



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

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MINUTES of a meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held in the B1 Beacon Place, Victoria Offices, Station Approach, Victoria, St Austell, PL26 8LG on Wednesday 31 January 2018 commencing at 10.00 am.

Present:- Mark Duddridge (Chair)
Chris Loughlin (Vice-Chair)

John Acornley, Lucy Edge, Bob Egerton CC, Professor Mark Goodwin, Frances Grottick (by video), Paul Massey, Adam Paynter CC, Gavin Poole, Louise Rowe, Roland Tiplady, Sarah Trethowan and Andrew Williams.

Officers and Support team:- Sandra Rothwell, Kate Kennally, Tim Bagshaw, Theo Leijser (by video), Jonathan Eddy, Wayne Rickard, Carol Bransgrove, Emma Coad

Apologies for absence:- Directors: Emmie Kell, Phil Seeva CC

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

The Chair welcomed everyone to the meeting, in particular Wayne Rickard (Head of Accountancy & Section 151 Officer representative, Cornwall Council).

APOLOGIES FOR ABSENCE

(Agenda No. 1)

Apologies for absence had been received from Emmie Kell and Phil Seeva CC.

The Chair advised that Theo Leijser and Frances Grottick were unable to attend the Board meeting due to travel issues from the Isles of Scilly; therefore, they would be joining the meeting via videoconference.

The Board noted that Lucy Edge had given apologies for early departure at noon.

The Board was informed that Chris Loughlin would be standing down as Board Director following today's meeting and approval of the Nominations Committee recommendation. The Chair, on behalf of the Board, expressed appreciation to

Chris for his work with the Local Enterprise Partnership over the last 7 years and wished him well in the future.

The Board was advised that Steven Ford, Jessie Hamshar and Scott James would be attending the Board meeting to present papers on the agenda.

DECLARATIONS OF INTEREST

(Agenda No. 2)

There were no declarations of interest.

LEP BOARD (22 NOVEMBER 2017)

(Agenda No. 3)

Minutes

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 22 November 2017 were a true and accurate record.

Action Summary

(Agenda No. 3.2)

Actions confirmed at the meeting on 22 November 2017, details of which were noted together with a summary of outstanding actions.

The Board was updated on the current position regarding actions 2, 3, 5, 6, 7, 8 which were currently in progress together with the current position regarding actions 15 and 16 which were ongoing.

STRATEGIC MATTERS

(Agenda No. 4)

Devolution - Pursuing New Responsibilities

(Agenda No. 4.1)

Steven Ford and Jessie Hamshar attended for this item.

The Board considered a report prepared by Steven Ford, Cornwall Deal Programme Lead and Charlotte Morgan, Devolution Deal and Policy Officer. The report was seeking endorsement from the Cornwall and Isles of Scilly LEP Board regarding the principles of the 'New Frontiers' document. The Board was advised that with endorsement and input from the LEP Board and other partner boards, Cornwall and Isles of Scilly would be able to demonstrate that once 'New Frontiers' was finalised and submitted to Government, it would have been built up from a wide partnership base and have the support of all of the constituent members of the Cornwall and Isles of Scilly Leadership Board.

Jessie Hamshar presented details of the 'New Frontiers' future devolution proposition with particular reference to:

- i. 'New Frontiers' proposition was not a Strategy; it was a proposition for future devolution and a series of asks for Cornwall and the Isles of Scilly developed by partners throughout the region;
- ii. The primary audience for the proposition was Government; it was noted that a residents version could be produced;
- iii. It had been designed to underpin and support existing strategies with a series of 'asks' and 'offers' that would be submitted to Government;
- iv. The proposition was being developed with a wide partnership base with the intention of having support of all the constituent members of the Cornwall and Isles of Scilly Leadership Board;
- v. The LEP Board was being asked to endorse the principles of the 'New Frontiers' future devolution proposition, subject to any amendments or additions that may be deemed appropriate;
- vi. The timetable for the endorsement process was outlined; it was noted that there was scope for further debate on the proposition at the March LEP Board meeting. It was intended that the Cornwall and Isles and Scilly Leadership Board would sign off the final version in April prior to submission to Government.

Steven Ford presented details of the 'New Frontiers' future devolution proposition with particular reference to the content of the proposition advising that:

- i. He re-emphasised that it was not a Strategy document; the proposition aimed to pull together a number of specific asks taking forward strategic intentions;
- ii. He referred to the wide range of enablers and tools involved in the proposition;
- iii. He provided an overview of the three key areas of the proposition, namely Brexit, how it would support the '10 Opportunities' document and how it would provide support for the strategies of individual organisations, which in the case of the LEP related to the devolution 'asks'.

The Board was informed that the 2015 Devolution Deal had enabled a number of tangible benefits for Cornwall and the Isles of Scilly. The 'New Frontiers' future devolution proposition had been designed to build on the progress Cornwall had made through the current Deal to secure a positive future for the economy of Cornwall and Isles and Scilly.

In the ensuing discussion the LEP Board Directors referred to the following points:-

- i. Reference was made to the timetable for future devolution deals; it was confirmed that the Government had not yet established a framework for future devolution deals, however, the intention was to be ambitious and proactive in Cornwall and Isles of Scilly's approach;
- ii. The Board was informed that from a Government prospective an early submission of proposals could influence Policy decision makers and shape

- the Government's position; it was therefore considered that a Spring submission was appropriate;
- iii. The Board was advised that since 2015 Cornwall Council had continued to negotiate with the Government on issues regarding Housing and Planning. Since the 2015 devolution deal the Cornwall Local Plan had been adopted - this would add strength to the housing debate going forwards. Work had continued and could continue moving forwards;
 - iv. It was commented that there was an opportunity to reflect on the 4 Industrial Strategy Grand Challenges (Clean Growth, Aging Society, Future Mobility; Data Science and Artificial Intelligence) and that work could be undertaken to strengthen these areas within the proposition;
 - v. Reference was made to the content of the proposition, in particular the overlap with the Vision 2030 document; it was commented that there should be a greater focus of the devolution aspect in the proposition and clarity of how documents related to each other;
 - vi. It was commented that the document was almost silent on employment and skills and the links to health and productivity. This should be addressed.
 - vii. It was commented that the Isles of Scilly should be reflected in the proposition;
 - viii. Reference was made to whether the proposition would be fiscally neutral and the lessons learnt from the 2015 devolution deal; whilst being fiscally neutral had been appropriate in 2015 there was a need to look at whether that was appropriate for a 2018 submission given the different context. It was noted that enabling actions were now in place to articulate where investments should take place;
 - ix. It was commented regarding the timing of the proposition in relation to the Growth Deal and the Shared Prosperity Fund;
 - x. Concern was expressed regarding the proposition not being distinct enough; it was commented that alignment and merging were different and that currently there did not appear to be any clear focus or purpose to the proposition;
 - xi. The proactive approach and engagement with partners was welcomed; it was however commented that some areas within the proposition were not necessarily within the remit of the LEP;
 - xii. It was suggested that the Introduction should provide a stronger message about ownership and how the proposition had been brought together collectively;
 - xiii. In regard to the Isles of Scilly it was noted that there were regulations that did not apply to the Islands and that these would need to be reflected;
 - xiv. The Isles of Scilly representatives broadly welcomed the proposition advising that there were some areas which would require improvement and that the wording would need to reflect the issues specific to the Islands;
 - xv. The Whitehall representative confirmed that ultimately it was for the LEP to decide which elements they wanted to have input into; it was recognised that some areas would overlap;

- xvi. Reference was made to the Health and Social Care element; it was acknowledged that the delivery aspect did not relate to the LEP, the technology aspect was relevant and formed one of the '10 Opportunities';
- xvii. Reference was made to Assets and Resources, in particular renewables and the need to ensure that this was highlighted;
- xviii. Reference was made to the role of the Cornwall and Isles of Scilly Leadership Board; the Chair confirmed that he would be attending the Leadership Board in April to put forward the views of the LEP Board.

In response to issues raised in discussion, Jessie Hamshar advised that:-

- i. The context of the proposition had been tested by a Corporate Peer Review in November 2017; it had been concluded that proposition provided a sensible way of knitting the picture together within the Brexit context, it was however, acknowledged that the concerns raised could be examined again to reflect the comments of the Board;
- ii. It was acknowledged that the Isles of Scilly should be reflected throughout the proposition. The aim was that the proposition could be owned collectively. It was proposed to visit the Isles of Scilly to meet with colleagues with a view to them feeding into the proposition;
- iii. Arising from the 2015 devolution deal the importance of partnership engagement had been highlighted; whilst the 2015 devolution deal had been fiscally neutral it had delivered substantial investments in Cornwall and the Isles of Scilly. Cornwall had benefitted from the retention of Business Rates and private sector investment;
- iv. It was recognised that some strands within the proposition were not directly related to the LEP and that other partners would have a greater influence in those areas and that separate conversations were being held with those partners, however the final proposition would be signed off and submitted by the Cornwall and Isles of Scilly Leadership Board.

Arising from the presentation and comments above, the LEP Board Directors advised that the proposition was not yet at a stage where it could be endorsed by the LEP Board; there were a number areas of work that required attention and it was therefore suggested that a revised version of the proposition be considered at the March Board meeting.

The LEP Board thanked Jessie Hamshar and Steven Ford for attending the meeting.

Decision: a revised version of the 'New Frontiers' future devolution proposition for Cornwall and the Isles of Scilly be submitted to the March LEP Board meeting for consideration and endorsement having taken on Board the comments and views of the LEP Board Directors.

Action 1: That the revised version of the 'New Frontiers' proposition be added to the March LEP Board agenda.

Action 2: That the LEP Executive supports the Council Team on redrafting the document based on the LEP discussion.

LEP Strategic Direction and Business Plan Presentation (Agenda No. 4.2)

The LEP CEO provided the Board with an update regarding the LEP Strategic Direction and Business Plan with specific reference to the following areas:-

- Key Performance Indicators
- Introduction to the draft Business Plan
- Timetable for implementation of the Business Plan
- Current Vision 2030 targets
- Details of revised targets to 2030
- Details of the dashboard format for future reporting at Board meetings
- Next steps and timeframe to achieve final sign off at the March Board meeting
- Focus on the '10 Opportunities'

The LEP CEO confirmed that a copy of the presentation would be circulated to Board Directors.

The Board recognised the work that had been undertaken to ensure joined up working across the different work elements.

The LEP CEO confirmed that the work being undertaken on Islands Futures would be integrated into the Business Plan to be explicit on the wider place focus.

Action 3: The LEP Executive to circulate a copy of the draft 18/19 Business Plan and presentation slides to the Board.

Communications Update (Agenda No. 4.3)

The Board considered a report prepared by the Head of LEP Governance and Operations, Communications and Engagement Manager and Sarah Trethowan regarding the CIO S LEP Communications & Engagement Strategy. The report sought the endorsement of the refreshed 2018 Communications & Engagement Strategy and the endorsement of the communications milestones to July 2018.

The Head of LEP Governance and Operations outlined the report and provided the Board with a presentation with specific reference to the following:-

- An update on the work to develop a clear brand for the LEP with brand values, tone of voice and guidance across LEP activities and communications;
- The work in relation to the '10 Opportunities' document and the purpose of the document going forwards;
- Work being undertaken in relation to 3 of the opportunities; namely, energy, creative and space;
- Engagement events being held over the next few months; it was noted that the events had been oversubscribed and due to the amount of interest an

extra event had been scheduled; it was proposed to hold an event on the Isles of Scilly in March;

- Details were provided on the feedback from the events so far.

In response to questions raised by Board Directors regarding the above presentation, the LEP CEO and members of the LEP Executive advised that:-

- i. Copies of the '10 Opportunities' document were tabled at the meeting; it was however highlighted that the document was still in the process of development;
- ii. Consultation was still being undertaken on the document; it was anticipated that the final version would be available in Spring. The engagement events had highlighted the need to include within the document a section which reflected on the underpinning activities which would include reference to construction, this would also be highlighted at the forthcoming events;
- iii. The aim of the '10 Opportunities' document was to highlight 10 distinctive areas of opportunity distinctive to Cornwall and Isles of Scilly; (iv) It was confirmed that the Communications team were ready to respond and direct enquiries that arose from the contact details provided on the document;
- iv. The '10 Opportunities' document would be a precursor to the development of a Local Industrial Strategy providing a vehicle for a wider piece of work;
- v. A stronger internal LEP team offered the opportunity for a different approach to communications work, whilst, continuing to work with others (such as the Chamber or sector groups) on specific areas;
- vi. In regard to the St Pirans Day proposal, the Whitehall representative confirmed that unfortunately no space was available at No. 10, however, the Cabinet Office were seeking to make provision in 2019. The Executive Team noted the alternative suggestions made by Board Directors;
- vii. In regard to values and developing behaviours the Board was informed that these areas would form part of the induction programme for new Board Directors and could be built in as part of the competency requirements;
- viii. It was acknowledged that whilst the engagement events had been oversubscribed there were a number of vacant seats, so recruiting extra attendees to allow for drop outs was important;
- ix. It was agreed that the flowchart of press release 'sign off' could be simplified.

The Chair thanked the LEP Executive Team and Board Directors for their work in relation to the Communications and Engagement Strategy.

Decision:

- 1. The LEP Board endorsed the refreshed 2018 Communications & Engagement Strategy taking on board the comments expressed by the Board Directors;**
- 2. The LEP Board endorsed the communications milestones to July 2018.**

LEP CEO DEPARTURE

Officers of the Executive Team, Whitehall representative and Democratic Services left the Board meeting for this item.

The Board discussed the arrangements following the resignation of the current LEP CEO.

Sector Engagement and Support Update (Agenda No. 4.4)

The Board considered a report prepared by the Head of LEP Governance and Operations. The report outlined the overall progress in regard to Creative Industries, Space and Energy.

Creative Industries

The Board was informed that, led by Board Director Emmie Kell, the Executive Team were working to continue to enhance the work of the sector and develop an even more joined up approach in 2018 through the development of a Creative Industries Taskforce. In the next few weeks approaches will be made to a number of key individuals from businesses and academia to sit on the task force ahead of its first meeting Chaired by Emmie Kell.

Space

The Board was informed that, led by Board Director Lucy Edge, the team had continued to work with partners on the development of a Space Action Plan and Prospectus for Investment to provide a vision for Space and its contribution to the local economy and support the development of the Space Sector and Space Capability in Cornwall and the Isles of Scilly. The Board was advised that the first full draft of the prospectus was nearing completion and had been presented to the Space Board on 25 January. A wider engagement event was proposed, with businesses, internal and external, across the 10 Opportunities sectors and a wider group of partners to present the prospectus and encourage increased engagement with the space sector in Cornwall and the Isles and Scilly. The expected date for this event was 6 March at Eden.

Energy

Work continued on the development of a cross regional LEP Energy Strategy funded by BEIS, it was noted that a draft Strategy would be available to share shortly.

The Board was advised that the team were working to shape 'asks' to government aligned with the development of the next Devolution Deal, to include a potential collaboration with the West Midlands Combined Authority and LEP's for Energy Innovation Zone status.

Further work to ensure industry engagement in this area of opportunity would be taken forward over the coming weeks.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:-

- i. It was commented that utility companies such as South West Water, Centrica and Western Power would soon be making plans to develop Investment Strategies, reference was made to the importance of co-ordination with those companies and having the ability to feed into the consultation process;
- ii. In regard to the recent CIOs LEP Governance Review reference was made to the need to ensure the LEP had a presence on the Strategic Infrastructure Board;
- iii. The Whitehall representative referred to the current position regarding the development of policies regarding the Industrial Strategy Grand Challenges; he encouraged the LEP Executive team to work up propositions which could be taken forward in the next few months.

The Board noted the overall progress.

Action 4: The LEP Executive to work up propositions in relation to the Grand Challenges and to share them with the Whitehall representative.

Construction Update and next steps (Agenda No. 4.5)

Scott James (CIOs Construction Strategy Partnership Manager) attended for this item.

The Board considered a report which provided an update on the LEP Construction Strategy. Roland Tiplady, lead Board Director introduced the item. Scott James attended the meeting, and provided the Board with an overview of the LEP Construction Strategy with specific reference to the following areas:-

- Context of the LEP Construction Strategy
- Construction key facts
- Challenges and Opportunities
- Construction Strategy Priority Themes
- Communications
- Promotion of careers in the construction industry
- Innovation, sustainability and green construction theme
- Skills training and workforce development theme
- Overview of funding – ESF
- LEP Construction Strategy activity from April 2018
- Next steps – ongoing delivery; Construction Summit March 2018; Housing and Construction Conference September, 2018; medium term plans for funding.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:-

- i. The level of buy in from the construction industry and the current position in regard to the LEP Construction Strategy was outlined to the Board;
- ii. Concern was expressed regarding the lack of people coming into the industry; the long term goal was to get people to make construction a chosen opportunity, there was a need to tackle the issues now;
- iii. Reference was made to issues in regard to too much work being brought in to the county at the same time which meant impacted on local industry growth;
- iv. Reference was made to the different construction methods moving forwards; one avenue currently being explored was modular housing;
- v. Reference was made to European procurement rules and the impact they had on the tendering process together with the costs associated with the tendering process for schemes;
- vi. The Construction Summit in March would provide an engagement opportunity;
- vii. Reference was made to potential collaborations with Further Education providers and the opportunities beyond C&IoS;
- viii. There was a need to ensure a smarter way for planning projects which came forwards;
- ix. Construction was an integral part of all projects; there was a need to work together;
- x. The Whitehall representative referred to the role of the Skills Advisory Panel as a way of looking at the sector needs to inform Further Education colleges;
- xi. The Board was informed that Cornwall Council's Constitution and Governance Review Committee had recommended that a Social Value Policy be included in the Procurement Rules;
- xii. The Board agreed that there was an opportunity for further discussions regarding the modular and container style development opportunities within the Enterprise Zones.

Arising from the presentation and discussion the Board noted the construction industry role in delivering the economic growth for the region through development, and noted the planned next steps for delivery of the LEP Construction Strategy.

PERFORMANCE AND ASSURANCE

(Agenda No. 5)

Chair's Update

(Agenda No. 5.1)

The Chair advised that, given time pressures, there were no urgent matters to report to the Board.

CEO Report

(Agenda No. 5.2)

The LEP Board considered a report, prepared by the LEP CEO which focused on an overview of operational activity, regarding capacity and governance, business plan progress 2017/18 and delivery highlights.

Capacity and Governance

Capacity

The Board was advised that the capacity review between the LEP and Cornwall Council was now complete for the core LEP team, external recruitment was ongoing to fill remaining vacancies in the supporting teams, further details of which were provided in Agenda item 5.5.

Governance, Protocol and Reporting

The Board was advised that a draft summary of the actions emerging out of the Annual Conversation meeting was detailed within the report. It was noted that all actions were on track and expected to be completed by the end of January 2018, with the exception of Action 12 which would be completed by the beginning of February, 2018.

Board Recruitment

The Board noted the current position in regard to Board recruitment.

The LEP CEO advised that four Directors were due to come to the end of their second 3rd year terms with the LEP during 2018. Following the recruitment process in November 2017 the LEP received 10 applications, and interviews would be held on 1 February 2018. The Board was informed that there had been a review of the skills gap arising from the loss of the four Board Directors which would be a consideration during the recruitment process.

Business Plan Progress 2017/18

2017/18 Budget

The LEP CEO outlined details of the 2017/18 budget which detailed commitments to November 2017.

The Board was informed that a number of changes had been made to the budget to reflect recent changes to the team and activities as referenced in Agenda Item No. 5.5.

The LEP CEO advised that in regard to the Grants and Future programmes lines, aligned with Vision 2030 and Business Plan priorities had shown an underspend on the budget. These will continued to be reviewed in Q3, those of particular note were detailed within the report.

Board Directors were asked to note the revised risk register appended to the report. The LEP CEO referenced particular areas in regard to corporate risk relating to CP1, CP2 (and score), CP3 and CP6 and details of an additional risk (CP8) to take account of the departure of the LEP CEO. There were no matters of compliance to escalate.

Business Plan Delivery Highlights

Financial Instruments

The Board was advised that formal commencement of the Cornwall and Isles of Scilly Investment Fund (CIoSIF) 'Fund Manager' procurement process was still awaited. However, the Executive were in regular contact with the British Business Bank and this work should now be progressing in February/March 2018.

Shared Prosperity Fund

The Board was advised that further to the last Board meeting a workshop had been held in January 2018 to explore the concerns expressed by Board Directors at the November Board meeting. The workshop supported the key principles outlined in the November Board paper in terms of the underlying ethos that any future funding programme should adopt. However, much more detail was required in order to fully outline how they would translate to governance and delivery models, the role of the private sector, budget allocations and projects; it was recognised that it was much too early in the process to provide this level of detail. The workshop had made three recommendations as detailed in the CEO's report; the Board was requested to formally accept the recommendations from the workshop.

John Acornley updated the Board on the discussions that had taken place at the workshop, advising that a paper would be submitted to the March Board meeting which should provide more details regarding the funding and how it could be allocated together with information on likely scenarios and timings.

The Board was informed of the work being undertaken by the Futures Group and LEP Executive to inform the EU withdrawal Bill.

Growth Deal (GD) Rounds 1 and 2 Updates

The Board was informed that Jordan Whaley (Programmes Lead) had been recruited to the Executive Team to oversee the Growth Deal programme. The Board noted that in total, 9 out of the 15 highways and infrastructure projects were still 'live' with 6 projects now completed. Work continued to accelerate expenditure on projects, although pressures to spend from match funders, such as ERDF, needed to be considered. In accordance with Action 12 of the key actions emerging from the Annual Conversation meeting, the LEP Executive would be reviewing the profile with a view to producing a revised spend profile for the Growth Deal.

Programme Performance

The LEP CEO advised that moving forwards the reporting mechanism for overall performance would be improved with the introduction of dashboard and with papers referencing back to the Business Plan.

Growth Deal 3

The Board noted the updated the current position regarding Growth Deal 3.

Global Presence

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

In discussion around the Local Energy Strategy (under the Great South West item), the Board was informed that funding had been identified for a further Deep Geothermal project in Cornwall. . It was commented that in the future it would be useful to provide details of successful projects since the last Board meeting at the beginning of the Chief Executive's report

Communications

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

Decision:

- 1. The Board noted the overall progress across operational activity;**
- 2. The Board noted the workshop discussion in relation to the Shared Prosperity Fund and approved the undermentioned recommendations from the workshop:**
 - a. The LEP Board concerns over the language used in reports be noted and taken into consideration.**
 - b. The LEP Board endorsed the key principles as outlined in the November 2017 board report as it was recognised that a common set of principles with other local stakeholders would help to set the direction of the more detailed UK SPF consultation and planning process.**
 - c. The LEP Board agreed to consider a more detailed paper on the UK SPF at the March LEP meeting that explored the planned process for engaging local stakeholders in the UK SPF consultation, the likely budget scenarios and options for future governance and decision making structures.**

Action 5: The LEP Executive to add a UK SPF item to the March LEP Board agenda.

Nominations Committee

(Agenda No. 5.3)

The Board considered a report prepared by the Chair and Executive and Governance Manager regarding the resignation of Chris Loughlin as Director of the Company.

Decision:

- 1. The Board approved the resignation of Chris Loughlin as a Director of the Company.**
- 2. The Company's Secretary be instructed to make all necessary updates to the books and registers of the Company.**

Action 6: The Company's Secretary be asked to make the necessary updates to books and registers of the Company.

Chris Loughlin thanked the Board and Officers for their support during his terms of office and wished everyone the best for the future.

Audit and Assurance Committee - Assurance Framework Review

(Agenda No. 5.4)

The Board considered a report prepared by the Vice-Chair, Head of LEP Governance and Operations and the Executive and Governance Manager regarding the Assurance Framework Review undertaken by Mary Ney (Non-Executive Director at DCLG). The Executive and Governance Manager outlined the report advising that the Ney Review had been published on 26 October, 2017, following publication, Simon Ridley (Director General, DCLG) had written to the LEP Chairs to confirm that the Department had accepted the review recommendations in full and that all recommendations would be included in a revised National LEP Assurance Framework.

The Board was advised that since the adoption of the recommendations by DCLG, the LEP Executive had been working to refresh and update the local Assurance Framework to ensure compliance. The LEP deadline for compliance was 28 February, 2018 with final compliance checks in March 2018.

The LEP CEO advised that due to the loss of four Board Directors (including the Vice-Chair role) and LEP CEO, interim arrangements would need to put into place until the appointments had been completed.

The Whitehall representative advised that in addition to the Ney Review a Ministerial Review was being undertaken with possible recommendations for LEP's, this was due to be published in the spring. He further advised that an announcement would be made shortly regarding the shortlisting for a 'deep dive'; the Compliance Team had been made aware that the CIO S LEP had indicated a willingness to take part.

Decision:

1. **The Board delegated authority to the LEP Audit and Assurance Committee to oversee the Local Assurance Framework refresh;**
2. **The Board delegated to the Chair to sign off the revised Assurance Framework following a recommendation from the Audit and Assurance Committee on behalf of the LEP Board in order to meet the deadline of 28 February 2018.**

Action 7: That the LEP Audit and Assurance Committee oversee the local assurance framework refresh and makes a recommendation to the LEP Chair to sign off on behalf of the LEP Board.

Governance Review - Interim Report

(Agenda No. 5.5)

The Board considered a report prepared by the Head of LEP Governance and Operations regarding the progress so far in reviewing and revising the LEP Governance and Team structure. The Head of LEP Governance and Operations outlined the report advising that Appendix 1 provided an initial detailed breakdown of the proposed governance structure for Cornwall and Isles of Scilly LEP in 2018 and beyond, including a description of key representations by the LEP Board in partner and stakeholder activity and in other invested activity such as Growth Hub – and which in turn were likely to influence the direction of main LEP Board strategic thinking. Appendix 2 provided details of the full team assigned to supporting Vision 2030, the work of the LEP Board and LEP delivery programme, and how these teams contributed to the work of the LEP.

The Board was advised that an updated protocol describing the respective key roles and responsibilities, alongside the specific terms of reference, for Board Directors, sub group members and the Executive team would be brought the March Board meeting.

In regard to revised reporting, the Board was provided with an update on the current position. The Board was advised that a revised format and descriptions regarding risk reporting would be brought to the March Board meeting.

In the ensuing discussion regarding the above, reference was made to the wider reach groups not indicated on the reporting plan and how that information could be integrated; in regard to the membership of the Boards this would be explored at the workshop in February.

The Whitehall representative referred to the Ministerial Review and the potential outcomes in terms of LEP and Local Authority relationships.

It was acknowledged that more work was required regarding the Terms of Reference for the Boards.

Decision: the Board paper and comments of the Board Directors was noted regarding progress so far in reviewing and revising LEP Governance and Team structure.

Action 8: The LEP Executive to ensure there is a governance item on the March LEP Board agenda.

Enterprise Zone Board Update Report
(Agenda No. 5.6)

The LEP Board noted the report in relation to the Enterprise Zone Board.

Gavin Poole, lead Board Director provided the Board with an update on activity and progress, highlighting specific areas in relation to rate relief, Marine-I project, Aerospace and Cornwall Airport Newquay.

Employment and Skills Board Update Report
(Agenda No. 5.7)

The LEP Board noted the report in relation to the Employment and Skills Board.

An update was provided on the current position of a bid for an Institute of Technology.

The meeting ended at 3.06 pm.

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