

Date: Wednesday 24 July 2013

Time: 10.00 to 15.00

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

		Lead	Action required	
Main Board Business				
1.	1000	Welcome and Introductions	Chris P	Jon Bright attending
2.		Apologies for absence		
3.	1015	Declarations of interest		
		Appointment of new Board Directors	Chris P/ Gavin	Formal endorsement of public sector posts
4.	1020	Minutes from previous meeting		
		• Action Sheet	Chris P	
5.	1050	Jon Bright	Jon Bright	
		Introduction on role of LEP Whitehall Sponsor		
6.	1100	EU Investment Strategy	Chris P	• Discussion/ Endorsement of paper
		Emily Kent, Phil Mcvey and Nicolas Brookes (Brussels office) attending		
	1245	(LUNCH TO BE SERVED)		
7.	1315	Budget Update		
		• Financial Reports • Financial Management and Protocols	Sandra Chris P Robert	• For discussion and decision
8.	1400	Board Evaluation		• For discussion
9.	1415	'London Office'	Roland Tiplady	• For discussion and decision

10.	1430	Other Board Business		
		10.1 Performance and Risk Review:	Chris P/Mel	
		<ul style="list-style-type: none"> • CDC reports • LEP Business Plan: July update 		<ul style="list-style-type: none"> • For information and discussion
		10.2 Letters of Support	Chris P	<ul style="list-style-type: none"> • Support/not support
		10.3 Board Feedback	All	
		10.4 LEP Management Meetings	Sandra	For discussion/decision
		10.4 Monthly briefing	Mel	For information
		10.5 City Deal	Sandra	
11.	1450	Any other Business		
12.	1500	Date of next meeting		
		Board Photographs		
		Mary Neale taking group and individual Board pictures		<ul style="list-style-type: none"> • Smiling

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 at Newquay Zoo, Trenance Gardens, Cornwall, TR7 2NN on Wednesday 15 May 2013 commencing at 10.00 am.

- Present: - Chris Pomfret (Chairman)
- Anne Carlisle, Gaynor Coley, Robert Davey, Gavin Poole, Richard Reed, Roland Tiplady, Simon Tregoning and Andrew Williams
- Apologies for absence: - Glenn Caplin, Chris Loughlin, Amanda Martin, Diana Mompoloki, Sandra Rothwell, Cornwall Council Members
- Officers: - Emma Coad – Senior Democratic Services Officer
Judith Hann – Employment and Skills Manager
Mel Richardson – LEP Manager

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

LEP41 The Chairman welcomed everyone to the meeting, in particular he welcomed Carolyn Webster from the Department of Work and Pensions, who had been invited to attend to make a presentation to the Board regarding Job Centre Plus. He advised that Emily Kent and Phil McVey would be attending later in the meeting to discuss the EU Investment Strategy and introduced Judith Hann, Employment and Skills Manager at Cornwall Council who would be attending the meeting in the absence of Sandra Rothwell.

APOLOGIES FOR ABSENCE

(Agenda No. 2)

LEP42 Apologies for absence had been received from the Isles of Scilly Council representatives, Amanda Martin and Diana Mompoloki, who had been unable to leave the island due to inclement weather. Apologies had also been received from the Vice-Chairman, Chris Loughlin, Sandra Rothwell and Glenn Caplin.

The Chairman explained that there were no Cornwall Council Directors at the meeting. Neither, Jim Currie nor Robin Teverson had stood for re-election and hence formal letters were being sent to them to thank them both for their contribution to the LEP Board.

The Board was advised that appointments to the Board from Cornwall Council would not be announced until after the Full Council Meeting on 21 May, 2013.

DECLARATIONS OF INTEREST

(Agenda No. 3)

LEP43 There were no declarations of interest.

Further to the above, Gavin Poole reported back on the governance arrangements for the LEP and said that both the articles and the MOU had been progressed since the last meeting through liaison with the Chairman and Robin Teverson as well as the various legal representatives in the Councils. Both documents were almost finalised.

Gavin Poole referred to the proposed arrangements for declaring interests and advised that details would follow once the articles were confirmed.

The Board were reminded that Directors should ensure that they declared any interests and that if Directors were in any doubt as to whether they had an interest they should make contact with either himself or the Chairman in the first instance. Further information and guidance on the types of interests to be declared would follow.

HOW JOB CENTRE PLUS CAN SUPPORT THE LEP

(Agenda No. 4)

LEP44 Carolyn Webster, Department of Work and Pensions attended the meeting and proceeded to outline the work of JobCentre Plus Devon, Cornwall and Somerset. She provided details of the work of JobCentre Plus and provided figures relating to the Claimant Count, Job Seekers Allowance and age groups over a 30 year period.

Figures indicated that whilst numbers in all groups had risen over the last 10 years they were far less than those 30 years ago and that Cornwall figures were less than the national averages. She provided details on how JobCentre Plus could have a role in the EU Investment programme and how Cornwall Works linked with the LEP Strategy.

Arising from the presentation and discussion the key issues highlighted were:

- o the need to be offering support and improving engagement,
- o the need to face the challenges of getting more people into work and staying in work,

- o the impact of the introduction of the Universal Credit scheme and Welfare Reform

Carolyn Webster welcomed the opportunity to work with the Local Enterprise Partnership through the Employment and Skills Board and working towards getting people ready for employment.

MINUTES FROM PREVIOUS MEETING

(Agenda No. 5)

LEP45 It was agreed that the minutes of the meeting held on 20 March 2013 were a true and accurate record.

The Board noted the comments of Gaynor Coley regarding the use of the initials GC in the Summary of Actions. It was requested that for clarity that the initials be distinguished between herself and Glenn Caplin.

It was agreed that given the bi-monthly cycle of meetings, minutes should be agreed between Directors via email before being published on the LEP websites allowing publication of the LEP minutes to occur within a fortnight of each meeting.

Action Sheet

(Agenda No. 5.1)

LEP45.1 A summary of actions confirmed at the meeting held on 20 March 2013 had been circulated, details of which were noted, together with a summary of outstanding actions from the meeting held on 24 January 2013. The Board were informed of the following updates.

Outstanding Actions from 24 January 2013

Action 2: All private sector Board Directors were reminded to complete their timesheets so that their time could be used as in kind match funding

Action 4: Mel Richardson outlined the response from BIS regarding the official status of the LEP, whether it was a public body and whether it had to follow public procurement rules – it was clear that BIS were leaving it up to LEPs to liaise with their local authorities locally on the best way to proceed.

Action 5: Mel Richardson advised that at the July meeting there would be an agenda item around LEP resources as well as the various budgets held by the LEP and the commitments as well as potential activities where funds could be allocated.

Action 6: Gavin Poole advised that he was undertaking to seek guidance on whether a register of interests book needed to be kept open at meetings.

Cornwall and Isles of Scilly Local Enterprise Partnership
15 May 2013

Action 12: The action around progressing superfast issues, had been superseded by the decision to allocate money to other regional growth fund strands on the basis of non performance of the superfast strand.

Action 15: The Chairman confirmed that this action had been achieved and meetings had been held in connection with Cornwall Branding.

Action 18: The Chairman confirmed that he had attended his first MP and MEP briefing and provided an update on the outcome of the meeting. He advised that he had recently attended a positive meeting with the Business and Independent Advisor to the Deputy Prime Minister.

Action 23: The Board was updated on the current position regarding funding formulas and the need to ensure that the County was not disadvantaged. No decisions have been transmitted so far from BIS but strong lobbying had been made as an allocation based on Population disadvantages a rural county. It was agreed that this was an ongoing lobbying action

Actions from 20 March 2013

(except those to be discussed as part of the agenda or where information had been circulated since the last meeting)

Action 1/2: In connection with the Regulating for Growth Project and the involvement of the Isles of Scilly in the project it was noted that the response from Diana Mompoloki indicated that the Isles of Scilly Council were considering a major restructure and until that had been completed, it would be difficult to participate in this project. It was confirmed that a project meeting had been held to start the Cornwall phase of the project and that Mark Luxton and Mel Richardson were preparing an action plan.

Action 3: In view of the fact that Robin Teverson had not stood as a Councillor in the recent elections, it was agreed that Gavin Poole and Chris Pomfret be authorised to progress The Articles of Association of Cornwall and Isles of Scilly Local Enterprise Partnership Limited and to make minor comments and amendments as appropriate and that they be formally adopted.

Action 6: The EZ MOU would be finalised shortly as previously discussed.

Action 14: It was confirmed that further work was underway into SMART Grid Cornwall since Chris Ingram had presented at the last meeting and that a paper would be prepared for the September Board meeting.

Action 16: Andrew Williams provided the Board with an update on the current position regarding the Cornwall and Isles of Scilly Local Environment Partnership and confirmed that the appointment of the Chair and other Board members were due to be announced shortly.

Action 19: Community Infrastructure Levy Consultation - Mel Richardson referred to the draft response prepared on behalf of the LEP to the Community Infrastructure Levy Consultation, detailing the concerns of the LEP with the principle of a charge on development that could well limit economic growth. The Board supported the draft response and welcomed the opportunity to meet with appropriate people within Cornwall Council to discuss these proposals and see what scope there might be to modify them to minimise the impact of the CIL on the construction sector in the County.

Action 1: Roland Tiplady and Simon Tregoning agreed that they would meet with Terry Grove-White and other officers at Cornwall Council to discuss the proposals.

Cornwall Local Plan – The Chairman referred to the Cornwall Local Plan Consultation and confirmed that due to the short period for consultation an officer draft response had been prepared and submitted on behalf of the LEP. Mel Richardson undertook to circulate a copy of the response to Board Directors together with a link to the Cornwall Local Plan. Board Directors were asked to forward any outstanding views to Mel Richardson so that consideration could be given as to how to incorporate LEP views.

Action 2: Draft response on the Cornwall Local Plan to be circulated inviting feedback from Board directors on their views.
Action: Mel

GOVERNANCE AND FINANCIAL ARRANGEMENTS

(Agenda No. 6)

LEP46 Governance Arrangements

Gavin Poole confirmed that there were no further details to report following those reported earlier in the meeting regarding the Governance Arrangements.

Financial report and Financial Issues

(Agenda No. 6.1)

LEP46.1 1. Summary Financial Report

Robert Davey outlined the LEP financial report tabled at the meeting which provided an overview of the LEP Budget to 31 March 2013.

In the ensuing discussion, it was noted that it was intended to provide this report at the end of each month.

The Board noted the financial report to 31 March 2013.

2. Accounting Arrangements

Robert Davey advised that he had arranged to meet with the Assistant Head of Finance at Cornwall Council to discuss accounting arrangements with the Council and clarify outstanding issues particularly with regard to the Company Status, associated VAT issues and the availability of resources.

Mel Richardson confirmed that she was currently working on the financial disciplines and protocols re levels of delegation for spending money, approval of expenditure and procurement practices etc.

In the ensuing discussion, reference was made to the frequency of the financial summary and the potential to meet more frequently as a Board due to the increasing workload. It was commented that it may be appropriate to consider the introduction of a Management meeting in between bi-monthly Board meetings to help alleviate the workload.

Action 3: Robert Davey to meet with the Assistant Head of Finance, Russell Ashman.

Action 4: It was agreed to put in place a bi-monthly Management meeting which would focus on progress and updates. It would not be an official Board meeting so could not discuss strategy or make Board decisions. Mel Richardson undertook to discuss this action with any interested party and to then draft a clear proposal for the role, constitution and distinction from the Board meeting.

Action 5: Rob Davey and Mel Richardson to get confirmation from the Finance team that they will provide monthly summary reports in a timely manner- namely pre-defined dates

OTHER BOARD BUSINESS

(Agenda No. 7)

LEP47

Performance and Risk Review

(Agenda No. 7.1)

LEP47.1 Executive Summary – CDC delivery of Regional Growth Fund, Growing Places Fund and Enterprise Zone

The Board noted the progress being made on the Regional Growth Fund, Growing Places Fund and Enterprise Zone. The Board commented on the detail of the Summary and sought further guidance from CDC on how any business idea progressed through the system from idea to fully funded initiative.

It was commented that the process for considering funding would alter from 2014 with the Board having the ability to amend the system as appropriate within the rules set down.

Action 6: Mel Richardson to request CDC provide a paper on the processes involved with progressing business growth ideas to better inform the Board. This should be from idea generation until final approval showing the roles and responsibilities of all parties and all the stages involved. Action Mel and CDC

In the ensuing discussion on the Business Plan progress for May 2013 the Board proceeded to comment on the following: -

Apple Aviation – the Chairman updated the Board on the current position regarding the occupation of Aerohub Enterprise Zone by Apple Aviation for aircraft Maintenance Repair and Overhaul facility. The Board noted the current position.

Progress and Risk Report – May 2013 – Update

The Board noted the Progress and Risk Report, May 2013, Update.

Letters of Support (Agenda No. 7.2)

LEP47.2 1. Request for Letter of Support

The Board noted that there was currently one request for a letter of support as detailed within the Agenda.

Action 7: it was agreed that a Letter of Support would be provided in respect of the request as detailed within the Agenda. Action: Mel

2. Letters of support process review

The Board considered a report tabled at the meeting regarding the current process for considering letters of support which involves applicants completing and submitting a form which is then circulated to the Board directors. The report provided a summary of the current process, background to the role, details of the issues and potential solutions that could be adopted to overcome the current issues.

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

- (i) the Board supported the principle of providing letters of support, however, it was considered that there was a need to simplify the process;
- (ii) it was acknowledged that letters of support helped businesses gain funding as they were seen as a badge of endorsement;
- (iii) BIS had indicated that whilst letters of support from the LEP were helpful, the project would ultimately be judged on other factors;

- (iv) it was important to differentiate between 'letters of support' and 'business support';
- (v) it was commented that there was a need to ensure the appropriate wording of letters of support to make it clear that any comments made were 'without prejudice';
- (vi) with regard to the 'convergence' issue and responsibility for 'single pot' funding it would become more difficult in the future, which in effect the LEP would be seen as giving a letter of support to itself.

It was agreed by overall consensus to adopt a combination of options 2 and 4:

i) that letters of support should be provided to organisations seeking national funding only and that requests should be made using the current process, with approval given by the Board.

ii) it was agreed that projects seeking local endorsement or applying for local funding, could be considered by the LEP executive and a supportive statement could be provided indicating that the project fitted with the LEP Strategy, ethos etc and could be provided on a 'without prejudice' basis.

Action 8: that the letter of support process be revised to take account of the agreement to have a different system for organisations applying for national funding compared to local funding. Action: Mel

Board Feedback (Agenda No. 7.3)

LEP47.3 Directors were reminded to provide Board feedback and that where appropriate it may be possible to extract this information from the time sheets.

Communications Update (Agenda No. 7.4)

LEP47.4 Mel Richardson updated the Board on the current position with the Communications Plan. She advised that together with Simon Tregoning, Chris Loughlin and Gavin Poole she had updated the Communications Plan and that a tender document for the Communications Plan had been finalised.

Action 9: the tender document for the Communications Plan be published through Tenders in Cornwall as will a similar document on the Cornwall Brand. Action: Mel

London Office (Agenda No. 7.5)

LEP47.5 The Board considered a report tabled at the meeting regarding the feasibility and interest in setting up a London Office for Cornwall to support economic development activity.

Action 10: Roland Tiplady to continue to explore options for a London Office with a view to a further update being provided at the next meeting.

Board Evaluation

(Agenda No. 7.6)

LEP47.6 The LEP Board Evaluation Survey 2013 had been completed and was tabled at the meeting.

Action 11: it was agreed that an executive summary of the comments be prepared and tabled at the next meeting for discussion. Action: Mel

EU INVESTMENT STRATEGY

(Agenda No. 8)

LEP48 The Board received a presentation from Phil McVey and Emily Kent regarding the 2014-2020 European Structural and Investment Fund (SIF) Strategy development.

The Board was provided with an overview of the EU Funds and the level of involvement required by the LEP which included overseeing preparation and approval of projects from 2014, preparation of a final EU Structural and Investment Fund Strategy by January 2014, submission of a draft Strategy to Government by 30 September 2013 and to make an initial response on priorities by the end of May 2013.

LEPs were seen as local leaders of economic growth and could provide an opportunity to integrate EU funds with other national and local priorities and funds (Heseltine).

It was of note that Cornwall and the Isles of Scilly already had a local growth strategy for 2012-2020 with strong evidence base and wide consultation, there was a track record of delivery of wealth capacity and experience across organisations, unique contiguity of the LEP sitting together with local government and EU funding. There was a strong alignment between the LEP and other local strategies, the LEP were well advanced in the process already with Sub Groups already meeting to develop a draft response by end of May (a draft response was contained within papers for approval) and plans were in place for completion of the draft strategy by September 2013.

So far, a clear set of priorities based on the LEP growth strategy with links to the EU themes could be demonstrated, a need had been identified for greater freedom and flexibility than the government proposed (ITI

option), offer for a mix of loans and grants with greater emphasis on loans, some emphasis on infrastructure (look to take some risks on spend that would provide long term reward), strengthening governance and consultation including links to social inclusion, placing the LEP in a position to engage with the government and provide the necessary detail, with confidence that the strategy can be delivered.

The papers outlined the background to the EU Strategy, along with details of the process to develop the Strategy and the recommendations to be considered.

The recommendations were:

To discuss and agree the May submission from Cornwall and Isles of Scilly LEP to Government as requested in the Guidance (as detailed within Appendix 1 of the report)

To discuss and agree the proposal for an Integrated Territorial Investment (as detailed within Appendix 2 of the report)

To discuss and agree the resourcing of the SIF strategy document report (as detailed within Appendix 3 of the report)

To discuss and agree the draft online public consultation on the development of the SIF strategy (as detailed within Appendix 4 of the report)

1. Cornwall and Isles of Scilly LEP submission to Government

The Board considered the draft response to the Government's preliminary guidance issued on 12 April 2013, the guidance invited the LEPs to respond to three questions, namely:

- Initial priorities for funding and whether the Government's priorities meet local needs
- Comments on the proposed approach to financial instruments
- Whether LEPs believe that any additional freedoms and flexibilities would enable them to deliver improved outcomes at a reduced cost, and what these additional flexibilities would be.

The Board gave careful consideration to the questions detailed within the guidance and commented on key areas with particular reference to the work of the LEP Board sub-groups, design of the financial instruments and how they could work for the benefit of Cornwall and the Isles of Scilly, the alignment of freedom and flexibilities with other strategies where appropriate to the Cornwall and the Isles of Scilly, the benefits of the proposal for an Integrated Territorial Investment, involvement of Cornwall Council portfolio holders and potential integration with the business community, the role of the LMC, government proposals, and the benefits of having one process.

Action 12:

It was agreed that the May submission from Cornwall and Isles of Scilly LEP to Government and the Freedom and Flexibilities document as detailed within the report be submitted subject to minor changes;

The proposal for an Integrated Territorial Investment be approved and submitted as the preferred option

2. Resource Requirements

Emily Kent outlined the resource requirements which were currently emerging. Cornwall and Isles of Scilly had been provided with £250,000 for 2012/13 to assist with the development process. In order to ensure that the resource was used to maximise the opportunities presented to Cornwall and Isles of Scilly by the future European funding programme, the report had identified areas at the early stage in the process. There may be other requirements once the detailed guidance was received from HMG in June and the full scope of the task was understood.

The Board commented on the resource requirements as detailed within the report which were broadly welcomed; it was however considered that resourcing internal partners should require formal approval by the Board.

The resource implications were noted.

3. Public Consultation to inform development of the Cornwall and Isles of Scilly European Structural and Investment Fund Strategy 2014-2020

Emily Kent advised that in order to fulfil the EU regulation responsibility regarding consultation, an online consultation was due to be launched on 17 May to consult on the priorities identified and identify any gaps. In addition to the online survey run by PFA Research, it was proposed to undertake a number of telephone surveys or interviews to obtain more in depth view on specific issues or priorities.

The Board considered the draft survey and commented on the level of engagement and potential methods of ensuring meaningful responses were received. It was suggested that the survey be amended slightly to incorporate a revised introduction with a view to ensuring meaningful responses could be achieved.

Action 13: Emily Kent to amend the draft survey to ensure maximum engagement and responses.

**FEEDBACK FROM LEP NETWORK, HESELTINE SINGLE POT,
MEETING WITH MP'S**
(Agenda No. 7)

LEP49 1. LEP Networks

The Chairman updated the Board on the current position regarding the LEP Network.

2. Heseltine Review – Single Pot

The Board noted a paper tabled at the meeting regarding the next steps following the Heseltine Review and indicated that Jon Bright, Whitehall Sponsor would probably be present at the next LEP Board meeting.

ANY OTHER BUSINESS
(Agenda No. 7)

LEP50 1. Dredging Licence

Simon Tregoning updated the Board on a proposal to dredge parts of the sea between St Ives and St Agnes and the possible impact this could have on the area in particular for tourism and businesses.

It was commented that a Marine Management Organisation Licence would be required and that the process would involve consultation at all stages with Statutory consultees.

2. Cornwall and Isles of Scilly Local Environment Partnership

The Chairman reported that an announcement would shortly be made on the appointment of Chairman and Vice-Chairman of the Cornwall and Isles of Scilly Local Environment Partnership.

3. Business Pulse

Mel Richardson made available to Board Directors business cards in relation to Business Pulse.

4. IOS transport

The LEP had offered to provide funding towards an economic strategic review and a transport strategy for the long-term needs of the IOS. As yet no formal response has been received from the IOS.

The Chairman informed the Board that Lord Berkerley had spoken in the Lords about this issue.

NEXT MEETING
(Agenda No. 8)

Cornwall and Isles of Scilly Local Enterprise Partnership
15 May 2013

LEP51 The next meeting of the Board would be held in July 2013, at a date to be agreed since apologies for absence had been submitted for the 18 July date by several Board Directors and therefore it may be necessary to change this date as appropriate.

The meeting ended at 3.05 pm.

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