



**Title** LEP Board

**Date** 18 January 2017

**Time** 10am to 3pm

**Venue** Dunheved Suite, Launceston Business Space, Ground Floor, Dunheved House, Dunheved Road, LAUNCESTON, PL15 9FB

<b>Tea and coffee on arrival</b>				
			<b>Lead</b>	<b>Action</b>
1.	1000	Welcome and Introductions ( <i>Observer - none</i> )  Apologies for Absence (Andrew Williams)	MD	
2.	1005	Declarations of Interest	ALL	
3.	1010	LEP Board 30 November 2016 a) Minutes b) Action Summary	MD CB	To note To note
<b>Strategic Matters</b>				
4.	1015	Business Support ( <i>Stu Anderson and Nicola Lloyd to attend</i> ) • Current Position • Looking Ahead • Invest in Cornwall		Discussion
<b>Tea and coffee available from 1115</b>				
5.	1130	The Creative Economy ( <i>Julie Seyler to attend</i> ) • Culture and Creative Industries • Capital of Culture		Decision
6.	1215	SEP Refresh	MD/SR	Decision
<b>LUNCH 1245 to 1315</b>				

<b>Operational Matters</b>				
7.	1315	Chairman's Report (verbal)	MD	To note
8.	1330	CEO's Report	SR	Decision
9.	1400	Growth Deal 3 Update	NC	To note
10.	1415	Nominations Committee	MD	Decision
11.	1430	Any other business	ALL	

**Dates of next Meetings  
LEP Board 2017**

15 March (tbc)  
 24 May (Isles of Scilly) – *Business Networking*  
 19 July (Cornwall Council, Truro)  
 20 September (tbc) – *Business Networking*  
 22 November (tbc)



**CORNWALL &  
ISLES OF SCILLY**  
LOCAL ENTERPRISE PARTNERSHIP

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## **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 Conference Centre, Bedruthan Hotel and Spa, Mawgan Porth, Cornwall, TR8 4BU on Wednesday 30 November 2016 commencing at 10.00 am.

Present:- Mark Duddridge (Chairman)

Robert Davey, Lucy Edge, Julian German CC, Professor Mark Goodwin, Emmie Kell, Paul Massey, John Pollard CC, Gavin Poole, Steve Sims, Roland Tiplady, Sarah Trethowan

Officers and Support team:- Sandra Rothwell, Kate Kennally, Theo Leijser, Carol Bransgrove, Neil Clark, Jason Clark, Jonathan Eddy, Emma Coad

Apologies for absence:- Chris Loughlin, Andrew Williams and Daniel Pugh CC

### **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Chris Loughlin, Andrew Williams and Daniel Pugh CC.

The Board was advised that Theo Leijser and Steve Sims had given apologies for late arrival at the meeting. Roland Tiplady and Steve Sims gave apologies for early departure.

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

The Chairman welcomed everyone to the meeting, in particular Simon Ridley, DCLG Director General and Gemma McMillan, DCLG Growth Unit.

### **DECLARATIONS OF INTEREST**

(Agenda No. 2)

There were no declarations of interest.

### **LEP BOARD 20 JULY 2016**

(Agenda No. 3)

### **Minutes**

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 20 July 2016 were a true and accurate record, subject to the following amendment:

Agenda Item No. 4 – Growth Deal 3 Submission – Bullet Point (iii) – the sentence be amended to:

- (iii) after careful consideration the Board did not believe that a strong Expression of Interest had been put forward by the Falmouth Dredging Project to include it in the programme.

### **Action Summary**

(Agenda No. 3.2)

Actions confirmed at the meeting on 20 July 2016, details of which were noted.

The Executive and Governance Manager confirmed that all actions had been completed and highlighted those actions that had been included on the agenda for the Board meeting.

### **OPEN DISCUSSION ON KEY STRATEGIC ISSUES, TO INCLUDE:**

(Agenda No. 4)

The Board considered a report prepared by the LEP CEO in relation to a series of policy briefings for LEP Board Directors, the report framed a comprehensive set of strategic issues that were currently live and important for the LEP and its partners. The report proposed a series of next steps and recommendations for decision, following Board discussion.

Simon Ridley, Director General at DCLG was present at the Board meeting. He welcomed the opportunity to attend, advising that whilst he had intended to attend the Board meeting in July this had not been possible due to changes in Government at that time. He proceeded to provide a 'view from Government' giving an overview of priorities Government were reacting to at the moment and providing advice on the next steps for the LEP and its partners, in particular he focussed on the development of the Industrial Strategy, Cornwall Devolution Deal and the Autumn Statement.

Theo Leijser joined the meeting at this point and apologised for the late arrival.

The Board was presented with details of the strategic issues, as detailed within the report and policy briefings, all of which provided the context and background for Directors. The Board gave consideration to each of the areas in detail.

Steve Sims joined the meeting at this point and apologised for the late arrival.

A full and detailed debate ensued, with specific reference to the following areas:-

- (i) mechanisms available to the CIoS LEP for feeding into the Industrial Strategy, it was confirmed that the first point of contact should be the DCLG local representative;
- (ii) it was suggested that an invitation be extended to Jesse Norman, Parliamentary Undersecretary, Department for Business, Energy and Industrial Strategy to meet with Board Directors in regard to the development of the Industrial Strategy and working beyond the geography of the CIoS LEP area;

- (iii) the timings in regard to the delivery of the Industrial Strategy were discussed and implications once Article 50 had been triggered, it was explained that the next 6 months would be important in terms of economic activity and Parliamentary debate;
- (iv) reference was made to post-Brexit and the implications and effect this could have going forwards in regard to the Industrial Strategy and the themes;
- (v) in regard to the Science and Innovation Audit (SIA) comments were expressed relating to the ambition of the SIA and the potential for targeting areas and challenging the vision. Reference was made to geographical partnerships and the potential benefits of extending those partnerships beyond geographical areas if appropriate;
- (vi) reference was made to the relationship between the Industrial Strategy and the CIOs Strategic Economic Plan, and the need to ensure the CIOs LEP was in a position to influence Policy in regard to renewables;
- (vii) it was confirmed that a first draft of the Creative Industries report would be available soon;
- (viii) reference was made to the view of the Secretary of State in relation to the current Devolution Deal, and to the ambitions and challenges contained within the Deal and whether they were far reaching enough;
- (ix) it was commented that there was a high level of detail sitting behind the Industrial Strategy covering areas such as creative industries, renewables, inclusive growth, social and economic policy and housing;
- (x) reference was made to Government thinking around economic intervention, particularly places and human capital. In regard to inclusive growth, CIOs was encouraged to think about this as a direction of travel;
- (xi) comments were expressed in relation to the unique characteristics of CIOs and the opportunities that it brought which should be recognised by Government. The rules applicable to Cities and Towns may not apply to rural areas;
- (xii) reference was made to the focus of the discussions for the Industrial Strategy, it was commented that whilst it was important to work with neighbouring areas, the LEP should work non coterminously to reflect work being undertaken and other opportunities;
- (xiii) it was noted that housing was an important Government focus in the emerging Industrial Strategy, the Government was clear that more had to be done to ensure delivery of housing . Roland Tiplady expressed an interest in being involved in this area of activity as part of a Task and Finish Group..

#### **Decision:**

**1. The CIOs LEP should work with Local Authorities, Education and Business in the development of the Industrial Strategy both in the CIOs area and with other LEP areas as appropriate, on a place (South West) and sector (e.g. Space) basis to support implementation of SEP ambitions.**

**2. The CIOs LEP should convene, with South West LEPs , an 'innovation ecosystem summit' with higher education partners, potentially leading to bespoke task and finish groups to further develop priorities within the Science and Innovation Audit which support SEP ambitions.**

**3. To note progress of the Cornwall Devolution Deal.**

**4. To support the development of a three year pilot CIOs investment programme from 2017-2020 to lay the foundations for a future single pot programme to allow for seamless transition, post-Brexit.**

**5. To run a workshop on housing delivery and the link to the SEP – including wider discussion on land supply. To bring the findings of that workshop back to the main Board in early 2017.**

**6. To reconvene the CIOs LEP Investment Panel to consider a detailed reprioritisation of the Growth Deal 3 submission following confirmation of the CIOs funding agreement.**

**Action 1:** The CIOs LEP should convene, with South West LEPs , an ‘innovation ecosystem summit’ with higher education partners, potentially leading to bespoke task and finish groups to further develop priorities within the Science and Innovation Audit which support SEP ambitions.

**Action 2:** *The LEP Executive to work with the DCLG Director General to arrange for Jesse Norman, Parliamentary Under Secretary of State at the Department for Business, Energy and Industrial Strategy to visit CIOs.*

**Action 3:** *The LEP Executive to convene Task and Finish Groups to assist and support the ambitions within the CIOs SEP eg housing.*

**Action 4:** *The LEP Executive to reconvene the CIOs LEP Investment Panel to consider a detailed reprioritisation of the Growth Deal 3 submission.*

## **SEP REFRESH**

(Agenda No. 5)

The Board considered a report prepared by the LEP CEO providing an update on the refresh of the Strategic Economic Plan (SEP) following consultation feedback and sought final comments on the SEP and an in principle approval.

The report outlined the significant amount of work and consultation that had been ongoing during 2016 with both the public and private sector, which had culminated in a large event with some 150 businesses and other organisations at the LEP Annual Event on 22 September 2016 and the launch of online consultation.

The Board discussed the refreshed SEP in detail taking on board the comments made by both the private and public sector, in doing so the Board concluded that there were some areas that should be re-presented to ensure that the direction of the SEP was clear and that there was alignment with the Industrial Strategy.

The Board was informed by Simon Ridley that by January 2017 the Industrial Strategy Green Paper would be published and feedback in regard to Growth Deal 3 available, and that during December 2016 further information would be issued by Government relating to the Industrial Strategy.

## **Decision:**

**Further work to be undertaken on the refresh of the Strategic Economic Plan by the LEP Executive Team in consultation with LEP Board Directors taking on board comments made during the debate, and that a revised version be submitted to the January 2017 Board Meeting for approval.**

**Action 5:** *The LEP Executive in consultation with LEP Board Directors will make amendments to the SEP during December and will seek Board Director views during that time, with a revised version coming back to the LEP Board in January for approval.*

Roland Tiplady and Steve Sims left the meeting at this point.

## **NOMINATIONS COMMITTEE**

(Agenda No. 6)

The Board noted a report by the Chairman and Executive and Governance Manager providing an update from the LEP Nominations Committee. This covered the reappointment of Directors at the conclusion of their specified term over the next few months in order to allow for the reappointments process to begin at the next relevant LEP Board meeting, and to consider succession planning arrangements for those Directors that were due to come to an end of their second third year term throughout 2018.

The Board referred to the recruitment process and noted the financial implications as detailed in the report.

## **AUDIT AND ASSURANCE COMMITTEE**

(Agenda No. 7)

The Board considered a report regarding the CIoS LEP Annual Report and Financial Statements for the year ended 31 March 2016.

The Audit and Assurance Committee had reviewed the annual report and financial statements and recommended their approval by the LEP Board.

### **Decision:**

**The LEP Board approves the CIoS LEP Company Annual Report and Financial Statements for the year ended 31 March 2016 and that the Chairman be asked to sign them on behalf of the LEP Board.**

**Action 6:** *The LEP Executive to arrange for the Chairman to sign the LEP Company Annual Report and Financial Statements and ensure they are submitted to Companies House by the deadline.*

## **CHAIRMAN'S REPORT (VERBAL)**

(Agenda No. 8)

The Chairman advised that activities undertaken since the last meeting had been referred to in the LEP CEO's report. He referred to the liaison work with LEP networks both locally and nationally, the Chamber of Commerce, and MP's in regard to the role of LEP's going forwards.

He urged the Board to maintain the level of engagement and to ensure that the LEP Executive Team were made aware of who Directors were talking and listening to as part of the engagement process.

The DCLG representative confirmed that MP's were having regular conversations with Ministers, it was commented that MP's were an effective communications tool.

The Board was informed that Sajid Javid MP, Secretary of State for Communities and Local Government, would be visiting Cornwall on 8 December 2016, this would provide the LEP Board with a useful opportunity to put forward the LEP perspective in regard to economic prosperity in the South West and to highlight the unique distinctiveness of CIOs. It was commented that he would be visiting all Devolution Deal areas and discussing the current position and the direction of travel going forwards.

## **CEO'S REPORT**

(Agenda No. 9)

The Board considered a report, prepared by the LEP CEO which focussed on an overview of operational activities, regarding capacity and governance, Business Plan progress, implementation, business and local engagement, national and south west engagement, and Communications.

### Capacity and Governance

The Board was informed that a detailed briefing regarding capacity and governance would be provided to Directors at an informal session following the Board meeting.

### Budget, Compliance and Corporate Risk

The LEP CEO highlighted aspects of the 2016/17 budget as detailed within her report. The LEP CEO confirmed that there were no matters of compliance to escalate.

Board Directors were asked to note the revised corporate risk register appended to the report. The LEP CEO referenced particular areas in regard to corporate risk and highlighted work going forwards with LEP networks to ensure that LEP's were doing similar activities, including the potential for Peer Challenge reviews. A communications piece was proposed regarding Government confidence in LEP's and communications to the wider business community.

### Implementation

#### *Business Support (including devolution)*

The Board was advised that a longer discussion in regard to the above would be arranged to be held in the New Year.

#### *General Growth Hub Update*

An update was provided on the latest position in regard to the General Growth Hub. The LEP CEO advised that the outputs were achieving targets and that the telephone number had been released following a system review. Following the first client survey, those who had expressed mid-value or below results satisfaction levels would be investigated to ensure that the satisfaction scores overall were addressed.

It was commented that graphical information would be useful going forwards to visualise the targets.

#### *Growth Hub 2017*

An update was provided on the latest position in regard to the Growth Hub 2017.

#### *Financial Engineering Instruments*

An update was provided on the latest position in regard to the Financial Engineering Instruments (FEI). The LEP CEO outlined the progress to date with the British Business Bank (BBB) explaining the plan and timetable in regard to FEI. The Board was advised that progress to date was pleasing however it should be noted that this activity remained a high risk area.

The lead Board Director (Robert Davey) confirmed that whilst this activity had taken time, progress was being made, he highlighted areas of challenge and the approach being proposed to set up a financial instrument, as detailed in the report.

The DCLG Director General confirmed that the work was progressing and that the CIOs LEP was closer to setting up a financial instrument.

**Action 7: The Board welcomed the comments made by the DCLG Director General and referenced the potential links to crowdfunding platforms and the possibility of having a presentation from crowdfunding bodies.**

#### *Enterprise Zone*

The Board received an update on the latest position regarding the potential for a Spaceport. Reference was made to a recent teleconference with the LEP, Cornwall Council CEO, MD of Cornwall Airport Company (CAL), and the UK Space Agency (UKSA) to discuss the latest developments on Spaceport delivery.

It was noted that a team had been formed by UKSA to take forward the Spaceport delivery programme, it was expected that a prospectus would be issued in 2017.. The Board welcomed the positive news in regard to the Spaceport and discussed the potential for additionality that could be provided by this site given the proximity to the Goonhilly.

**Action 8: It was suggested that the expertise of Lucy Edge, Board Director be utilised in taking forward the spaceport delivery programme.**

#### Events

The Board was advised that the Executive and Governance Manager was reviewing the manner in which Board Directors were briefed prior to events.

The LEP CEO highlighted a number of key meetings that had been held recently which particular reference to the Eden event with Schools, Creativity in the Rural Economy event at Heartlands and the LEP Annual Conversation with HMG.

#### Communications

The Board received an update on the latest position in regard to communications.

Board Directors were reminded to advise the Executive and Governance Manager if they were attending events. It was suggested that Board Directors be informed on a regular basis who was attending events to ensure that everyone was adequately informed. The Board was informed that a new process was in place by the LEP

Executive to ensure that Directors received timely briefings ahead of any meetings/events that they are attending.

**Decision:**

**The Board note the overall progress across operational activity, and note which groups were leading on detailed activity;**

**The Aerohub Enterprise Zone Board continues to oversee the Spaceport initiative on behalf of the LEP.**

***Action 9:** The LEP Executive to arrange for the Growth Hub to attend a Board meeting in the New Year.*

**PERFORMANCE, COMPLIANCE AND RISK REPORT**

(Agenda No. 10)

The Board noted a report prepared by the Performance and Compliance Manager regarding progress to date in relation to Performance, Compliance and Risk.

Arising from the above, the Performance and Compliance Manager confirmed that the Growth Hub 2015/16 Interim Target Column could be removed from the Reporting Template.

The Board was informed that there were no matters to escalate and that all projects were on target.

***Action 10:** The LEP Executive to remove the Growth Hub 2015/16 interim target column from the reporting template.*

**GROWTH DEAL IMPLEMENTATION: CIO S LOCAL TRANSPORT BOARD**

(Agenda No. 11)

The Board considered a report prepared by the Performance and Compliance Manager regarding the CIO S Local Transport Board – Revised Terms of Reference. He advised that it was proposed to amend the Terms of Reference in regard to membership and voting. It was therefore proposed to update the Terms of Reference and to bring a further report to a future Board meeting for ratification.

**Decision:**

**The CIO S Local Transport Board Terms of Reference be updated and referred to the Local Transport Board for comment prior to being submitted to the LEP Board for ratification.**

***Action 11:** The LEP Executive to amend the CIO S Local Transport Board Terms of Reference and a report be brought back to the LEP Board for ratification.*

**ANY OTHER BUSINESS**

(Agenda No. 12)

Board Directors were reminded to advise the Executive and Governance Manager of activities they were undertaking on behalf of the CIO S LEP Board so that briefings can

be prepared. Board Directors were also asked to let the Executive and Governance Manager know of any strategic items they want adding to the agenda forward plan.

The LEP Chair thanked Simon Ridley, DCLG Director General and Gemma McMillan, DCLG Growth Unit for attending the meeting.

The meeting ended at 3.00 pm.

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