

Date: Thursday 22 May 2014
Time: 10:00 to 15.00
Venue: Grenville Room, New County Hall

Julia Sweeney and Andrew Kerr attending

		Lead	Action required
Main Board Business			
1.	1000	Future Structure and Resource (confidential discussion for Board directors only)	CP For decision
2.	1100	Apologies for absence Anne Carlisle, Mel Richardson, Emma Coad Welcome to Julia Sweeney	CP
3.	1105	Declarations of interest	
4.	1110	Board 5 March • Minutes • Action Summary	CP Note progress
		Management Team 1 April • Minutes • Action Summary	CP Note progress
5.	1120	Meetings attended	All
6.	1130	SEP/Growth Deal & SIF update	SR/CS/EK/GC Note progress
	1300	Lunch	
7.	1330	Business Plan • Core Functions incl Finance • Growth Hub and business engagement • Project Development – renewables and other	RD SR/ST/EB/BH AW/SF Discuss
8.	1450	Other Board Business CDC reports	CP/SR Info & discuss
		Letters of Support	CP Support/not support
9.	1455	Any other Business	
	1500	Date of next LEP Board meeting - 16 July 2014 Careers SW, Unit 5 Tamar Business Park, Pennygillam Ind Est, Launceston PL15 7ED Date of next LEP Management Meeting – 4 June 2014 New County Hall, Truro	

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 Cornwall Air Ambulance Trust, Trevithick Downs, Newquay, TR8 4DY on Wednesday 5 March 2014 commencing at 9.30 am.

Present:- Chris Pomfret (Chairman)
Chris Loughlin (Vice-Chairman)

Anne Carlisle, Robert Davey, Tom French CC, Paul Massey, Richard McCarthy, John Pollard CC, Gavin Poole, Daphne Skinnard, Roland Tiplady, Simon Tregoning, Andrew Williams

Officers and Support Team:- Malcolm Bell, Jason Clark, Emma Coad, Andrew Kerr, David Marlow, Diana Mompoloki, Mel Richardson, Sandra Rothwell, Clare Salmon

Apologies for absence:- Lucy Edge, Julian German CC and Theo Leijser

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

LEP102 The Chairman welcomed everyone to the meeting, in particular he welcomed Paul Massey and Daphne Skinnard the newly appointed Board Directors, and Andrew Kerr, the new Cornwall Council Chief Executive. He advised that Lucy Edge, newly appointed Board Director was unable to attend this meeting. Diana Mompoloki was attending the meeting on behalf of Theo Leijser, the Isles of Scilly Chief Executive.

He informed the Board that the venue for the meeting had been changed to enable some of the Board Directors to attend the Cornwall Calling event at Tate Britain in London that evening.

APOLOGIES FOR ABSENCE

(Agenda No. 2)

LEP103 Apologies for absence had been received from Board Directors, Lucy Edge, and Julian German and Theo Leijser, the lead officer from the Isles of Scilly

DECLARATIONS OF INTEREST

(Agenda No. 3)

LEP104 The following declarations of interest were expressed:-

- (i) Gavin Poole expressed the following declarations of interest:-
 - a. Agenda Item No. 9 b – CDC report - by virtue of his company representing Warrens Bakery;
 - b. Agenda Item No. 9 b – CDC report - by virtue of him being a Friend of Jubilee Pool, Penzance;
 - c. Agenda Item 6 – Growth Deal by virtue of his company acting for EGS Energy.
- (ii) Chris Pomfret declared an interest by virtue of being a Trustee for Cornwall Air Ambulance Trust.

Further to the above, reference was made to potential conflicts of interest between Board Directors and commercially sensitive information. It was agreed that correspondence would be amended to ask companies to identify if there were any specific Board Directors who should not have access to commercially sensitive information regarding their company.

Action 1: The LEPs current method for handling conflicts of interest should be revisited to ensure commercially sensitive information is handled effectively. The onus should be put on the Proposer of any document to state clearly upfront if it is in their view, commercially sensitive, and who therefore should be excluded from access to the document through a potential conflict.

MINUTES FROM PREVIOUS MEETING

(Agenda No. 4)

LEP105 It was agreed that the minutes of the meeting held on 23 January 2014 were a true and accurate record subject to Minute No. LEP98 Action 5 being amended to include Robert Davey in the list of those given authority to sign off the final EU SIF submission.

Action Sheet for the LEP Board

(Agenda No.)

LEP105.1 A summary of actions confirmed at the meeting held on 23 January 2014 had been circulated, details of which were noted, together with a summary of outstanding actions. It was noted that Action 6 should refer to the LEP not the LRP as stated.

NOTES FROM PREVIOUS LEP MANAGEMENT TEAM MEETING

(Agenda No. 5)

LEP106 The notes of the LEP Management Team meeting held on 13 February 2014 had been circulated.

Management Team Actions

(Agenda No. 5.1)

LEP106.1 A summary of actions confirmed at the meeting held on 13 February 2014 had been circulated, details of which were noted, together with a summary of outstanding actions. The Board were informed of the following updates:-

Actions 3 – Communications Protocol – the Board was advised that this action was in progress;

Action 4 – Opt Ins Sign Off – the Board was advised that this action was in progress;

Action 6 – Meeting details – it had been agreed that all directors would share meeting details at formal meetings of the LEP Board.

Action 2: It was agreed that meetings attended should be included as a standing item on the Agenda of all formal Board meetings.

Action 9 – Royal Cornwall Show – Mel Richardson advised that a meeting had been scheduled with relevant Board Members with a view to progressing attendance at Royal Cornwall Show 2014. Board Directors were encouraged to provide support on the stand particularly on Thursday and Friday.

Action 12 – Superfast Issues – further to the concerns expressed at the Management Team meeting regarding the progress of superfast broadband it was suggested that a meeting be arranged with the Superfast team to discuss the issues and concerns of the Board.

Action 3: Sandra Rothwell, Simon Tregoning, Richard McCarthy, Paul Massey and Andrew Williams to attend a meeting with the superfast team to discuss the issues and concerns of the Board.

Arising from the above, the Board was informed that Julia Sweeney had been appointed as the LEP Whitehall sponsor to replace Jon Bright. Her current role was as Director with responsibility for the European Programmes.

BOARD DIRECTOR MEETINGS

(Agenda No.)

LEP107 In response to the action agreed at the Management Team meeting on 13 February 2014, Board Directors shared details of meetings they had attended on behalf of the LEP Board.

1. Community Led Local Development (CLLD)

Andrew Williams provided the Board with an update on a meeting he had attended regarding Community Led Local Development.

2. Enterprise Zone - DCLG

Gavin Poole provided the Board with an update on a meeting he had attending regarding the Enterprise Zone.

3. Select Committee for Transport

Chris Pomfret provided the Board with an update on a meeting of the Transport Select Committee he had attended to discuss transport issues in the South West.

4. National Growth Board

Chris Pomfret provided the Board with an update on the National Growth Board meeting he had attended.

Sandra Rothwell provided the Board with an update regarding the EU Structural and Investment Fund (SIF) with particular reference to Integrated Territorial Investment (ITI), Transport and Community Led Local Development (CLLD). She confirmed that a paper would be circulated in due course.

5. Isles of Scilly Transport

Richard McCarthy provided the Board with an update on a meeting he had attended regarding Isles of Scilly transport.

STRATEGIC ECONOMIC PLAN/GROWTH DEAL

(Agenda No. 6)

LEP108 Sandra Rothwell provided the Board with a summary and update of the current position regarding the Strategic Economic Plan and confirmed that the consultation exercise had started and would run to 14 March, prior to final submission on 31 March. Workshops with the Health and Wellbeing Board and the Local Transport Board had taken place.

David Marlow and Clare Salmon attended the meeting to provide the Board with a presentation on the Cornwall and Isles of Scilly Strategic Economic Plan. With the aid of a power presentation, attention was drawn to the plan for growth, LGF proposal and the Local Growth deal proposal. The Board was asked to give consideration to the following:-

- LGF bidding strategy in terms of:-
 - the scale and shape
 - criteria for prioritisation
 - business case, value for money, competitiveness, delivery issues
 - What's in it for UK plc, and the relationship management issues.
- The major local growth deal offers and asks in terms of :-
 - Long game and/or short game
 - Role of the city deal
 - Negotiating strategies
- The consultation and negotiation process in terms of :-
 - How do we get a well-owned submission locally with credibility and traction nationally?

In discussion arising from the update and presentation, reference was made to the following points:-

- (i) options being put forward would need to be capable of being delivered promptly and that there was a need to ensure that the appropriate level of detail and explanation was included in the options;
- (ii) there was a need to ensure that the options submitted were competitive bearing in mind that they would be competing with projects throughout the country;
- (iii) it was noted that housing growth was not included within the list of projects, it was considered that this was an important element and should be reflected as there were options that were capable of being delivered promptly;
- (iv) it was acknowledged that there were a number of transport related projects within the list, however, transport intervention could unlock other projects which included delivery of housing infrastructure;
- (v) the Board discussed the Geothermal investment and questioned the deliverability within 2015/16;
- (vi) the Board considered the potential state aid risk and discussed topical issues relating to flooding and associated flood defence projects;
- (vii) representatives of the Isles of Scilly referred to the Isles of Scilly Infrastructure and the deliverability;
- (viii) the Board discussed the value of the SLGF bid and the likely figure that may be forthcoming for the Cornwall deal and the appropriate level of 'Ask' that should be submitted;
- (ix) there was a need to ensure that the economic outputs of the projects were revised to ensure that they were realistic;
- (x) the Board commented that projects should be credible, realistic and that a pragmatic approach should be undertaken;
- (xi) a meeting had been arranged to take place to discuss the City deal element;
- (xii) it was important that the Aerohub project specified London Gatwick as the chosen London airport.

The Board confirmed that they were satisfied with the list of projects, taking on board the comments made above, with specific reference to the need to ensure that projects were credible, realistic and deliverable. There was a need to ensure that projects would provide growth for Cornwall and the Isles of Scilly and that they should not impact other funding streams and should link with real growth sectors.

Action 4 – Chris Pomfret, Gavin Poole, John Pollard, Rob Davey, Theo Leijser and Julian German be given authority to sign off the final SEP submission in consultation with the Isles of Scilly in order to meet the 31 March deadline

VISITOR ECONOMY STRATEGY

(Agenda No. 7)

LEP109 Sandra Rothwell advised that further to the management team meeting the Visitor Economy Strategy had been circulated to Board Directors. A wider consultation by Visit Cornwall would take place over the next few weeks.

Malcolm Bell outlined the purpose of the Strategy focussing on the goals, key priorities, and the direction of travel.

In the ensuing discussion, the Board made reference to the following points:-

- (i) the Board discussed the focus of the strategy and direction of travel in relation to the target audience, it was suggested that greater detail should be put on promoting Cornwall as a more 'Modern' place using the uniqueness of the County as a selling point, and that reference should be made to creative industries, digital and media, food, learning and leisure all of which were important to the economy of Cornwall. Reference was made to the decline in the traditional type of tourism across Europe and that the strategy should reflect the changes;
- (ii) it was commented that there was a need to address the weak areas and negative images of the County to achieve a successful economy;
- (iii) new markets and cultural elements should be incorporated, the Board referred to the internationally recognised features of the County;
- (iv) the Board discussed the images contained within the Strategy;
- (v) representatives of the Isles of Scilly considered that the Cornwall Strategy was important for the Isles of Scilly, due to the need for people to travel to the County to get to the Islands;
- (vi) the boutique brands of the County should be recognised and be used as a way of driving forward the natural assets;
- (vii) it was commented that it was also important to recognise that the 'old school' image of Cornwall was an attraction for some visitors and that a balance should be sought;
- (viii) it was important to address the basic issues such as toilets, refuse and beach cleaning as these were important factors for visitors to the County.

Malcolm Bell thanked the Board for the opportunity to present the Visitor Economy Strategy and noted the comments of the Board Directors which would be incorporated within the draft.

SMART GRIDS (Agenda No. 8)

LEP110 The Board considered a report relating to Smart Cornwall delivery plan tender which provided details of the Smart Cornwall concept that could deliver significant economic and social benefits for Cornwall. The report outlined the key questions that would be asked through a tender process to commission a third party organisation to develop a delivery plan for the pipeline project process for ERDF and other sources of funding. Sandra Rothwell outlined the background to the report and the recommendations.

In the ensuing discussion the Board commented on the level and type of interest that may be achieved through the tender process. Whilst the LEP Board agreed to the open market tender principles outlined in the report, it was felt that it should be specified within the tender documents that the LEP was not committing itself to commissioning a third party organisation to develop a delivery plan for pipeline project. The Board agreed that they reserved the right not to let the tender.

Action 5:- The LEP allocates a provisional budget from the LEP core funding budget of circa £50,000 to contribute towards the tender but will only commit this funding should a suitable quality tender be received.

OTHER BOARD BUSINESS

(Agenda No. 9)

LEP111

Financial Report

(Agenda No. 9.1)

LEP111.1 The Board noted the LEP Budget Monitor Update to 31 January, 2014. Robert Davey provided the Board with an update on the figures and advised that he was continuing to hold meetings with representatives of Cornwall Council regarding the LEP Budget.

The Board thanked Robert Davey and those involved at Cornwall Council for providing the detailed financial figures for the LEP and for establishing a satisfactory reporting process.

Arising from the above, Sandra Rothwell confirmed that the Core Funding bid had been submitted prior to the deadline, to date, no further information was available.

CDC reports

(Agenda No. 9.2)

LEP111.2 The Board noted the progress being made on the Regional Growth Fund, Growing Places Fund and Enterprise Zone.

Sandra Rothwell drew the Board's attention to areas relating to RGF Strand 1 a and b, RGF Strand 2 and the GPF. In particular she referred to the value of the target jobs against the national average per job, provided an update on the position with regard to Superfast, and commented on the Growing Places Fund and associated state aid issues.

The Board commented on the clarity of the CDC report making it easy to see progress and asked that future reports included details of anything holding up progress.

Action 6: Future CDC reports to include details of issues which may be holding up progress on particular projects

Letters of Support

(Agenda No. 9.3)

LEP111.3 The Board considered a request for a LEP view on a project 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.

LEP FUTURE RESOURCE AND STRUCTURE

(Agenda No. 10)

LEP112 The Board considered a confidential report relating to LEP future resources and financial update.

The Board received an update on the current position regarding the future direction of the resources.

ANY OTHER BUSINESS

(Agenda No. 11)

LEP113 UKTI

Roland Tiplady advised that he would shortly be meeting with Lucy Hunt regarding UKTI. Sandra Rothwell provided the Board with an update on the current position and advised that whilst Enterprise Partnership's were unhappy with the opt-in process, at this stage, it was not proposed to opt-out.

NEXT MEETING

(Agenda No. 12)

LEP114 The next meeting of the Board would be held on 22 May 2014 which was scheduled to take place in the Grenville Room, New County Hall, Truro, TR1 3AY.

The next meeting of the LEP Management meeting was scheduled to take place on 1 April, 2014.

The meeting ended at 1.15 pm.

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