

MINUTES OF WORCESTERSHIRE LOCAL ENTERPRISE PARTNERSHIP BOARD MEETING

Thursday, 26 September 2013 3.00pm – 5.30pm
Yamazaki Mazak UK Ltd, Badgeworth Drive, Worcester, WR4 9NF

PRESENT:

Peter Pawsey (Chair)	(PP)	Chairman, Robert West and Director Midland Heart
Cllr Simon Geraghty	(SG)	Deputy Leader, Worcestershire County Council
Cllr David Hughes	(DH)	Leader, Malvern Hills District Council (rep Southern DCs)
John Callaghan	(JCal)	Principal, North East Worcestershire College
Alan White	(AW)	MD, Malvern Hills Science Park
Carl Arntzen	(CA)	MD, Worcester Bosch Thermotechnology
Francis Christie	(FC)	Alternate for Dean Attwell

IN ATTENDANCE:

Gary Woodman	(GW)	Worcestershire LEP
Claire Bridges	(CB)	Worcestershire LEP
Jan Bailey	(JBai)	Worcestershire LEP
Kim Rowlands	(KR)	BIS
Graham Russell	(GR)	AMION Consulting
Katy Guest		Note taker, Worcestershire LEP

APOLOGIES:

Dean Attwell	(DA)	MD, Oakland International
Cllr John Campion	(JC)	Leader, Wyre Forest District Council (rep Northern DCs)
Ed Webb	(EW)	Executive Chairman, Webbs of Wychbold
John Hobbs	(JH)	Worcestershire County Council

1.	<p><u>Welcome and Apologies</u></p> <p>Peter Pawsey (Chair) welcomed Kim Rowlands and Graham Russell to the Board. He also noted the apologies and welcomed Francis Christie as the alternate for Dean Attwell.</p>	
2.	<p><u>Minutes of the Board Meeting –25 July 2013</u></p> <p>The minutes of the meeting held on 25 July 2013 were agreed as a true record.</p>	
3.	<p><u>Matters Arising</u></p> <p>Action List – 23 May 2013 - Gary Woodman</p>	

	<p>Away Day - a review of this will be a topic at the November Board meeting as the FAR&A committee is already on the agenda. It was agreed that these agenda items would swapped at this meeting.</p> <p>Growing Places will be discussed under Agenda Item 7.</p> <p>The Manufacturing Report has been issued on the WLEP website.</p> <p>Additional Board Meeting in August to discuss EU Strategy and Growth Plan has taken place. The Plan was distributed to the Board members.</p> <p>Regional Financial Engineering Study: allocation of £6,000 was approved and Blue Sky Finance has been commissioned to undertake the study, which is now in progress, for the 6 West Midlands LEP's.</p> <p>Public Works Loan Board will be discussed under Agenda Item 3b.</p> <p>Approvals and Letters of Support</p> <p>Public Loan Works Board (Game Changer sites): It was noted that 10th September submission deadline was met and feedback is due in November.</p>	
<p>4.</p>	<p><u>EU Investment Strategy - Graham Russell</u></p> <p>GR informed the Board that the deadline for submission was the 7th October; this would be in the form of two documents, the Strategy Document and a spreadsheet including programmes and activities.</p> <p>It was noted that the Task and Finish Group had seen the documents and were forwarding their feedback to CB and GW. GR conveyed to the Board that the documents were written for a specific audience and the structure of the document was stipulated by Government.</p> <p>GR highlighted the need for a summary to be included in the document.</p> <p>GR highlighted two areas for discussion and agreement of the Board, these being:</p> <ul style="list-style-type: none"> • Were the Board comfortable with the current national allocation level and should WLEP bid for additional funding. • Opt-in's - At the August Board it was agreed 6 opt-ins would be considered as a delivery option for the plan. WLEP had received the DWP opt in and others were being received. The Board agreed after the DWP opt in would be given consideration but no more would be considered. 	

	<p>The Board agreed that it should pitch higher than originally planned but this would have to be justified and a strong idea as to where the match funding will be coming from.</p> <p>SG expressed concern that any proposed projects must deliver 'value added' and also an evaluation of the current programmes. A discussion took place around the opt-ins and needed more information on the consequences would be if we don't opt in and also evaluation of current programs, the Board needed to look at both local and national programs before further decisions could be made.</p> <p>GR agreed to produce a summary of projects. A review of programs would be considered before a decision on Opt ins could be taken.</p> <p>The Board agreed that we should over-bid compared to the allocation level of funding.</p> <p>KR agreed to establish a government policy position on bidding for extra funding.</p> <p>In line with the recommendations Board Members agreed:</p> <ul style="list-style-type: none"> • to feedback on the latest draft by the 4th October • agreed the 7 opt-ins would now be negotiated and brought to a future Board Meeting • agreed a special Board Meeting to be held in November to consider the 1st draft of the EU Strategy <p>PP extended his thanks to GR and KR.</p>	<p>KR</p> <p>GW</p>
<p>5.</p>	<p><u>WLEP Annual Conference - Jan Bailey</u></p> <p>Currently, 240 people had registered for the conference via the web portal with a maximum limit of 300. A logo had been developed for the Conference and a timetable for the day had been provisionally agreed.</p> <p>Emma Ward (Executive Director of BIS) had agreed to speak at the conference; a Government Minister was unable to attend.</p> <p>Complaints from last years conference that there was insufficient time for feedback had been addressed and built into the program. There would be no exhibition area due to lack of time and space, instead a rolling screen with relevant organisations has been developed and would also be available in a booklet at the event.</p> <p>Annual Report JB reported that the Annual Report is in the final stages of</p>	

	<p>production and would be available at the Conference, also the Investment film would have its premier at the Conference along with a brochure which will be produce after the event.</p>	
<p>6.</p>	<p><u>LEP Funding and Accounts</u></p> <p>GW informed the Board that Redditch BC had agreed payment of £10,000 to the LEP. Consideration was still being made by Bromsgrove DC.</p> <p>PP noted that the LEP had had a number of very constructive meetings with all districts in the County.</p> <p>It was noted that the labeling of ‘other/miscellaneous’ entries on the accounts needed to be further defined. GW agreed to do this.</p> <p>Under the Growing Places Fund it should be noted that Worcester County Cricket Club had claimed its allocation, other projects were outstanding.</p>	<p>GW</p>
<p>7.</p>	<p><u>Growing Places - Gary Woodman</u></p> <p>GW introduced the report and financial summary with specific note to the allocation of £1.8m towards the Redditch Eastern Gateway scheme.</p> <p>SG highlighted that £3.4m of the funds are committed to projects but £800,000 remains uncommitted.</p> <p>Hoobrook 1st phase has been completed and further phases are being funded by the Local Transport Body although the Greater Birmingham LTB is still to confirm its commitment.</p> <p>SG noted that its is important that we focus on our key priorities and alignment of funds to achieve them.</p> <p>PP mooted the potential contribution to the new Worcester Arts Quarter based in and around the old Worcester Porcelain Works. Currently the University, Kings School and the Swan Theatre are all involved. The WLEPs support would link in with National Profile and Promotion.</p> <p>The Board agreed the continued activity under the Growing Places Fund.</p> <p>The Board approved the allocation of up to £1m of the Growing Places Fund towards the Redditch Eastern Gateway scheme. The Current financial statement was noted.</p>	

<p>8.</p>	<p><u>Finance Audit, Risk and Appointments Committee - Francis Christie</u></p> <p>FC presented the FAR&A Board paper, which outlined progress made and recommendations.</p> <p>FC reported that 3 meetings per calendar year had been confirmed and that a register of interest is up and running.</p> <p>FC sought clarification on a number of points under the Terms of Reference paper.</p> <p>It was agreed that the appointments for the executive Board Members and executive director would be overseen by the committee. All other appointments would be made by the Executive.</p> <p>It was agreed that the committee would look at financial and risk monitoring only, and develop a complaints procedure; therefore the LEP Board would monitor performance, compliance with protocols, ways of working and monitoring of any funding (such as the Growing Places Fund).</p> <p>FAR&A would monitor risk and develop a complaints procedure.</p> <p>PP agreed that a number of points need further consideration and should be considered after the Conference with a Governance Review relating to the changing role of the LEP.</p> <p>In relation to the recommendations the Board agreed the</p> <ul style="list-style-type: none"> • Code of Practice. • Confirmed the main purpose of the FAR&A Committee is to promote good governance across the LEP. • Supported the approach taken by the Committee and its meeting cycle. • Agreed to take ownership of the bullet points in point 5 of the recommendations, as below: <ul style="list-style-type: none"> ○ Monitoring LEP Performance ○ Quality Assurance of LEP decision-making. ○ Compliance with ‘agreed protocols and ways of working’. ○ Monitor allocation & conduct reviews of funding commitments like the Growing Places Fund, and ‘satisfy themselves that due diligence has been undertaken’. 	<p>GW</p>
<p>9.</p>	<p><u>Progress on Employment and Skills Board - Carl Arntzen</u></p> <p>CA gave an overview of the Board Membership and that there is</p>	

	<p>representation from Education, Business Skills Funding and Apprenticeship schemes, also Ahmed Goga was the WCC lead. 3 key themes had been agreed those being Apprenticeships, Schools & Business, Employability.</p> <p>The Board had agreed to focus on the Work Placement Program and apprenticeships, the Engineering Academy and Cyber Security and Strategy.</p> <p>CA elaborated on the Work Placement Program, specifically the huge variation of what schools offer and when. Therefore businesses are inundated at specific times of the year.</p> <p>A portal is being developed so students can check the availability of business placements, as well as other information about the businesses involved and future career paths. This is being aimed at the year 10 & 11 year groups and will expand out to colleges at a later date. 6 out of the 26 schools signed up will take place in a pilot scheme. 109 businesses have signed up, a review of those businesses and their geographic location will be undertaken to ensure all schools are supported.</p> <p>It is hoped the scheme will be up and running for all 26 schools in January 2014 after the pilot has been completed.</p> <p>SG - felt that it was important that the Board could take stock regarding the pilots impact.</p> <p>AW congratulated the Employment and Skills Board on the work done so far.</p> <p>JB would arrange a follow up meeting post-pilot to discuss the promotion of the scheme.</p>	
<p>10.</p>	<p><u>Chair's Report - Peter Pawsey</u></p> <p>The Chair's report was noted.</p>	
<p>11.</p>	<p><u>Executive Director's Report - Gary Woodman</u></p> <p>GW sought agreement on the Quad decision to appoint new posts to the Executive Team. GW informed the Board that David Irish had been appointed in the position of Graduate Researcher and an Apprentice post had been approved by HR.</p> <p>The Board agreed the appointment of Ian Edwards on a 6 month contract; 2 days a week to project manage bids and growth plans.</p> <p>This was approved by the Board.</p>	

	<p><u>Feedback from Sub Groups - Gary Woodman</u></p> <p>GW presented the Feedback on the Sub Groups.</p> <p>It was stated that Kate Moss (University of Worcester) had agreed to Chair the National Profile and Promotions Group.</p> <p>CA expressed concern that the Promotion Group within Worcester City is covering similar issues and the groups need to be married together to avoid duplication.</p> <p>AW informed the Board that an article had been published in the Financial Times on Cyber in Worcestershire.</p> <p>GW noted that the Business Regulators Sub Group is now starting to deliver on their brief and on some of their projects.</p> <p>CB stated that, with regards to the Armed Forces Covenant, a Transition Fair is being held at the Worcester Reservist Centre on 5th December, for businesses to meet exiting armed forces personnel with wide-ranging skills.</p> <p>The Chair observed that the PDI Sub Group is working constructively with all LPAs and Statutory Consultees to establish a planning culture which is more responsive to business needs but expressed concern that the Local Planning Authorities were slow in moving mutually agreed initiatives forwards. CB confirmed that the PDI Sub Group is beginning to press the authorities to deliver the agreed tangible actions.</p>	<p>GW ensure Worcs City work is co-ordinated</p>
<p>12.</p>	<p><u>Any Other Business</u></p> <p>There being no other business the meeting was closed at 5:30.</p>	
	<p><u>Dates of Meetings in 2014</u></p> <p><u>LEP BOARD:</u> 23rd January - Coomers 20th March - Mazak 22nd May 24th July - Mazak 25th September 20th November - Mazak</p> <p><u>Business Board</u> 5th March 4th June 3rd September 3rd December</p>	

	<p><u>DATE OF NEXT MEETING:</u> 28th November 2013. 3.00 pm to 5.00 pm Coomber Electronics, Brindley Road, Warndon, Worcester</p>	
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