

LEP Board Meeting

Date: Wednesday 16 July 2014
Time: 10:00 to 15.00
Venue: Careers South West, Unit 5 Tamar Business Park, Pennygillam Industrial Estate, Launceston, PL15 7ED

Overflow parking is available at the adjacent Launceston Football Club (see attached map)

		Lead	Action required
Main Board Business			
1.	1000 Welcome and Introductions <i>Julia Sweeney, Stephanie Drakes & Kirsty Miles attending</i> Apologies for absence	CP	
2.	1005 Cornwall Branding <i>Presentation by Stephanie Drakes from Social and Local CIC</i>		Presentation
3.	1050 Declarations of interest	ALL	
4.	1055 Board 22 May <ul style="list-style-type: none"> Minutes Action Summary Management Team 4 June <ul style="list-style-type: none"> Minutes Action Summary 	CP SR	Note progress
5.	1105 Other Board business <ul style="list-style-type: none"> CDC Reports Letters of Support DRAFT Financial Report 	CP/SR CP RD	Note progress Support/not support For information
6.	1120 Business Plan <ul style="list-style-type: none"> Update on resourcing Business Plan working group report Construction Strategy 	SR/LE/ AW/CP RT	Discuss Consultation discussion
	1230 Lunch		
7.	1300 GAIN and Growth Hubs Julian Beer attending to give a presentation on Growth Hubs	SR/CP	Discuss
8.	1330 Business Engagement and Communication	SR	Discuss
9.	1500 Any other Business		

Date of next meeting – 24 September Isles of Scilly

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 Grenville Room, Cornwall Council, County Hall, Truro TR1 3AY on Thursday 22 May 2014 commencing at 10.00 am.

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

Robert Davey, Lucy Edge, Tom French CC, Theo Leijser, Julian German CC, Paul Massey, Richard McCarthy, John Pollard CC, Gavin Poole, Daphne Skinnard, Roland Tiplady, Simon Tregoning and Andrew Williams.

Officers and support team:- Glenn Caplin, Emily Kent, Andrew Kerr, Sandra Rothwell, Cheryl Simpson, Elisia Bott and Becky Hood

Apologies for absence:- Anne Carlisle

FUTURE STRUCTURE AND RESOURCE

(Agenda No. 1)

LEP 115 A confidential discussion by Board Directors only took place.

WELCOME AND INTRODUCTIONS

LEP 116 The Chairman welcomed everyone to the meeting, in particular he welcomed Julia Sweeney, Director of European Projects and Local Growth Delivery at the Department for Communities and Local Government (DCLG) and senior government contact.

Julia introduced herself to the meeting highlighting her career in the Civil Service over more than 25 years. She was new to DCLG and her team covered the area of European Structure funds. She also covered the area of Core SIF and advised that if during the meeting the Board considered that she had a conflict of interest she could leave the meeting. She undertook to represent the views of the LEP and LEP Management Team whilst retaining her role with DCLG. She thanked the Board for the opportunity to learn what she could do to support the Board.

The Chair also welcomed Lucy Edge to her first meeting. She highlighted her recent career working for Avanti Communications and the European Space Agency with a background in physics and engineering.

APOLOGIES FOR ABSENCE

(Agenda No. 2)

LEP 117 Apologies for absence had been received from Anne Carlisle.

DECLARATIONS OF INTEREST

(Agenda No. 3)

LEP 118 The following declaration of interest was expressed:-

Lucy Edge expressed the following declaration of interest:-

Agenda Item No. 8 Other Board Business – CDC reports – Avanti is in receipt of RGF funding and in relation to superfast broadband, Avanti Communications provides broadband via satellite.

BOARD MEETING - 5 MARCH 2014

(Agenda No. 4)

LEP 119

Minutes of the meeting held on 5 March 2014

LEP 120.1 It was agreed that the Minutes of the Meeting held on 5 March 2014 were a true and accurate record.

Action Summary

LEP 120.2 A summary of actions confirmed at the meeting held on 5 March 2014 had been circulated, details of which were noted together with a summary of outstanding actions. The Board was informed of the following update:-

Action 5 – A meeting had taken place recently in relation to Smart Grids; a final selection would take place next week.

MANAGEMENT TEAM - 1 APRIL 2014

LEP 121

Minutes of the meeting held on 1 April 2014

LEP 121.1 The Notes of the LEP Management Team meeting held on 1 April 2014 had been circulated.

Action Summary

LEP 121.2 A summary of actions confirmed at the meeting held on 1 April 2014 had been circulated, details of which were noted together with a summary of outstanding actions. The Board was informed of the following updates:-

Action 1 – Andrew Williams noted that a number of questions had already been received by Mel Richardson; these were required in advance of the forthcoming meeting of the Superfast Teams and BT. The Board was encouraged to send these to

Mel by early the following week. Examples of what was not currently working were also sought.

Councillor German requested a further copy of the relevant e mail about this matter.

Action 1: Send copy of relevant e-mail to Councillor German and all board directors to send their superfast questions to Mel Richardson by Monday 2 June 2014.

Action 2 – Andrew Williams reported that Chris Ingram had dropped out of the tender process and was currently waiting to re-engage.

Action 5 – Sandra Rothwell reported that it was anticipated that there was an item on Board Business engagement on the next Board meeting Agenda.

MEETINGS ATTENDED

(Agenda No. 5)

LEP 122 The Board Directors shared details of meetings they had attended on behalf of the LEP Board.

1. Meeting of LEP Chairman

Chris Pomfret provided the Board with an update on a meeting he had attended of all LEP Chairs with Greg Clark, Cities Minister and the Prime Minister who had reiterated his support for LEPs; particular reference was also made to education and issues relating to schools.

2. Investment in Cornwall Rail

Chris Pomfret provided the Board with an update on a meeting he had attended, which included the Secretary of State for Transport regarding advertising the SEP priorities on rail investment.

3. LEP Network Meeting

Chris Pomfret provided the Board with an update on a meeting he had attended. He clarified that the role of these meetings was not to act as a central spokesperson but to share best practice and improve communication between LEPs.

4. Agricultural Food Strategy

Andrew Williams provided the Board with an update on a meeting he had attended regarding the Agricultural Food Strategy noting that two ministerial visits were anticipated during the forthcoming Royal Cornwall Show in June.

5. Wave Hub

Andrew Williams provided the Board with an update on a meeting he had attended regarding the Wave Hub.

6. Cornwall Sports Partnership

Cornwall and Isles of Scilly Local Enterprise Partnership
22 May 2014

Andrew Williams provided the Board with an update on a meeting he had attended regarding Cornwall Sports Partnership.

7. Green Cornwall

Andrew Williams provided the Board with an update on a meeting he had attended regarding Green Cornwall and reference was made to the update later on in the Agenda for this meeting.

8. Engagement with China

Andrew Williams provided the Board with an update on a meeting he had attended about engagement with China.

9. Draft Construction Strategy

Roland Tiplady provided the Board with an update on a number of meetings he had attended, including speaking at the Constructing Excellence in Cornwall about a draft Construction Strategy.

Sandra Rothwell commented that Constructing Excellence was a focus for professionals in the construction industry in Cornwall. Clare Salmon and Simon Caklais were working on a draft strategy to be presented to the Board for approval, prior to being finalised at the Constructing Excellence seminar in September.

Action 2: Draft Construction Strategy to be considered in brief at the (i) next LEP Management Team meeting on 4 June and (ii) in detail at the next Board Meeting on 16 July.

10. Cornwall Council – Full Council

Councillor Julian German provided the Board with an update on a Cornwall Council's Full Council meeting held on 20 May which he had attended.

11. Enterprising Women Conference

Daphne Skinnard and Lucy Edge provided the Board with an update on the conference which they had attended.

12. Business Fair – Health & Well-being Board

Simon Tregoning provided the Board with an update on a meeting he had attended regarding the Health & Well-being Board Business Fair.

The need for the LEP to consider appropriate follow-up activity following such events where the LEP was represented was highlighted.

13. Isles of Scilly – Full Council

Richard McCarthy provided the Board with an update on the Isles of Scilly Council's Full Council meeting which he had attended. He also updated the Board on the

economic strategy development work. A draft was in the process of being circulated and a public forum was expected to take place in the next couple of weeks.

Chris Pomfret advised that a final proposition was due to be considered by the Board at its next meeting in July.

Action 3: Future proposition on the Isles of Scilly economic strategy to be considered at the next Board Meeting on 16 July.

14. MPs and Prospective Parliamentary Candidates

Simon Tregoning provided the Board with an update on meetings with MPs and Prospective Parliamentary Candidates he had attended.

15. Michael Foster/Jon Cruddas

Chris Pomfret provided the Board with an update on a meeting he had attended with Michael Foster Prospective Parliamentary Candidate for Camborne/Redruth who was also involved in drafting the Labour Party Manifesto.

16. Enterprise Zone Board

Gavin Poole provided the Board with an update on a meeting he had attended on the enterprise zone and noted the development of the Cornwall Institute for Advanced Technologies.

17. Transport Select Committee

Theo Leijser provided the Board with an update on a meeting of the Transport Select Committee he had attended regarding the issue of transport in the Isles of Scilly.

SEP/GROWTH DEAL AND SIF UPDATE

(Agenda No. 6)

LEP 123 Sandra Rothwell provided the Board with the following verbal update on the SEP/ Growth Deal:

- a. The Strategic Economic Plan (SEP) was submitted by the 31 March deadline and the Local Authorities and stakeholders were thanked for their work. The LEP would take the lead in negotiations for the Growth Fund and Growth Deal bids for funding.
- b. A number of sessions were taking place in order to obtain Central Government feedback. It was not anticipated that this would be the same process as the City Deal.
- c. No feedback had been received regarding the SEP in writing but overall positive feedback (including from Ministers) had been received to date resulting in little significant change. This was echoed by Julia Sweeney.
- d. It was considered that Ministers understood that the bid for the Growth Fund acted as a catalyst for European Funding.
- e. As predicted, Growth Fund bids were 3 or 4 times oversubscribed in relation to available funds, but there was a focus on 2015/16 and it was anticipated that this investment would continue into the future.

- f. The majority of bids focussed on the Department of Transport including sites in towns, strategic rail investment, strategic road investment, increasing the bus network and integration of the transport network.
- g. A number of meetings had recently been held with the Department of Transport following which specific information was requested and provided in relation to due diligence and governance. They had also been asked to prioritise the bid and confirmation had been provided that the bid had been listed in order of priority as part of the submission. Feedback received had indicated that the bid had been considered reasonable in terms of geographical area.

Theo Leijser provided an update on the Isles of Scilly and water and sewage element of the bid. He reported that water and sewage was currently a barrier on the Isles of Scilly in relation to the Local Growth Fund priority to enable economic growth. Discussions were ongoing with the Department of Environment Food and Rural Affairs (DEFRA). A consultation by DEFRA on the relevant legislation was expected to commence on 26 June and the importance of responding to the consultation was highlighted. In order to move forward it was considered that significant investment, of both funds and knowledge into this area including new technology and the expertise of a private partner, was required.

In discussion arising from the updates, reference was made to a number of points including:

- i. It was suggested that the LEP provide a response to the DEFRA consultation referred to above and Sandra Rothwell would liaise with the LEP in due course.
- ii. It was expected that an indicative announcement, subject to due diligence, was expected early in July.
- iii. Regarding the bid, all the required information except in relation to the Isles of Scilly, had been provided to the Department of Transport.
- iv. Reference was made to the prioritisation of a finite amount of cash and the need to understand investment priorities by Central Government Departments. The importance of targeting limited resources was highlighted.
- v. It was clarified that iteration of the bid had already taken place and no further work was required in this area.
- vi. Julia Sweeney undertook to continue to maintain momentum in her role of challenge.
- vii. It was highlighted that Central Government was at risk of incurring significant fines if there were infractions of EU directives in the Isles of Scilly.
- viii. In relation to the renewables agenda it was reported that there was some progress in specific areas, including in relation to the Maritime Management Organisation (MMO).

Action 4: Sandra Rothwell to liaise with LEP regarding response to DEFRA consultation.

[Julia Sweeney left the room at this point prior to the Board's discussion of governance and negotiation matters.]

Glenn Caplin and Emily Kent attended the meeting to provide a presentation to the Board regarding the Structural and Investment Fund (SIF).

Following discussion, the Board felt that the LEP should not stop pressing for the OP; however it was not likely that the IB/ITI would be achieved but further detailed explanation should be provided before it considered not pursuing this. Clarification was also needed in relation to the views of Vince Cable.

[The meeting then paused in its consideration of this agenda item. Agenda Item 9 was considered before adjourning for a lunch break at 1 pm. The meeting reconvened at 1.30 pm.]

The presentation by Glenn Caplin continued in the presence of Julia Sweeney the main points of which points included:

- a. Regarding negotiations with Central Government (DCLG) on the SIF there was some agreement and some issues still to be resolved. There was a slight change in overall allocation and further work was required on the opt-in programme.
- b. It had been agreed with DCLG not to progress the detail of CLLD for the time being pending the publication of a national policy.
- c. Comfort had been taken from the national ex ante evaluation of DCLG financial instrument figures.
- d. Specialist areas had been agreed.
- e. Logic chains were being re-drafted to meet the 30 May submission deadline.
- f. There was an increase focus on apprenticeships.
- g. Progress had been made on the area of opt-ins including an improved focus on value for money, differences in match-funding and business need.
- h. It was noted that the scale of opt-ins would change as negotiations were formalised. When the mechanism had been agreed there would be greater understanding of how new business processes worked. Feedback had been received in relation to match-funding but resolution was required regarding the amount notionally available from Cornwall Council's capital pot.

Action 5: It was suggested that until further detail was available the LEP should continue to press for the OP.

BUSINESS PLAN

(Agenda No. 7)

LEP 124 A first draft copy of the business plan was circulated to the Board at the meeting by Sandra Rothwell to provide the Board with a general introduction to the detail and seek a steer from the Board at the LEP Management Team on 4 June 2014. Volunteers were also sought to form a working group to finalise the development of the business plan following consideration by the Management Team and prior to sign-off by the Board at its next meeting. It was noted that (i) the section on budget would need to be populated and (ii) this year was a year of transition.

During discussion, a number of points were raised including:

- i. It was commented that in relation to presentation it was not clear that the document belonged to the LEP and it appeared that the majority of the delivery lay with Cornwall Council. It was suggested that this area be considered.
- ii. A question was asked whether the delivery body would be subject to an external tender process undertaken by Cornwall Council or Cornwall Development Company.
- iii. It was suggested that not just SIF milestones should be shown.
- iv. Reference was made to the Gantt Chart concept.

- v. Culture media and sport were missing.
- vi. Lucy Edge and Andrew Williams volunteered to join the working group.

Action 6: Draft Business plan to be discussed at the next Management Team and Board meetings. Lucy Edge and Andrew Williams to join Business Plan Work Group, date to be arranged.

Core Function including Finance

LEP 124.1 The Board considered a report relating to the formalised arrangements for Cornwall Council's delivery of financial support to the LEP which set clear procedures for LEP directors and Cornwall Council officers. They would assist the LEP directors with their delivery plans and the monitoring of financial performance during the year. Robert Davey introduced the report and recommendations. It was noted that the scheme of delegation was expected to develop over time. In relation to the draft scheme of delegation set out at Appendix A, the Board was requested to consider which Board directors they might be.

During the following discussion a number of points were raised, including:

- i. It was agreed that in relation to column 4, row Fund Revenue element, that '£5k' be changed to '£0' in order that expenditure from £0k to £5k was covered.
- ii. It was commented that job roles indicated levels of authority therefore it was agreed that job titles should be shown instead of named officers.
- iii. It was agreed that in relation to column 4, row Fund Revenue element, that the LEP directors referred to should be 1 public and 1 private sector director.
- iv. It was clarified that spend related to both planned expenditure and the signing of cheques in relation to committed expenditure.
- v. It was commented that (i) there were relatively small levels of delegation and (ii) was control through signature or audit and assurance, noting that normally there was a higher level of assurance through audit.
- vi. It was suggested that the arrangements would be subject to future review particularly in relation to the assurance process.
- vii. In relation to the Budget Spending Plans set out at Appendix B it was suggested that in future it would be useful to set out the previous year's figures. This would be reflected in future reports.
- viii. The Finance SLA set out at Appendix C could not be populated with figures in relation to the Business Rate Retention at this point in time.

Action 7: Implement the approved Scheme of Delegation (including the amendments discussed), the Budget Spending Plans and associated procedures. It was also agreed to approve and implement the Finance Support Service Level Agreement (SLA) and this would be used as an exemplar for developing similar SLAs for other support service areas.

Growth Hub and Business Engagement

LEP 124.2 The Board considered a report which aimed to clarify the LEP's approach to the following areas: LEP engagement with business, the business support offer for the next 12 months and the approach to the EU SIF and Growth Hub going forward.

Sandra Rothwell introduced the report and provided an overview of the recommendations.

During the discussion it was agreed that a Growth for Business: Strategic Leadership Group will be established as a sub-group of the LEP Board. The Group will lead the design and delivery of the EU SIF Growth for Business: Thematic Priority. This will include the development of the C&IoS Growth for Business Framework and the local Growth Hub. Simon Tregoning will lead this activity, supported by Rob Davey and Paul Massey.

The Growth for Business Strategic Leadership Group will provide regular feedback to the LEP Board.

The C&IoS LEP's position in relation to the Plymouth and Peninsula City Deal: GAIN Growth Hub was also discussed. It was recognised that GAIN is regarded as a national exemplar by Government Departments. However, the Board considered that the GAIN model is still at an early stage in its development and further work is required to ensure that related business support activities deliver what they are designed to achieve. For example, that the Digital Exchange is used by businesses to provide appropriate support to one another rather than as a marketing tool.

The LEP is also mindful that GAIN may intend to 'bid' to provide future Growth Hub services in C&IoS and that careful attention must be taken to ensure that existing provision does not impact on future open and transparent procurement.

In view of the points raised during the discussion, it was suggested that the next twelve months presents an opportunity to take stock of current business support provision, assess the products and initiatives that are working well (and those not so well) and to design a Business Support Framework that will ensure local businesses have appropriate support to grow. This activity must be carried out in close collaboration with local partners and the intention is to ensure that related projects can be commissioned as soon as the European Structural Funds are available.

In reference to the Digital Exchange: Landing Page, the LEP is currently committed to Business Pulse and would like to explore the option of using this as a 'shop window' for business in Cornwall and the Isles of Scilly.

CP noted that the revised Growth for Business Chapter of the EU Structural and Investment Strategy had been signed-off by the Board's sub-group earlier this morning. ST confirmed that the chapter accurately reflected the Board's position and that he had no further comment.

Action 8: To establish a Growth for Business Strategic Leadership Group to lead the design and delivery of the EU SIF Growth for Business Thematic Priority

Project Delivery - Renewables and other

LEP 124.3 The Chairman deferred this item for consideration at the next meeting LEP Management Team meeting. Andrew Williams would provide a more detailed briefing paper including the areas of agriculture and renewables.

Action 9: Item to be considered at the next Management Team meeting on 4 June. Andrew Williams to provide detailed briefing paper including the areas of agriculture and renewables.

OTHER BOARD BUSINESS

(Agenda No. 8)

CDC Reports

LEP 125.1 A report setting out progress by Cornwall Development Company since the last Board meeting on the delivery of the Regional Growth Fund (RGF) Round 2, Growing Places Fund (GPF) and the Enterprise Zone (EZ) was presented by Sandra Rothwell.

The following updates were provided to the Board:

- a. The Redruth Flood Mitigation Works land transfer had been resolved.
- b. The Enterprise Zone is going to be represented at the July Farnborough Airshow.

During discussion a number of points were raised, including:

- i. The Board was reminded that it was not clear at this point in time that Gatwick Airport would be the destination in the forthcoming PSO award therefore there was still time for views to be expressed. Councillor Julian German requested that a further copy of the relevant correspondence on this matter be forwarded to him.
- ii. Work was ongoing on a press release to be sent out following the meeting. This would announce that in relation to the performance of the Regional Growth Fund 19.7% of the national programme was being delivered in Cornwall.

Letters of Support

LEP 125.2 There were no requests for letters of support.

ANY OTHER BUSINESS

(Agenda No. 9)

LEP 126 [This item was considered after pausing in the consideration of Agenda Item No. 6 and prior to adjournment of the meeting for a break for lunch.]

1. LNP

Chris Pomfret advised that at a recent meeting outside Cornwall the chairmanship had been shared with Matthew Thomson (Fifteen) and Kevin Gaston (ESI)

2. Health and Well-being Board

Chris Pomfret reported that Councillor Jeremy Rowe, Deputy Leader of Cornwall Council had recently been elected chairman of this Cornwall Council led body.

3. LEP relationships

Theo Leijser queried the relationship between the LEP and Health and Wellbeing Board and Andrew Williams suggested that the LEP met again with the Health and Wellbeing

Board. Chris Pomfret agreed that now that the chairmanships of these bodies and the Leadership of both Cornwall and Isles of Scilly Councils were known this would be sensible.

Action 10: LEP to meet with Health and Well Being Board and Local Nature Partnership Chairs

4. Press Days

Councillor German noted that in the light of press days taking place elsewhere in the UK and on the Continent in relation to regional specialisations and suggested that press days could take place every six months in order to showcase what the LEP and other sectors were undertaking. They could attract both local and national media, linking into specialist work being undertaken by companies.

Chris Pomfret noted that breakfast briefing sessions were already being undertaken with Radio Cornwall (including presenters) and positive feedback had been received. He agreed to add this to the communications strategy.

Action 11: media briefings to be added to the communications strategy

DATE OF NEXT MEETING

LEP 127 It was noted that the next Board meeting was scheduled to take place on 16 July 2014, at Careers SW, Unit 5, Tamar Business Park, Pennygilliam Industrial Estate, Launceston, PL15 7ED.

The next Management Team meeting was scheduled to take place on 4 June 2014 at New County Hall, Truro.

The meeting ended at 3.14 pm.

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