

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

**Thursday, 23 May 2013 3.00pm – 5.30pm  
Yamazaki Mazak Ltd, Badgeworth Drive, Warndon Worcester WR4 9NF**

**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
John Hobbs	(JH)	Worcestershire County Council
Kim Rowlands	(KR)	BIS
Jan Bailey	(CB)	Worcestershire LEP

<p><b>1.</b></p>	<p><b><u>Welcome and Apologies</u></b></p> <p>It was agreed, due to the change in role and remit of the WLEP, the Executive Group of the Board which includes the Chair, Executive Director and the two Deputy Chairs (known as 'the Quad') would meet on an alternate monthly basis to the Board. These meetings will be arranged in due course.</p> <p>Peter Pawsey (Chair) welcomed the Board, Kim Rowlands and John Hobbs. There were no apologies.</p> <p>John Hobbs – (Director of Business, Environment and Community, Worcestershire County Council) was formally introduced to the Board. John will be performing the role of Board observer, the role previously carried out by Ahmed Goga. The Board acknowledged the hard work and contribution of Ahmed to date and recognised the important role he has going forward.</p>	<p align="center">GW</p>
<p><b>2.</b></p>	<p><b><u>Minutes of the Board Meeting – Thursday 24 January 2013</u></b></p> <p>The Minutes of the meeting held on Thursday, 24 January 2013 were agreed as a true record.</p>	

<p><b>3.</b></p>	<p><b><u>Matters Arising</u></b></p> <p><b>Action List – 24 January 2013</b></p> <p>PP briefly went through the list and stated that the majority of items would be covered in their own right on the agenda.</p> <ol style="list-style-type: none"> <li>1. <u>Worcester Technology Park:</u> JH gave a brief report on the current position regarding the Regional Growth Fund bid, which has been submitted to the Minister. A decision from BIS should be known in the next couple of weeks. SG confirmed the Local Government’s commitment to delivering the Technology Park with or without the Regional Growth funding. Kim Rowlands also reiterated the support of BIS Local for this project.</li> <li>2. <u>Declaration of Interest Forms:</u> GW confirmed that most forms have been received.</li> <li>3. <u>Correspondence &amp; Approvals:</u> A number of letters, including background on the Growth Plan and EU Funds, letters of support for Regional Growth Fund projects, local Pinch Point Fund and the third round of the Highways Agency Pinch Point Fund were highlighted. GW brought to the Board’s attention the letter to David Cameron regarding the Growth Agenda. This was following the National LEP Conference, where greater clarity was sought in terms of the single pot and on who would be the Champion for LEPs in Government. It also categorised the support required to take forward the growth in the local economy.</li> </ol> <p>In terms of approvals, reserved projects regarding Inward Investment and Proof of Concept Fund were accepted and approved. Concern was expressed at the short notice of these requests for approval. If the WLEP is to follow the correct procedure outlined in the Governance Review, timescales need to be adhered to. GW to communicate with partners regarding the approval process for WLEP support.</p> <ol style="list-style-type: none"> <li>4. <u>Other Actions:</u> All other actions are covered later in the Minutes.</li> </ol>	<p><b>GW</b></p>
<p><b>4.</b></p>	<p><b><u>WLEP Growth Plan and EU Investment Strategy</u></b></p> <p>PP briefly outlined KR’s temporary role due to Ian Smith’s absence.</p> <p>GW outlined some of the key points within the report.</p> <ul style="list-style-type: none"> <li>• In April, the Government announced that each LEP is required to prepare a new Growth Plan and EU Investment Strategy (and ultimately Single Pot bids) through one integrated approach and have both documents in place by Spring 2014.</li> <li>• In aligning the Government and EU funding streams, LEPs’ Growth Plans are expected to comprise robust, imaginative and holistic solutions.</li> <li>• The Growth Plan needs to be in position by Spring 2014 with cross-reference and connections made to the emerging parallel EU Investment Strategy.</li> <li>• The Government will reveal the nature and extent of the fund when it publishes Single Pot Guidance on 26 June 2013 alongside an announcement on the Comprehensive Spending Review. The WLEP Growth Plan and EU Investment Strategy need to set out a strong long term strategy with clear priorities to access this fund.</li> <li>• We have a budget of 250k per annum to cover input costs over the next two years.</li> <li>• As a priority the LEPs are expected to lead the development of the EU Investment Strategy to demonstrate objectives, priorities, proposals and allocation of supporting resources to enable delivery.</li> </ul>	

- We need to submit our EU Investment Strategy in September 2013, with LEPs to receive initial Government feedback in November 2013. A final EU Investment Strategy is required in January 2014 with implementation commencing in March 2014.
- The WLEP Business Plan provides a basis to work up the WLEP Growth Plan.

KR highlighted the way that Central Government were taking Heseltine forward, where LEPs would be the channel for the majority of funding. The European timeframes are critical and BIS Local will support the LEPs with the process. There is also a team behind BIS Local from all central departments to assist the LEPs in preparing the plan.

CB explained the timeline reporting from June onwards in terms of monthly meetings for discussions between the government and the WLEP, also working with partners to develop stakeholder engagements. GW explained the importance now of bringing together the environment, voluntary and rural sectors into the structure. It was also critical that we in the widest sense develop a shared evidence base on which to build the plan.

DH asked would the plan recognise the work of the districts, particularly the South Worcestershire Development Plan which addresses housing, employment and land issues. A lot of work has already been done at Shenstone, the WLEP and by partners. In endorsing any plan it is important to get the business voice heard.

SG expressed the need for a county plan, with an economic focus. It is essential we concentrate on our priorities and key projects and then worry where the funding is coming from.

AW outlined the lack of business understanding and real willingness to get involved in the 'nitty gritty' detail. If ever we thought as a Board we were not an instrument of government, this proves that we are having to respond to the changing policy of government.

CA expressed his concern that we were going back full circle regarding business planning and strategising forgetting delivery. DA expressed the same concerns and how this process was a 'turn off' for businesses, suggesting the government was getting a 'freebie'. In order to ensure business commitment remains high, assurances from government that the LEP structure would continue into the medium term are required.

PP stated that it is understood there is cross party agreement that LEPs would continue beyond the next election.

GW explained that the focus had to be on achieving some deliverables in the existing Business Plan, getting the sub groups up and running, and using the financial resource that we have to buy in the expertise required to deliver this next phase of the WLEPs role.

AW wanted to stress that he could see the benefits of the process and the opportunity to bid into the single pot, therefore it was necessary that the WLEP rose to the challenge.

SG suggested the use of the Board to focus on growth in the County. The WLEP has an important role in raising the business voice and not just chasing the available funding. KR said that this is a means of getting cash and investment from government into Worcestershire.

GW explained that we need to use the Worcestershire network, particularly in the sectors of environment, voluntary and rural, which we have made progress with, to

	<p>identify their evidence base, hone their priorities and eventually develop their projects.</p> <p>The Board agreed the timescales, recognised its role and the importance of local government in particular in bringing this together.</p> <p>KR also identified the flexibility within the timeline and ways of working that were required as information from government became apparent. A key date was 26 June, when the spending review would be announced.</p> <p>JH expressed his view that although the LEP would lead and channel the business voice, other partners must be involved, as they have the resource, skill and capacity to overcome the bureaucracy and process.</p> <p>In terms of steering the work, a Growth Plan Task and Finish Group (GPTFG), chaired by PP, is proposed as the mechanism to oversee the WLEP process in producing its Growth Plan and EU Investment Strategy. The GPTFG will bring in additional partners' and stakeholders' expertise and knowledge as needed, as well as commission services as development work evolves. The names on this Board will be confirmed in the next week to 10 days. The draft Terms of Reference were agreed.</p>	
<p><b>5.</b></p>	<p><b><u>Growing Places Sub Group</u></b></p> <p>EW introduced the Board Paper and stated that the panel had seen six projects for the approximate £3.5m. The outcome of Round 1 is that the Cricket Club is now agreed and the final heads of terms on Hoobrook are now being drawn up on a lower figure.</p> <p>Applications into Round 2 that were considered by the panel were as follows:</p> <ul style="list-style-type: none"> <li>• JVCE – a previous paper to the Board had been approved. The application for a lower amount on the basis of 50/50 funding with Wychavon District Council was agreed. This is currently working its way through the conditions and due diligence.</li> <li>• Redditch Eastern Gateway – This was agreed with further discussions to take place with Coventry &amp; Warwickshire LEP.</li> <li>• MHSP – Positive news was reported to the Board and clarity on funding the needs of shareholders and the MHSP Board before any final decision regarding funding.</li> <li>• 6<sup>th</sup> Form College – This was referred back to the panel on the basis of the business engagement of the college, their actual borrowing needs and the link to local jobs created.</li> <li>• Evesham Country Park – It was agreed that the investment in relation to jobs meant the scheme was to be supported. However, further understanding of the conditions and lack of pre-lets meant that the Board felt that further negotiation was required.</li> <li>• Marina Point – It was important for the Board to understand the demand level for the development in the locality, and also the view of GBS LEP going 50/50.</li> </ul> <p>SG asked what sort of take up we had and whether we needed to market it better.</p> <p>The Board agreed with the recommendations that we would look at the amount of remaining funding available and best practice. A report will come to the next Board suggesting how we use the remaining funds.</p>	<p><b>GW</b></p>

<p><b>6.</b></p>	<p><b><u>Local Transport Body</u></b></p> <p>GW introduced the paper outlining the devolved funding for major transport schemes. WLEP has 2 seats on the Body. It was agreed that White Logistics and Pete Cullen would be the representatives. A call for potential schemes has gone out and the deadline for submissions is 31 May 2013. Worcestershire County Council has appointed specialist advisors to evaluate the bids at a cost of £16,200. The Board agreed to fund 50% of the cost.</p>	
<p><b>7.</b></p>	<p><b><u>Chair's Report</u></b></p> <p>One addition to the list of activities included the second Emma Ward visit on 13 May, 2013 which PP attended for the introduction and GW was present throughout the programme for the day.</p>	
<p><b>8.</b></p>	<p><b><u>Executive Director's Report</u></b></p> <ol style="list-style-type: none"> <li><b>1. Annual Conference</b> – Preparation for this year's conference would soon be underway. The Board agreed that a tender process would take place for external event support. Suggested dates were 10 or 11 October. KR informed the Board that if Ministerial Speakers were required a call through BIS Local would be welcomed.</li> <li><b>2. Away Day Feedback</b> – The report has been distributed to all attendees. The Executive Team were working through the actions and ensuring that those personal commitments to the WLEP were delivered. PP stated that he had received positive feedback from a range of participants regarding the value of the day and a greater understanding of their role and the role of the WLEP.</li> <li><b>3. Accounts</b> – Discussions had taken place with WCC Finance Team and it was agreed that preparation of the end of year accounts would be provided for the next Board Meeting. Regular reports would be produced by WCC Finance Team in order to ensure budget monitoring and performance.</li> <li><b>4. Staffing</b> – GW introduced Jan Bailey who has joined the WLEP Executive Team as PR &amp; Communications Executive. We have also recruited Victoria Cronin on a temporary 3-month contract to assist with the Access to Finance work. We are also going through the final stages of recruiting a graduate researcher. The structure approved in January will be completed by the end of this month.</li> </ol>	<p style="text-align: center;"><b>GW</b></p> <p style="text-align: center;"><b>GW</b></p> <p style="text-align: center;"><b>GW</b></p>
<p><b>9.</b></p>	<p><b><u>Feedback on LEP Sub Groups</u></b></p> <p>Since the Business Plan launch extra focus is now required to get all sub groups up and running, focusing on the deliverables. This has particular reference to the discussion earlier regarding the Growth Plan and EU Strategy where we discussed ensuring that we had made progress on the actions within the Business Plan. It was important that the sub groups start to deliver some of the outcomes required.</p> <p>SG requested a flow chart of all sub groups; for communication across the partnership. This will be provided once all posts have been agreed.</p> <ul style="list-style-type: none"> <li>• National Profile and Promotion – will meet soon to scope their work and priorities. DA asked how long it would take to appoint an agency. PP explained that meetings</li> </ul>	

	<p>had taken place and a decision could be made very shortly.</p> <ul style="list-style-type: none"> <li>• Access to Finance – preparations are moving forward towards 19 July event. Roy Irish has been confirmed as the Representative on the Regional Finance Forum. A short discussion took place regarding a vacancy on the WLEP Business Board and it was agreed to invite Roy to join the Business Board.</li> <li>• Employment &amp; Skills – A Work Placement Scheme was taking shape with 18 schools and the target is to recruit 100 businesses. -The ESB has gained greater clarity on apprenticeships and the role of the Skills Funding Agency.- JC highlighted achievements gained in a very short timeframe. -KR asked if she could feedback the process to BIS.</li> <li>• Planning, Development and Infrastructure – CB stated that the delivery plan was taking shape following the initial kick off meeting. PP said that he was pleased that all authorities are responding with a positive attitude and willingness to work together.</li> <li>• Manufacturing – Study is ongoing and results will be given at next Board Meeting.</li> <li>• Horticulture and Food Production – EW said that the group was taking shape. Two issues were coming to the fore, these being planning and skills. EW is talking to other representatives to understand how the LEP can help through maybe the PDI Group and whether any specific initiative was required.</li> <li>• Armed Forces Covenant – Next meeting is scheduled for 11 June.</li> </ul>	
<p><b>10.</b></p>	<p><b><u>Finance, Audit, Risk &amp; Appointments Committee</u></b></p> <p>GW reported that the Committee had been appointed and meetings taken place, the budget being the initial opener. It was suggested that Declaration of Interest forms be issued to all Policy Group members.</p> <p>The Board agreed that it must own the next budget and the Committee can then perform its role of providing financial oversight and audit functions.</p> <p>KR was asked to provide examples of 'best practice' in areas of funding, risk assessment, making appointments and resolving complaints.</p> <p>JCal recommended that a Declaration of Interest procedure was developed. This was supported by JC who felt that this level of transparency was important. This would be produced by the FAR&amp;A Committee.</p>	<p><b>GW</b></p> <p><b>KR</b></p> <p><b>Francis Christie</b></p>
<p><b>11.</b></p>	<p><b><u>Regulators &amp; Business Partnership Charter Action Plan</u></b></p> <p>CB referred to WLEP attendance at BIS/BRDO Shared Learning day for LEP Champions on 22 May 2013 (Ed Webb - LEP Board Sponsor; Steve Jorden – Worcestershire Regulatory Services, Claire Bridges – WLEP). WLEP has received positive BIS/BRDO feedback in establishing its foundations as summarised in the report as well as the approach emerging in the attached Action Plan. The WLEP Business – Regulator Sub Group has confirmed its kick-off meeting for 20 June 2013 and will feed its ambitions simultaneously into the emerging Growth Plan and EU Investment Strategy. The WLEP Board agreed the recommendations to approve the Regulators and Business Partnership Charter Action Plan as the basis for detailed development, wider stakeholder involvement and delivery and also to approve the development of proposals, individually and collaboratively with other LEPs, to include in the emerging</p>	

	WLEP Growth Plan and EU Investment Strategy.	
<b>12.</b>	<p><b><u>Cyber Security Strategy Approval</u></b></p> <p>GW informed the meeting that Steve Borwell-Fox had now checked the document and had called a meeting of non-cyber companies to take the actions forward. It was stated that we needed to keep the competitive edge and maximise exposure. GW asked for approval of the draft.</p> <p>SG stressed the importance of pushing this forward. DH agreed stating that there was a narrowing window of opportunity and asked if there was sufficient resource to deliver.</p> <p>KR asked if now the draft strategy had been approved, could she share this with the Cyber Team in BIS prior to the launch. Approval was given.</p>	
<b>13.</b>	<p><b><u>Any Other Business</u></b></p> <p>A short discussion took place on the 'Living Wage'. The impact of uptake within both the public and private sector meant that there was no commitment reached by the Board. The Meeting closed at 5.30 pm.</p>	
<b>14.</b>	<p><b><u>Next LEP Board Meeting</u></b></p> <p>3 July 2013 – 3.00 pm to 5.00 pm – Special Meeting Coomber Electronics, Gresley Road, Warndon, Worcester</p> <p>25 July 2013 - 3.00 pm to 5.00 pm Coomber Electronics, Gresley Road, Warndon, Worcester</p>	