

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

**Thursday, 24 January 2013 3.00pm – 5.00pm  
Coomber Electronics, Brindley Road, Warndon Worcestershire WR4 9FB**

**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 Champion	(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
Claire Bridges	(CB)	Worcestershire LEP
Carole Rudolf	(CR)	Worcestershire LEP
Ahmed Goga	(AG)	Worcestershire County Council
Emma Philpott	(EP)	Key IQ Limited

<b>1.</b>	<p><b><u>Welcome and Apologies</u></b></p> <p>Peter Pawsey (Chair) welcomed the Board and Emma Philpott. There were no apologies.</p>	
<b>2.</b>	<p><b><u>Minutes of the Board Meeting – Thursday 22 November 2012 &amp; 9 January 2013</u></b></p> <p>The Minutes of the meeting held on Thursday, 22 November 2012 were agreed as a true record.</p> <p>The Minutes of the meeting held on Wednesday, 9 January 2013 were agreed subject to an addition.</p> <p>Item 7 - Any Other Business In relation to the discussion on the Marches LEP, AW suggested that we should contemplate some sort of 'City Deal' equivalent. JC backed this up by saying that Government were keen to hear ideas along those lines.</p>	
<b>3.</b>	<p><b><u>Matters Arising</u></b></p> <p><b>Action List – 22 November 2012</b></p> <p>1. <u>Brown Signs</u>: PP had met with Peter Blake who was happy in principal that LEP</p>	

	<p>would have input into the process of renewing the county boundary signage.</p> <ol style="list-style-type: none"> <li>2. <u>PXP</u>: GW was still awaiting feedback re Bromsgrove Technology Park.</li> <li>3. <u>Growing Places and the extra allocation to WCCC</u>: SG suggested that LEP project signage was erected to show support for this project. GW to investigate.</li> <li>4. <u>RGF3- Green Bridge Project</u>: A working group is still to be established. It was agreed that this would be raised at the Chair's meeting in February. RGF4 has just been announced. The WLEP will consider its options on a number of potential bids.</li> <li>5. <u>Worcester Technology Park</u>: A briefing paper will be circulated to Board Members in due course.</li> <li>6. <u>Planning Charter</u>: CB gave brief overview. Planning Charter approved by WLEP and LPAs and discussions being held to convert the Planning Charter principles into delivery and fulfil the strategic objectives in the Business Plan. A Board Report will follow.</li> <li>7. <u>Regulatory Charter</u>: WLEP and WRS are developing a joint action plan to deliver the Regulatory Charter; business engagement is being scoped out with the LEP Board champion, Ed Webb. A Board Report will follow.</li> <li>8. <u>Armed Forces Covenant</u>: CB reported that she had attended meetings with representatives of the Armed Forces and Covenant Working Group. A pilot model of how the Worcestershire business community and Armed Forces can deliver innovative solutions is being developed and will be reported to a future Board. WLEP had submitted a response on the Government Green Paper Reservists 2020.</li> <li>9. <u>Heseltine Review</u>: GW reported that had been no feedback from the National LEP Network and hence none required from WLEP.</li> <li>10. <u>Other Actions</u>: All other actions are covered later in the Minutes.</li> </ol> <p><b>Action List – 9 January 2013</b></p> <ol style="list-style-type: none"> <li>1. <u>Finance, Audit &amp; Appointments Committee</u>: Private Sector - Francis Christie, is still considering his position and Tony King is willing to be a member. Public Sector – Trish Haines had spoken with Kevin Dicks and would report back after Leaders Board Meeting next week. AG stated that Stuart Laverick had expressed an interest. It was agreed that this needed to be sorted quickly as the Audit Committee needed to meet as soon as practical, in order to sign off the 2013/14 LEP budget.</li> <li>2. PR contacts from Board Members: Feed back had been received from DA and EW. The Board were again asked to submit contact details.</li> <li>3. PP has made initial contact to the current Marches LEP Chair, Geoff Davies and is now awaiting a response.</li> </ol>	<p><b>GW</b></p> <p><b>CB</b></p> <p><b>CB</b></p> <p><b>GW</b></p> <p><b>ALL</b></p>
<p><b>4.</b></p>	<p><b><u>LEP Cyber Strategy – Presentation by Emma Philpott</u></b></p> <p>Emma Philpott - Key IQ Limited gave a presentation highlighting the importance of Cyber Security in business following her research and commission to write the Worcestershire Cyber Security Strategy. The aim being to establish Worcestershire as</p>	

	<p>the national centre of excellence for cyber security and also to ensure that Worcestershire companies are the most cyber aware and safely operating in the UK. The strategy outlined eight areas for action – Skills, Finance, Growing SMEs, Infrastructure, Innovation &amp; Start-Ups, Securing Worcestershire, Attracting New Companies and Publicity. These areas were prioritised in relation to the feedback received from the Cyber Security businesses that were consulted as part of the process.</p> <p>The e-Skills element regarding the bid was discussed in some detail. It was agreed that the delivery of this National Training Centre of Excellence was a high priority. CA questioned the costs and timescales of potential delivery. EW and JC also felt that soonest practical delivery of the project was important to the LEP strategy.</p> <p>AG informed the meeting that he was meeting with e-Skills on Friday 25 January. It was agreed that a full business plan would need to be produced in order to secure the funding to deliver the training centre. AG would circulate a briefing paper to the Board on the outcome of the meeting and actions to be taken. JCal highlighted the potential of a further education establishment close by which could provide the facilities to deliver such a training centre. All options would be considered following AGs briefing.</p> <p>DH said that Malvern Hills District Council and partners recognised the opportunity for Malvern. JC stated that this was an opportunity for the whole of Worcestershire which need to be seized. PP thanked Emma for her excellent piece of work. Emma Philpott left the meeting.</p>  <p>AW expressed concerns regarding the strategy paper and its credibility, stating that it was important to follow due diligence and have any documentation 'peer reviewed' by technical professionals within the industry before the Board approved the strategy. It was agreed that Steve Borwell-Fox, Business Board member, would conduct a review of the document by the end of January. Electronic comments would be distributed to the Board and a decision to approve a cyber strategy for Worcestershire would be made by e-mail.</p> <p>The recommendations in the Board Papers would be brought back electronically before the Board once the review had been completed.</p>	<p><b>AG</b></p> <p><b>Steve Borwell-Fox</b></p>
<p><b>5.</b></p>	<p><b><u>Manufacturing Study</u></b></p> <p>It was agreed to commission suitably qualified consultants to undertake a study with manufacturers to identify manufacturing businesses in the area, identify any barriers to growth, determine support needs and make recommendations for future actions that should be taken by the WLEP.</p> <p>The Consultancy Brief is to be advertised by the end of the month, tenders to be assessed between 14-18 February.</p> <p>CA to lead this process with assistance from Marcus Burton and Chris Akers (WLEP Business Board members) following which recommendations to be approved by the Board.</p>	<p><b>CA</b></p>

	<p>JCal questioned the skill needs of such businesses, with particular reference to the North East Worcestershire pilot project. It was agreed that JCal would also be involved in the development of this work.</p> <p>The Board agreed that the study was commissioned.</p>	
<p><b>6.</b></p>	<p><b><u>WLEP Business Plan – Working Session on Strategic Objective 1 – National Profile and Promotion</u></b></p> <p>A general discussion took place. Prime topics were on how to lift Worcestershire’s profile to a national and international level, to identify USPs and establish what Worcestershire is good at and to increase visibility. SG suggested focussing on a few key issues rather than too many. The Board noted that a number of partnerships and organisations had tried to answer the question ‘what is Worcestershire’s USP’ without success. It was agreed that the WLEPs role should be to coordinate the numerous stakeholders and bodies who have a contribution to make in this area. During the discussion, it was highlighted that Worcestershire’s diversity was its strength, although this made it difficult to promote one or two things that are special to the county. Another suggestion was that the LEP really focussed on the opportunities which were presented through the game changer sites but also highlighting the high quality of life and history and heritage of the county. It was agreed that a high level marketing company be identified. PP asked that in the first instance the Board e-mailed the Secretariat with things they rate as important, the deadline for this being 1 February. All results could then be collated and redistributed to the Board.</p>	<p><b>ALL</b></p>
<p><b>7.</b></p>	<p><b><u>LEP Funding &amp; Accounts</u></b></p> <p>GW explained the context of the various funding announcements that had been made by Central Government since September 2012. This specifically highlighted the immediate support of £125,000 where under spend can be carried forward, the core funding for financial years 2013/14 and 2014/15 of £250,000 on a matched basis and the Autumn Statement announcement of £500,000 over two years to develop a growth plan.</p> <p>GW wished to highlight the Boards attention to the scope of the match funding in 2.4 of the report. The Local Government contribution of £150,000 from 1 September 2012 can be allocated as match funding. The Board previously had acknowledged that the LEP funding should be based on one third from Central Government, one third from Local Government and one third from business. It was noted that an altruistic cash donation of £100,000 from local businesses would be extremely challenging within the current economic climate. Over the coming month the Executive were working on a number of contingency plans to ensure Worcestershire LEP maximised this funding.</p> <p>The Board noted the 1 April 2012/13 position as at 31 December 2012. It was acknowledged that the position statement did not account for the Local Government contribution starting on 1 September 2012, and not 1 April 2012 as indicated in this statement.</p> <p>GW explained to the Board the first draft of the 1 April 2013/14 budget, recognising the following points:</p> <ol style="list-style-type: none"> <li>1. Core funding 2012/13 – the carry over figure will be reduced depending on spend between now and the financial year.</li> </ol>	

	<p>2. The EU Funding Support Officer is a small financial contribution to a post which is shared between The Marches LEP, Stoke &amp; Staffs LEP and Worcestershire LEP. External support relates to consultancy expertise that may or may not need to be brought in.</p> <p>3. The communications budget figures are a significant increase on 2012/13 and this may be better shown as an allocation to strategic objective 1 – National Profile and Promotion, under project funding.</p> <p>4. Until the guidance on growth plans is issued, the £250,000 shown as income is a direct charge in expenditure.</p> <p>The Board, recognising this was a first draft, agreed that further work would be carried out before the Finance Audit Committee met to approve the budget, and then signed off by the Executive of the Board.</p>	<b>GW</b>
8.	<p><b><u>Chair’s Report</u></b></p> <p>PP had a positive meeting with QinetiQ, who were very keen to get involved with WLEP particularly with regards to defence and security.</p> <p>Westminster – The National Infrastructure Conference held at the Institution of Civil Engineers: PP presented a paper on Worcestershire forward planning of all infrastructure supported by Worcestershire County Council’s planning team.</p> <p>EW noted that there were a number of meetings on Worcester Technology Park. This appeared to be the highest priority for the WLEP in order to ensure delivery of results and outcomes. It was agreed that a future item for the Board would be brought forward in a briefing session.</p>	<b>GW</b>
9.	<p><b><u>Executive Director’s Report</u></b></p> <p><b>1. Autumn Statement</b> – This are outlined as key bullet points in the report in relation to LEPs and the Heseltine Review. The points were acknowledged by the Board members. Two significant announcements will be made Spring 2013, they are Governments formal response to the Heseltine Review and the Guidance To Growth plans. Once we have more information we will bring to the Board for consideration.</p> <p><b>2. Away Day</b> – Following feedback on availability it was agreed that the most suitable date for the Away Day was Wednesday, 10 April 2013. It was also suggested to possibly extend the attendees to include members of sub groups. A formal structure of the day will be put forward for approval in due course. GW requested approval for a budget of £4,000 for the day, which was agreed.</p> <p><b>3. Board Members’ Declaration</b> – GW informed the Board that a Declaration of Interests Form had been prepared, a copy of which would be sent to each member of the WLEP Board and WLEP Business Board for completion and return to Executive.</p>	<b>GW</b>  <b>GW</b>
10.	<p><b><u>National LEPs’ Business Plan Status</u></b></p> <p>A summary of LEPs’ Business Plan Status was distributed with the Board Papers. GW suggested an Intern to research more fully, to ensure that WLEP is consolidating and</p>	

	<p>developing its position favourably against all other 38 LEPs.</p> <p>CB stated that in meeting other LEPs across the region and England, Worcestershire is progressing well and in a good position with its Business Plan. With regard to the Growth Plan and government criteria, we are still awaiting guidance.</p>	
	<p><b><u>Next LEP Board Meeting</u></b></p> <p>23 May 2013 - 3.00pm to 5.00pm LEP Offices, Brindley Court, Gresley Road, Warndon, Worcester, WR4 9FD</p>	