



**MINUTES OF WORCESTERSHIRE LOCAL ENTERPRISE PARTNERSHIP
BOARD MEETING**

Wednesday, 9 January 2013 3.00pm – 5.00pm

LEP Office, Brindley Court, Gresley Road, Warndon Worcestershire WR4 9FD

PRESENT:

Peter Pawsey (Chair)	(PP)	Chairman Robert West and Director Midland Heart
Alan White	(AW)	MD Malvern Hills Science Park
Dean Attwell	(DA)	MD Oakland International
Cllr Simon Geraghty	(SG)	Deputy Leader Worcestershire County Council
Cllr John Campion	(JC)	Leader, Wyre Forest District Council (rep Northern DCs)
Ed Webb	(EW)	Executive Chairman Webbs of Wychbold
Carl Arntzen	(CA)	MD Worcester Bosch Thermotechnology
Cllr David Hughes	(DH)	Leader, Malvern Hills District Council (rep Southern DCs)
John Callaghan	(JCal)	Principal, North East Worcestershire College

IN ATTENDANCE:

Gary Woodman	(GW)	Worcestershire LEP
Carole Rudolf	(CR)	Worcestershire LEP
Susan Crow	(SC)	Worcestershire County Council

APOLOGIES:

Claire Bridges	(CB)	Worcestershire LEP
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1.	<p><u>Welcome and Apologies</u></p> <p>Peter Pawsey (Chair) welcomed the board and noted apologies.</p>	
2.	<p><u>Governance Review Implementation</u></p> <p>PP reviewed the various Boards and Sub Groups, including end of term dates for WLEP Board. A discussion took place on Finance, Audit, Risk and Appointments Committee representatives. It was suggested that the Private Sector members of the committee be made up as follows. Francis Christie and Tony King were approved by the Board with one of these members Chairing the Committee. The Board suggested that the Public Sector representatives were from the Local Authority Chief Executives. GW to take this point to the LEP Liaison Meeting on Friday, 11 January. It was agreed that the appointments to this committee would be confirmed at the next Board Meeting on 24 January.</p>	GW
3.	<p><u>Sub Groups – Structure and Terms of Reference</u></p> <p>GW explained the structure, each strategic objective having a sub group. In taking these in order:</p> <p>Planning and Development</p> <p>On the Place Shaping Group we have Jacqui Bayliss- Harris Lamb and Business Board member, Pete Cullen – Structural Engineer, and Andrew Plant – St Francis Group. As these need to be representatives of the Private Sector, the WLEP is currently developing</p>	

	<p>a working group chaired by Jacqui Bayliss of developers, agents and land owners.</p> <p>Employment and Skills The existing Board has a vacancy which needs to be filled to have a strong link into the WLEP Board. It was agreed that Carl Arntzen would take on the role of Chair of the Employment and Skills Board.</p> <p>The other groups are still emerging, although it was felt important that Chairs of these groups be identified.</p> <p>National Profile and Promotion Mike Ashton</p> <p>Access to Finance Roy Irish – GW gave a brief update of Roy’s background, stating that Roy was willing to sit on Regional Finance Forum. AW pointed out that this was a critical area.</p> <p>It was suggested that the Chair formally accepts the post and has input into populating these groups from both Public and Private Sector. DA suggested that Terms of Reference would also be drawn together by these groups and presented to a future Board. DA suggested that once Chairs has been agreed, that they select their own group, with guidance from Board members. This was approved by the Board. GW stated that he was currently meeting on a 1-to-1 basis with all existing Business Board members to ascertain involvement with sub groups. AW questioned how the role and remit of these sub groups was going to fit into the overall strategy. DW answered by highlighting the need for them to have directions set by the Board, tight Terms of Reference with focused outcomes. SG reinforced the importance of focusing on fewer outcomes and doing them well.</p> <p>Within the suggested LEP structure AW questioned our cross-LEP activity. GW explained that this was covered though Regional Groups, both West Midlands Executive and West Midlands Chairs and through CB’s role.</p> <p>Task to finish groups were agreed on the Cyber Sector, Chaired by Steve Borwell-Fox (Business Board member), Horticulture and Food, Chaired by Ed Webb (Board member) and Manufacturing, Chaired by Carl Arntzen (Board member).</p> <p>It was agreed that reports need to come back to the Board in order to provide them with support guidance and to address any barriers to delivery.</p>	
<p>4.</p>	<p><u>Board Papers – Presentation and Timings</u></p> <p>GW explained the structure and went through the timings. It was suggested that time slots be added to the agenda thus ensuring sufficient time allocated to important agenda items. It was also agreed to structure the agenda so that items requiring approval were moved up the agenda and items for information only moved down the agenda.</p>	
<p>5.</p>	<p><u>Executive Team Staffing Structure</u></p> <p>GW distributed a document listing new posts required to the Executive Team, explaining the current format and the advantages of taking on additional staff. Job descriptions have been prepared. Posts would be for an initial fixed term period of 12 months with the possibility of a secondment. AW asked if there was sufficient funding in budget to cover recruiting new staff. GW requested Board approval to begin the initial</p>	

	<p>process. Figures could then be added into the budget and reviewed at the next meeting on 24 January. DA suggested recruiting after setting up the sub-groups to ensure the correct people are recruited.</p> <p>Board members agreed to get back to GW with details of their PR Agencies.</p>	ALL
6.	<p><u>Structure of Meetings</u></p> <p>DA explained that this had been covered whilst discussing sub groups earlier in the meeting.</p>	
7.	<p><u>Any Other Business</u></p> <p>PP informed the Board that there had been several meetings with Herefordshire with the possibility of a closer relationship between Worcestershire, Herefordshire and Marches LEPs as there is overlap of issues, particularly with Herefordshire. PP requested guidance from the Board on how to pursue. A discussion took place and the general consensus was that WLEP had a good future and would do better to continue to focus on delivery. The suggestion was to move forward with discussions with Geoffrey Davies from The Marches LEP, as this is an opportune time. Yet, any discussions lead by the Chair with neighbouring LEPs needed to focus on the 'what's in it for us' question and the implications on funding and resources. The Board agreed that discussions should progress in a cautious manner.</p> <p>Away Day</p> <p>It was decided that the previous dates of 27/28 March were too close to Easter. Suggested dates of 8, 9 or 10 April were put forward as an alternative. A note will be sent to obtain availability prior to final date being agreed.</p>	CR
	<p><u>Next LEP Board Meeting</u></p> <p>24 January 2013 - 3.00pm to 5.00pm</p> <p>LEP Offices, Brindley Court, Gresley Road, Warndon, Worcester, WR4 9FD</p>	