

MINUTES OF WORCESTERSHIRE LOCAL ENTERPRISE PARTNERSHIP BOARD MEETING

Thursday, 20th March 2014 3.00pm – 5.00pm
Yamazaki Mazak Ltd, Badgeworth Drive, Worcester

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)
Carl Arntzen	(CA)	MD, Worcester Bosch Thermotechnology)
Cllr John Champion	(JC)	Leader, Wyre Forest District Council (rep Northern DCs)
John Callaghan	(JCa)	Principal, North East Worcestershire College
Alan White	(AW)	MD, Malvern Hills Science Park
Dean Attwell	(DA)	MD, Oakland International
Steve Borwell-Fox	(SBF)	MD, Borwell Ltd

IN ATTENDANCE:

Gary Woodman	(GW)	Worcestershire LEP
Claire Bridges	(CB)	Worcestershire LEP
Clare Marchant	(CM)	Worcestershire County Council
David Crook	(DC)	BIS
Wendy Stock	(WS)	Note taker, Worcestershire LEP

APOLOGIES:

Marcus Burton	(MB)	MD, Yamazaki Mazak
Luke Willetts	(LW)	Worcestershire LEP
John Hobbs	(JH)	Worcestershire County Council

1.	<p><u>Welcome and Apologies</u></p> <p>Peter Pawsey (Chair) welcomed the Board and he noted that there were apologies from Marcus Burton, Luke Willetts and John Hobbs. Steve Borwell-Fox attended as an alternative for Marcus Burton.</p>	
2.	<p><u>Minutes from the Board Meeting 26th February 2014</u></p> <p>The Minutes were signed off as a true record by the Board.</p>	
3.	<p><u>Matters Arising</u></p> <p>The Action Points from the February Board meeting were reviewed:</p>	

	<ul style="list-style-type: none"> • The new name of Worcestershire College was currently under consultation as this was the preferred name. Approved by the Board. • It was confirmed that Recruitment of Board and Business Board members was at the top of the Agenda of the Appointments and Remuneration Sub Committee. • DA to submit a useful contact list and notes from the 39 LEP Chairs Meeting in London on 21st January. 	
<p>4.</p>	<p><u>SEP Sign-Off - Ref. SLGF Bid</u></p> <p>GW talked through the Worcestershire SEP Programme Delivery Framework Document "World Class Worcestershire" that was circulated at the meeting. The three Key Objectives were:</p> <ul style="list-style-type: none"> • Create a World Class business location • Provide individuals with World Class skills • Develop World Class competitive and innovative businesses <p>He then briefly described in more detail the Programmes and related projects under each objective.</p> <p>With regard to the sectors, although three had been identified, following a review by the Independent Panel, it is now recognised that various sectors have a spatial dynamic to the county and this will be reflected in the final draft.</p> <p>AW asked if he submitted a bid under one of the Innovation Programmes, who would handle this? GW said that this would probably be dealt by the European programme. GW confirmed that each project would be guided, prioritised and brought together by the LEP Executive Team and AW commented that early rejection of a proposed bid would be welcomed if not suitable. GW confirmed that projects with feasibility for 2015/16 would be welcomed but also those with a longer term vision such as geo thermal energy for years 2017/18/19 would be considered with a set of project recommendations.</p> <p>PP concluded that extra resources may be considered for the LEP Executive Team as the LEP role changed from facilitator project developer rather than solely as a strategic organization.</p> <p>GW reviewed the revised Asks of Government document that was circulated as follows:</p> <p><u>Short Term Asks</u></p> <ol style="list-style-type: none"> 1. A new Worcestershire Parkway station which would improve access journey time and frequency to London and improve connectivity to Birmingham and Bristol. 2. Improvements to A46 key strategic route to remove growth 	

	<p>constraints and support economic growth in the area around Evesham and Tewkesbury, Gloucestershire.</p> <ol style="list-style-type: none"> 3. Single point of contact for public sector estates issues and strategic coordinated release of land to assist with regeneration opportunities through a Joint Property Vehicle (JPV) proposal. 4. Ask DCLG to instruct the HCA to continue working with the WLEP and proactively support the Worcestershire Game Changer Programme by: <ul style="list-style-type: none"> - surrendering its residual financial interest in the Malvern Hills Science Park development to Worcestershire County Council by April 2015. SG said that he wished it to be noted that he had a declared interest and said there was a strong case about expanding and delivering growth faster. AW stated that 80% net profit had been achieved and HCA could be used to facilitate growth further. - committing to transfer to HCA land in the Redditch Eastern Gateway to Redditch Borough Council in June 2015. 5. Additional funding from BDUK of £2.93 million to bring further residential and business coverage of superfast broadband, particularly in rural areas of the County with known positive GVA outcomes. 6. Ask DECC to jointly commission with WLEP a feasibility study on a geothermal heat pilot in Worcestershire by September 2014. CA asked for it to be noted that he had a declared interest in low temperature heating using geothermal technology. 7. SFA to be asked by August 2015 to ring-fence 10% of existing FE spending in Worcestershire to be jointly commissioned with WLEP to accelerate investment in skills. 8. Ask BIS to instruct SFA to provide trailblazer status to WLEP to develop employer-led Level 4 apprenticeship frameworks in STEM by April 2015 with links to centre to excellence. 9. Ask BIS to instruct SFA and DfE to extend eligibility for National Careers Service to an integrated service in Worcestershire for 14 - 24 year olds across schools, FE/vocational education and training and HE, by April 2015. 10. BIS, CLG and DEFRA align national regulators and government interests to collaborate with WLEP businesses, local 11. Partners and regulators in the Worcestershire Agri-Food, Horticulture and Forestry Sector as a UK Exemplar for simplified business regulatory self compliance enabling growth. 12. To ask Cabinet Office to enable micro and SME businesses to compete for government procurement for cyber security contracts by flexing procurement regulations. PP mentioned the recent local news article re: Warwickshire University on cyber security but SBF said that there were very few British Nationals available to work on cyber security. PP said that cross-LEP working on Cyber would be important. 13. To ask the DfT to endorse the work agreed with the HA re 	
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M5 Jnc 6 and "indicatively" prioritise funding for both M5 Junc 6 and the Carrington Bridge dualing elements of the A4440 Worcester Southern Link.

14. Ask the Treasury to back WLEP to establish the Worcestershire Strategic Fund. GW/PP asked DC about the likelihood of this happening and he indicated that the response would be 'no' unless there was a convincing enough argument made for it to be accepted.

Transport Asks

GW reviewed a separate document containing a list of Transport and Infrastructure Schemes for Worcestershire LEP as follows:

2015/16 Schemes

- Worcester Technology Park (off-site work) - £5m.
- Malvern Hills Science Park (Phase 4 off-site works) - £3.75m.
- Hoo Brook Link Road - £6m.
- Southern Link Road and Ketch roundabout (next phase Norton roundabout) - £7m.
- Evesham Vale Park - £3m.
- Kidderminster - Comberton Hill and Rail Station - £4.2m.
- Flood Resilience Programme - £3.5m
- Sustainable Transport - Worcester Pedestrian Bridge and Evesham Pedestrian Bridge

2016/17 Schemes

- Redditch Eastern Gateway - £2m.
- Pershore Northern Relief Road - £4.6m.
- Worcestershire Parkway - £14m.
- Southern Link Road A4440 (Phase 3) - £30m.
- A46 - Evesham - £10m
- Worcester Technology Park.
- Redditch Eastern Gateway - Construction of First Specification Building
- Kidderminster Employment Area - Enterprise Centre
- Housing Delivery Programme - series of key transport infrastructure schemes to enable accelerated development of housing sites across County - £7.5m
- Public Realm Improvement Programme

Longer Term Asks where Funding Certainty Required

- M5 Junction 6 - £50m.
- Southern Link Road - Carrington Bridge dualing to Powick roundabout - £60m.
- Need to consider inclusion of Tourism projects - e.g. Safari Park, Worcester riverside.

	<p>CA asked that beyond the nuts and bolts details around Asks and Projects, how much money was being bidden for and GW stated that it represented around 2.5% (£47m) of the England pot.</p> <p>SG thanked the Executive Team for their hard work in producing such a comprehensive list that was so well articulated.</p> <p>CA asked whether this shopping list had been turned into delivery plans. CM confirmed that housing numbers had formed part of the proposal and done so incrementally. PP confirmed that this had been an evolving process with a good business led workshop session held at the offices of Worcester Bosch to which 60 businesses had attended as well as other engagements which had come together with a lot of coordinated help. GW confirmed that delivery plans would now be developed.</p> <p>CM stated that a period of negotiation and informal lobbying has been planned. There will be a Tier 1 Glossary document and a photoshoot planned with local MPS at Westminster with PP, DA and SG attending.</p> <p>CM said that there would be a LEP 'SEP send-off' day on Monday 31st March.</p>	<p>ACTION: GW</p> <p>ACTION: GW</p>
<p>5.</p>	<p><u>Governance Review Update</u></p> <p>PP confirmed that there was no paper produced and this issue has had to be put on a 'back burner'. SG confirmed that discussions had taken place with Local Government partners and some proposals were acceptable but other areas require more discussion. Plus the size, formal function of the LEP, needs to be assessed in light of the government negotiations. SG confirmed that this was a work in progress and the current focus was the SEP submission.</p> <p>GW to continue to progress the recruitment of business members to the Board and Business Board</p>	<p>ACTION: GW</p>
<p>6.</p>	<p><u>Independent Panel Findings</u></p> <p>GW discussed the key panel findings:</p> <ul style="list-style-type: none"> • Key measures defining success and outcomes. • Excellence and excellence driven and how does the innovation wrap around it • Accelerate economic growth narrative • Key sectors delivering GVA • Business Case Studies • A clear narrative around game changer sites 	

<p>7.</p>	<ul style="list-style-type: none"> • Clear decision making process. <p>SG stated that the Panel Findings had been very helpful in selling the SEP and top level summary document and that it had been good to be challenged. It was confirmed that no other LEP had engaged an Independent Panel in this process.</p> <p>The Board agreed that the Independent Panel had sharpened the final SEP document and WLEP need to ensure it strongly communicated the success of this process in the negotiation.</p> <p><u>Away Day</u></p> <p>PP said that the Away Day that had been planned for the LEP Board and Business Board on the 22nd May but failed to recognise another event on the same date "Strictly Worcestershire" and that it was too soon to progress with new Board appointments. Therefore, PP recommended deferring this to 24th July to include a formal introduction of new Board members. Agenda items - GWPP said that agenda items would be built around setting an agenda for the LEP for the next 2/3 years.</p>	<p>ACTION: GW</p>
<p>8.</p>	<p><u>Budget</u></p> <p>Francis Christie joined the meeting by telephone to note the position of spend on the LEP Budget and agree the LEP Budget for 2014/15. These were formally agreed by the Board.</p>	
<p>9.</p>	<p><u>FAR&A Committee</u></p> <p>Francis Christie (FC) reviewed the activities of the FAR&A Committee during 2013 in which it met on four occasions to:</p> <ol style="list-style-type: none"> 1. Review/approve the WLEP budget for 2013-4. 2. Review its Terms of Reference and plan how it could meet its other responsibilities. The WLEP Board now need to take ownership for defining and managing the following at Main Board level: <ul style="list-style-type: none"> • Define the priorities for the Business Plan for 2014/15. • Monitor LEP adherence to the Budget and approval of changes to the plan. • Monitor the allocation and conduct reviews of funding commitments like the Growing Places Fund and ensure that due diligence has been undertaken. <p>PP informed FC about the proposed establishment of an Audit, Finance and Risk (AFR) Sub-Committee and an Appointments and Remuneration (A&R) Sub-Committee (building on the work to date of the FARA Sub-Committee) and making the work of the</p>	<p>ACTION: PP/GW</p>

	<p>Committee more manageable. This is part of the governance paper is not formalised and signed off at the Board Meeting. A copy of the Governance paper and finalised arrangements will be passed to FC when ready.</p> <p>FC asked the Board to adopt the two draft policy papers produced by the FAR&A Committee - WLEP Complaints Paper and WLEP Risk Management Policy and Management Procedure and this was agreed. GW to implement and advertise policies.</p> <p>The Risk Policy would be gone through to include the identification of Risks and the Building of a Risk Map as one of the exercises in the agenda for the WLEP Away Day in July and this was agreed.</p>	<p>ACTION: GW</p> <p>ACTION: GW</p>
<p>10.</p>	<p><u>Any Other Business</u></p> <p>CA stated that the ESB had commissioned a survey with KPMG to FE Colleges and asked for formal Board approval to obtain some released data from AMION. The Board approved this; however, reservations were expressed about how this study had been carried out.</p> <p>DA reported on the outcomes of the recent Business Board Meeting that had taken place:</p> <ul style="list-style-type: none"> • Renewal of Business Board members whose terms of office were due to finish. • In-depth discussions about the future role of the Business Board and a refocusing on its purpose and direction. • The challenge in motivating and reinvigorating Business Board members. • Concerns over poor feedback received from Worcestershire Business Central and DA's subsequent email to Business Board members asking for their views about its future. <p>These points led to a Board discussion where frequency of Business Board Meetings where debated, County involvement, openness, and relationship building issues were also discussed. PP thanked everyone for the enlightening discussions.</p> <p>PP informed the meeting that there would be a LEP Network Conference in London next week and that the National Management Board had held their first meeting this morning. There was an appointment of a '3 day a week' Chief Executive with two sub-committees for Audit and Remuneration and an accountable body. There was a string of major businesses wishing to contribute. PP to keep the Main Board informed.</p>	<p>ACTION: GW to supply data to KPMG</p>

11.	<p><u>Dates of Meetings in 2014</u></p> <p><u>LEP BOARD:</u></p> <p>22nd May – Coomers (subsequently changed to 17th June).</p> <p>24th July – Worcester Cricket Club</p> <p>25th September - Coomers</p> <p>20th November – Mazak</p>	
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