) specific reference was made to the monitoring element and editorial control;
- xvii) it was acknowledged that as the website grew additional work would be required;

- xviii) the financial figures quoted within the report were considered to be an appropriate reflection of the work required.

Action 10:

Sea Communication be approved as the ongoing manager of the site to perform the functions outlined in the report for the remainder of 2012/2013 and for the first six months of 2013/14 financial year at which time it would be reviewed. Also agreed, that there should be a smart contract with Sea Communications with the responsibilities clearly outlined.

Action 11:

The issue of Editorial control to be addressed making the distinction between editorial control and content management.

Action 12:

The financial costs as detailed within the report be agreed.

NOTED THAT the Board thanked Simon Tregoning for his work developing the Business Portal.

BUSINESS PLAN

(Agenda No. 7)

LEP8 Core Funding

Sandra Rothwell provided the Board with an update on Core Funding for the LEP. It was anticipated that during the autumn statement, the Government would reconfirm the offer of Core Funding for LEP's for a period of 2 ½ years. There would be no specific definition of how funding should be spent up to March 2013, however, funding for the following 2 years would need to have a clear business plan. It was not yet known how the funds would be paid.

A written Business Plan on how monies would be spent was required by 15 February 2013, a few stipulations had been made on the funding criteria. It was expected that the LEP would need to define match funding against Government funding.

Sandra Rothwell advised that funding for the LEP had been earmarked in Cornwall Council's budget and that the shortfall would need to be met through areas that were 'in scope' which was currently being discussed.

Jim Currie explained to the Board that the Cornwall Council budget for 2013/14 had not yet been agreed and that the figure quoted as being earmarked may be subject to review.

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

- i) it was anticipated that the shortfall in match funding could be sourced through the 'in scope' contributions;
- ii) there would be a benefit in the completion of recording sheets by Board members on the work they undertake on behalf of the LEP for auditing purposes;
- iii) funding from Cornwall Council was crucial to unlocking Government funding;
- iv) details of those areas 'out of scope' were provided to the Board;
- v) it was essential that Business Plans linked together;
- vi) the LEP was in a good position having the LEP Strategy in place; the Strategy was considered to be robust;
- vii) the main issue was around the availability of match funding to enable progression;
- viii) the funding criteria would provide a mechanism to ensure other LEP's developed Business Plans and Strategy in a timely manner;
- ix) Cornwall Council's budget was likely to be set in February 2013.
- x) Mention was made of the Local Transport Body that would need to be set up with LEP representation

Action 13:

Sandra Rothwell to circulate a copy of the guidance detailing the Core Funding criteria to the LEP Board. It was agreed to set up a sub group comprising Chris Pomfret, Robert Davey, Sandra Rothwell and Mel Richardson to look at the core funding proposal with a view to taking a draft to the next LEP Board meeting.

Action 14:

Sandra Rothwell to circulate a copy of the guidance relating to setting up Local Transport bodies to the board.

Business Plan Update including LEP Funds

Sandra Rothwell provided a verbal update on the Business Plan and proceeded to comment on the following: -

Priority 1

UKTI – This was being progressed.

Transport – The Chairman updated the Board regarding transport, in particular the A30 Carriageway improvements at Temple and advised that it was anticipated that a decision on funding would be announced in the Autumn Statement.

The recent inclement weather had led to the closure of certain areas of the rail network due to flooding and land slip, it was commented that this had had a significant impact on travel into and out of the County. The Board referred to the Great Western Railway Franchise and the need to establish guarantees for much needed investment in the railway line.

Action 15:

There was a need to ensure that a formal letter be written to establish guarantees regarding the number of through trains and the need to immediate action to improve infrastructure.

Business Pulse – This item had been addressed earlier in the meeting.

Superfast Broadband – This item would be debated later in the meeting. Specific reference was made to communication and availability of funding.

Transport links Isles of Scilly – The Chairman advised that there was a need to identify within the priorities how the issues of transport would be addressed. Diana Mompoloki agreed to consider how the transport issue could be built into the plan.

Priority 2

Sandra Rothwell outlined the current position with regard to the areas in Priority 2 and detailed the main areas of focus mentioning that a Skills Plan would be ready for consultation after Christmas.

Priority 3

Sandra Rothwell outlined the current position with regard to areas within Priority 3 and advised that most emphasis was on Higher Education and Private Sector Innovation Agenda. It was mentioned that R&D needs more work.

Priority 4

Sandra Rothwell outlined the current position with regard to areas in Priority 4 and progress in respect of Geothermal and Marine Energy. It was commented that an update on the Marine Energy Park could be made at the meeting in March 2013 as part of the business plan update.

Diana Mompoloki referred to an investment in Wave Energy on the Isles of Scilly.

Action 16:

In future, updates on progress against the business plan would be circulated to the Board as part of the Board papers.

Schedule of Meetings

A schedule of proposed meeting dates for 2013 had been circulated with the Agenda. Attention was drawn to the proposal to change the cycle of meetings from monthly to bi-monthly.

It was the consensus view that meetings should be bi-monthly and that it was recognised that in some circumstances meetings may take up most of the day and therefore it may be necessary on occasions to lengthen the meetings later into the afternoon.

GOVERNANCE AND FINANCIAL ARRANGEMENTS

(Agenda No. 8)

LEP9 Enterprise Zone Memorandum of Understanding and Enterprise Zone Terms of Reference

Gavin Poole updated the Board on the current position regarding the EZ Memorandum of Understanding and Terms of Reference and confirmed that both were still in draft form awaiting comments from relevant parties.

LEP Governance and Finance Update

Gavin Poole gave an update on the work being undertaken by Foot Anstey on the amendments to the Constitution and sought assistance from a sub-group to consider the various detailed points arising before bringing the constitution back to the full board.

Robert Davey welcomed the inclusion of a financial update and said that further information was required to provide a comprehensive summary for Board directors.

Action 17:

Sub group to be Gavin Poole, Chris Pomfret, Robin Teverson and Mel Richardson. Date of meeting to be arranged by Mel Richardson.

Action 18:

It was agreed that Robert Davey would monitor and update the Finance arrangements to provide a more comprehensive summary for future papers.

LEP Capacity and Start Up Funding

Mel Richardson outlined her report regarding LEP Capacity and Start Up Fund and sought the views of the Board on the potential allocation of this financial years uncommitted Capacity Fund and requested that the Board note the resources secured and available through the BIS Capacity and Start Up Funds allocated during 2011 and 2012 for expenditure by March 2015.

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

- i) the role of the LEP network and ability to co-ordinate activities;

- ii) uncommitted funds should be used to focus on areas within the Business Plan;
- iii) requirement for data where it was needed
- iv) possibility of funding assisting with transport solutions for Isles of Scilly
- v) need to fund Business Pulse as previously discussed
- vi) Importance of tackling LEP's communications.

Action 19:

This financial year's uncommitted fund of £35,379 to be allocated to the following prioritised areas:-

- 1. Business Pulse ongoing management***
- 2. Development of Communications Strategy for the LEP***
- 3. IOS transport link improvements***

OTHER BOARD BUSINESS

(Agenda No. 9)

LEP10 **i) 'No Stone Unturned' – report by Lord Heseltine**

A copy of the report by Lord Heseltine, entitled 'No Stone Unturned' was available for Board Members.

ii) Performance and Risk Review

a) LEP Business Plan

Mel Richardson advised that a report would be prepared for future meetings on the Business Plan incorporating a traffic light system and details of alignment with process on the budget.

b) Third Party Comments

The Board noted the executive summary on progress being made on the Regional Growth Fund, Growing Places Fund and the Enterprise Zone.

As requested previously, a financial summary table had been provided for the above areas.

The Board welcomed the summary tables and suggested the inclusion of further information relating to contracted projects, delivery dates for achievement of targets and Value for Money per job. The Board also asked for the risks (red, orange, green) to be written in text as well as colour coded.

The Board was invited to feed back any further comments.

c) Letter of Support

The Board considered a request for a LEP view on a project ideas as detailed within the Agenda.

Action 20:

It was agreed that the Chairman and Head of Economic Development meet with the applicant with a view to giving them feedback on their proposal and helping to steer them in the right direction as per their request. .

d) Items for Information

The items circulated with the Agenda for information were noted.

SUPERFAST CORNWALL

(Agenda No. 10)

LEP11 Nigel Ashcroft and Suzanne Bond attended the meeting to provide an update on Superfast Broadband.

In response to questions from the Board, Nigel and Suzanne proceeded to advise that :-

- i) No guarantee could be provided on the areas of coverage until checks were made on the ground;
- ii) There had been considerable input in the flagship project, with BT making a considerable investment. Take-up had been greater than initial expectations; the project was breaking new ground and had posed a huge engineering feat with only 9 members on the team;
- iii) Many of the issues faced with the project were not black and white and that trust was required. It was acknowledged that communication could be clearer;
- iv) Initial barriers linking the Isles of Scilly had been overcome, there were technical requirements with granting licences and availability of specialist equipment for laying cables that would mean that the installation was not expected before 2014;
- v) Every effort had been made to ensure that the Isles of Scilly could be linked to Superfast Broadband;
- vi) Marketing of the project had been challenging, although since take-up had risen to 50% marketing had become easier. Marketing was essential to improve take-up;
- vii) The project had to be rolled out in line with the current business model, accessible places had been used to promote other areas;
- viii) Locations had been computer generated which in turn had created issues;
- ix) Direct marketing was undertaken with members of the public and businesses; comments from the Board regarding communication issues were acknowledged;
- x) The website generated emails to indicate when an area would go live;

- xi) The project had put Cornwall on the map and had shown that it could lead on projects rather than follow. BT had indicated that they were happy with the project.

The Board thanked Nigel and Suzanne for their update and urged them to improve their communication on the programme and to seek assistance from the LEP, where appropriate to help overcome some of the issues referred to in the presentation.

ANY OTHER BUSINESS

(Agenda No. 11)

LEP12 Toby Parkins – Fibre Park

Toby Parkins attended the meeting and outlined his professional background and his proposal for a Fibre Park.

He advised that the concept would provide much needed office space with essential facilities included as part of the building design which were needed for growing businesses.

The proposal had been welcomed in the business community and the initial interest in the facility had indicated a demand for this type of office space.

The Board welcomed the proposal and considered that it was in line with the LEP Strategy.

NEXT MEETING

(Agenda No. 12)

LEP13 The next meeting of the Board would be held on Thursday 24 January 2013 at Studio 10, Porthmeor Studios, Back Road West, St Ives, TR26 1NG.

The meeting ended at 2.20 pm.

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