

MINUTES OF WORCESTERSHIRE LOCAL ENTERPRISE PARTNERSHIP BOARD MEETING

Tuesday, 17th June 2014 3.00pm – 5.00pm
Coomber Electronics, Brindley Road, Worcester

PRESENT:

Peter Pawsey (Chair)	(PP)	Chairman, Robert West and Director Midland Heart
Cllr Simon Geraghty	(SG)	Deputy Leader, Worcestershire County Council
Francis Christie	(FC)	IOD/Francis Christie Ltd
Cllr Paul Swinburn	(PS)	Malvern Hills District Council (rep Southern DCs)
Cllr Margaret Sherrey	(MS)	Leader, Bromsgrove District Council (rep Northern DCs)
Stuart Laverick	(SL)	Principal & Chief Executive, Worcester College of Technology
Dean Attwell	(DA)	MD, Oakland International
Steve Borwell-Fox	(SBF)	MD, Borwell Ltd
Roy Irish	(RI)	FP Support Ltd

IN ATTENDANCE:

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

APOLOGIES:

Marcus Burton	(MB)	MD Yamazaki Mazak
Carl Arntzen	(CA)	MD Worcester Bosch Thermotechnology
Cllr David Hughes	(DH)	Leader, Malvern Hills District Council
Alan White	(AW)	MD, Malvern Hills Science Park
Luke Willetts	(LW)	Worcestershire LEP
John Hobbs	(JH)	Worcestershire County Council

1.	<u>Welcome and Apologies</u> Peter Pawsey (Chair) welcomed the Board and he noted that there were apologies from Marcus Burton, Carl Arntzen, Cllr David Hughes, Luke Willetts, John Hobbs and thanked the alternates for attending - Steve Borwell-Fox, Francis Christie, Cllr Paul Swinburn and Roy Irish.	
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2. **Minutes from the Board Meeting 20th March 2014**

The Minutes were signed off as a true record by the Board.

3. **Matters Arising**

The Action Points from the March Board meeting were reviewed:

- The development of SEP project delivery plans for delivery in 15/16 re LGF deal.
- Delivery of the SEP 'send off' event and Executive summary document.
- Implement the recruitment of the business members to the Board and Business Board.
- LEP Away Day to be booked on the 24th July 2014 (now booked for 25 September 2014 to allow for recruiting new Board Members).
- Proposed governance arrangements to be forwarded to Francis Christie and discussed at the FAR&A Committee on 23rd June.
- Adoption of the Complaints and Risk Management Policy - these would be implemented and displayed on the LEP website.
- GW to supply AMION Phase 1 data to KPMG re the study on FE and HE.

Correspondence

Three letters were reviewed:

- Letter from Michael Fallon (Minister for Business) to the LEP Chair on the successful application of Local Enterprise Partnership Core Funding for the financial year 2014-15.
- Letter from Alex Pratt (Management Board Chair, The LEP Network) to Greg Clark (Minister for Cities and Constitution) dated 19th April logging concern at the late and seemingly inconsistently applied changes to the combined Strategic Economic Plan and Local Growth Deal bidding process. PP confirmed that there had been no formal response but verbally that "the process has not changed." PS felt it was poor that a response had not been received. DC explained that the reluctance to be too specific was as a result of not wanting to prejudice the allocation of funding.
- Letter from Jack Hegarty (Chief Executive, Wychavon District Council), Neil Anderson (Head of Culture & Community, Worcestershire County Council) and Ruth Mullen (Corporate Director, Service Delivery, Worcester City Council dated 2nd April 2014). This letter stated that there were a number of significant celebratory events in 2015 e.g.

	<p>800th anniversary of the sealing of the Magna Carta for Worcestershire. This letter requested for a contribution of £750 support in respect of this and this was approved by the Board.</p>	<p>Confirm the confirmation of LEP Contribution</p>
<p>4.</p>	<p><u>Strategic Economic Plan - Progress Update</u></p> <p>The WLEP Board was asked to recommend:</p> <ol style="list-style-type: none"> 1. To note the progress on Local Growth Fund negotiations with central government following submission of Strategic Economic Plan 2. Approve the process for a call of 16/17 projects. <p>GW gave an update of the progress of the Strategic Economic Plan since its submission on 31st March 2014. Initial feedback from the Department of Business, Innovation and Skills (BIS) had been positive and encouraging in terms of the strategic outline and narrative. This has moved on to focus on proposed projects lead to a request in April to produce a prioritised list of the schemes which were pitching for LGF monies in 2015/16 only. Due to very tight timescales given for submission of this information, a ranked list was produced by the QUAD (made up of Peter Pawsey (Chair), Dean Attwell (Vice Chair, Business), Cllr Simon Geraghty (Vice Chair, Local Government) and Gary Woodman (Executive Director).</p> <p>This ranked list was based on the criteria of:</p> <ul style="list-style-type: none"> - Delivery in 2015/16 - Jobs Create - Housing Units - Strategic Fit - Private Sector Leverage. <p>This has been followed up during April and May with further requests for project information that has been provided by both the WLEP and its partners.</p> <p>Although the focus has been on LFG projects, work has been carried out on Asks of Government. Some of these are progressing well such as a geothermal heat pilot in joint commission with the Department of Energy and Climate Change (DECC).</p> <p>GW explained that a small working group had developed and implemented a communications and lobbying plan to 'Sell the SEP'. Key stakeholders had been identified and are regularly communicated with to ensure that there are accurate and consistent messages conveyed to them.</p> <p>GW stressed that it was now important for consideration to be given to pitching for 2016/17 LGF monies as soon as possible to ensure a proactive approach is undertaken to ensure that the process is</p>	<p>A process to identify 16/17 project to start in August</p>

	<p>more streamlined and seamless than the 2015/16 round. This process will commence in August.</p> <p>The next steps have been highlighted by BIS Local that central government intends to announce Local Growth Deals by the end of July 2014 with the announcement of the LGF financial settlement and a response in respect of the Asks of Government.</p> <p>FC expressed concern over the communication continuity with stakeholders and also the unrealistic expectations in terms of lack of available resources. PP confirmed that seconded work had been provided by the County Council and 2015/16 projects could be scaled to roll over into future years. CM said it was important to remember that the SEP was all about 'economic ambition' for Worcestershire and that stakeholders would be continually and regularly contact with over a number of years to ensure their engagement over time. SG had understood that the response time had been short with producing a prioritised list and further updates were required to be given to stakeholders that the SEP is a 10 year vision, and that there may be some slippage on some projects. However, he would not want to see new projects appearing on the prioritised list.</p> <p>PP confirmed that there have been some press releases but a more formal response is required and was an immediate action for the LEP Executive.</p> <p>Finally, PP confirmed that the consideration for 2016/17 LGF projects would be around setting the scene rather than a formal call for projects.</p>	<p>Communication with stakeholders on the Local Growth Deal.</p>
<p>5.</p>	<p><u>LEP Governance Review Finalisation - June 2014</u></p> <p>PP said that it was vital that the governance arrangements were confirmed and agreed following on from the last Board Meeting so that SEP delivery on projects could proceed unhindered. SG confirmed that governance would be reviewed at the Local Authorities Leaders' Meeting on the 7th July with feedback being brought to the next Board Meeting on Thursday, 24th July. DC confirmed that Government would like to see implementation dates in place and this was agreed.</p> <p>The Board then agreed the following recommendations: as part of the Governance Review Report:</p> <ul style="list-style-type: none"> - Increase from 9 to 11 members, which will involve an extra business member and 1 Board member from Higher Education. - Have the power to co-opt up to 2 extra business members should outstanding candidates emerge in future. 	

	<ul style="list-style-type: none"> - Formalise the process and positions of alternates to the Board. - Agree the process of appointing the FE and HE representatives to the Board. - Agree the changes to the Business Board and its role. <p>The following recommendations were amended and agreed</p> <ul style="list-style-type: none"> - The Board recognised the importance of the role of the Chair of the LEP during the period after the SEP results and the need for stability. However it was agreed that the recruitment process should be started in September and be handled by external recruitment consultants. As a period of transition the current Chair’s term would be extended up to May 2015. - Confirm the role and remit of the sub groups – a definitive list and terms of reference would be produced for each sub group and sector sub group. <p>Other recommendations were concluded as follows:</p> <p>It was agreed that the remodeling of the Finance, Audit, Risk and Appointments Committee as outlined and consider the Board position of the FAR Chair on the LEP Board, PP confirmed that the remodeling of the FAR&A Committee would be deferred to the July Board Meeting, following consultations with the Committee at their meeting on 23rd June.</p> <p>Although the provisional Appointments and Remuneration Committee would be chaired by Peter Pawsey and Carl Arntzen and Cllr David Hughes had already agreed to sit on this committee as well as Paul Richards, former HR Director of OGL Computers Ltd would lead the recruitment process for the Business representatives of the Board.</p> <p>The Board to endorse the recommendation to task its Executive work with officers from WCC to finalise a Memorandum of Understanding regarding the Accountable Body arrangements after higher level governance arrangements are agreed in July.</p> <p>The Board was asked to note the required incorporation into WLEP’s structure and governance of a Local Management Committee (LMC) and to commence the process of appointing members to the LMC working with CLG that will provide the secretarial function.</p> <p>SG asked a question about European monies and PMC arrangements in respect of where liability sits i.e. with Government, the accountable body at what reassurances could be offered at a local level? PP/GW confirmed that a firmer view would be given at the 24th July Board Meeting.</p> <p>The Board felt that the executive team should consult with partners on how best to address the need in the new governance arrangements for cross cutting delivery plans on the two main</p>	
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	<p>themes of environment and inclusion, mainly to comply with EU requirements but also in the context of the SEP.</p> <p>There was a lively debate amongst Board Members about the future legal status of the LEP and alternate models such as ‘company limited by guarantee’ and the decision was upheld that this would be kept under review but the current legal status would not change at present to be ratified at the July Board Meeting.</p> <p>Finally, the Board was asked to agree the timetable and process for finalization/sign off of the final arrangements at the 24th July Board meeting. These recommendations were approved by the Board.</p>	
<p>6.</p>	<p><u>EU Strategy Update - Related to GBSLEP protocol/EAFRD Update</u></p> <p>GW updated the Board on the current position in respect of the development and implementation of the European Strategic Investment Funds programme since the 31st January submission. A number of changes had happened since this date with further clarification being sought on a number of aspects including consultation, governance, cross border working and opt ins. Discussions are on-going with delivery partners into July.</p> <p><u>WLEP and GBSLEP Protocol</u></p> <p>The Board approved the formal arrangements for the agreed WLEP and GBSLEP Protocol Agreement which will establish the joint strategic responsibilities, principles and working practices for both LEPs in North Worcestershire. Secondly, to agree the co-signature of the Protocol Agreement by the WLEP Chair on behalf of the WLEP Board and with the GBSLEP Chair and GBSLEP Board. This was agreed by the Board. PP said that, subject to the final Council agreement, Cllr John Campion should be representing the Northern Districts on GBSLEP.</p> <p><u>WLEP, GBSLEP and SSLEP Tripartite EAFRD Agreement</u></p> <p>The Board was asked to approve the arrangements agreed for the WLEP, GBSLEP and SSLEP tripartite management and implementation of the GBSLEP EAFRD allocation alongside WLEP and SSLEP EAFRD allocations to maximise and co-ordinate alignment, impact and outcomes for mutually benefiting the overlapping LEP areas of North Worcestershire and Southern Staffordshire. This was approved by the Board.</p>	
<p>7.</p>	<p><u>Subgroup Reports and Outputs</u></p> <p>A report had been submitted from each sub-group as follows:</p>	

	<p>a) PR & Comms Report - Peter Pawsey</p> <ul style="list-style-type: none"> - Tour of Britian - PP confirmed that there would be a Regional Launch for the Tour of Britain (4th leg) this Thursday, 19th June. PP reminded Board members to reply to their recent invitation to this event. PP said that that agreed support had been given by Worcester City, Malvern District and Wychavon District Councils as well as Sanctuary Housing and Worcester College of Technology. The Tour will go from The Hive in Worcester on Wednesday 10 September (at approximately 10am) and travel onto Upton, Malvern, Evesham, Pershore & Broadway before going over the border through Gloucestershire to its final destination in Clifton, Bristol. - Annual Conference 2014 - PP confirmed the date as Friday 10 October 2014 at Chateau Impney, Droitwich. Timings tbc, but provisionally will be 8.00am until 1.00pm. Mary Rhodes (from BBC's Midlands Today and Inside Out) will be chairing the proceedings and PP said that he had invited local MP Sajid Javid (newly appointed Secretary of State for Culture, Media and Sport) to speak at the event. - Signage Boundary Plates - The Board approved expenditure of £5,000 for the Highways Agency to carry out survey works in connection with county boundary signage. <p>b) Business Growth - Roy Irish</p> <ul style="list-style-type: none"> - The Board approved the £8000 contribution to continue with the other West Midlands LEPs to undertake the due diligence on the Fund of Funds. <p>c) Worcestershire Growth Hub - Dean Attwell</p> <ul style="list-style-type: none"> - The Board was recommended to agree on the proposed governance arrangements for managing the Worcestershire Business Central Growth Hub. This would mean that the Business Board would act as the Board with responsibility for strategic overview and performance. The Worcestershire Economic Development Group would act as the operational group handling new ideas and initiatives as well as proposed development of the service. The Board agreed this recommendation. <p>d) Apprenticeship Awards Event - Gary Woodman</p> <ul style="list-style-type: none"> - The Board was asked for its approval of the Worcestershire Apprenticeship Awards 2014 in order to acknowledge the achievements of apprentices in Worcestershire on a wider scale. The Board agreed to this recommendation. 	<p>GW to progress the assessment of Boundary plates</p> <p>Progress the due diligence of the Fund of Funds – GW</p> <p>Business Board to act as the WBC Advisory Board</p> <p>Terms of</p>
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	<p>e) Agri-tech Board Terms of Reference - Gary Woodman</p> <ul style="list-style-type: none"> - The Board was recommended to approve the Terms of Reference for the Agri-tech Sector Group and the Board gave its approval. Other terms of reference should now be developed for other sub groups. <p>f) Cyber Security - Steve Borwell-Fox</p> <ul style="list-style-type: none"> - SBF outlined the mission, current priorities, key achievements and challenges of the newly established National Cyber Skills Centre at Malvern which were duly noted by the Board. 	<p>Reference to be developed for all sub groups</p>
<p>8.</p>	<p><u>Board and Business Board Application Procedure</u></p> <p>PP confirmed that a number of Business members have served on the Business Board and/or Board for three years and members had been written to ask them to confirm whether they wished to be considered for renewal or whether they wished to resign.</p> <p>As a result, there were vacancies on the Board and Business Board for new business members. PP confirmed that 40 applications had been received to date which would be shortlisted to have an informal discussion with the Appointments and Remuneration Committee. Recommendations will then be made to the Board for approval.</p>	<p>ACTION Appts and Remuneration Committee</p>
<p>9.</p>	<p><u>End of Year Accounts - Gary Woodman</u></p> <p>The LEP Board was recommended to approve the 2013/4 End of Year Accounts. GW confirmed that these accounts will be discussed at the FAR&A Committee next week which show a surplus with some allocations reflected in the overview of figures.</p> <p>GW confirmed that the Growth Fund would be discussed at the July Board.</p> <p>PP welcomed any suggestions on improving the presentation of the Accounts.</p>	<p>GW</p> <p>ALL Board members</p>
<p>10.</p>	<p><u>Worcestershire County Council - Future Operating Model</u></p> <p>The Board were asked to note the proposed restructure arrangements planned at Worcestershire County Council. The Board duly noted a number of significant changes as outlined and PP said that this may result in a period of 'downtime' whilst these are implemented SG ensured the Board that all would be done to ensure the 'normal' level of support would be available during this</p>	

	period.	
11.	<p><u>Chair's Report (inc WM LEP Chairs and LEP Network)</u></p> <p>PP gave a verbal Chair's report update:</p> <ul style="list-style-type: none"> - National LEP Network - PP confirmed that he sits on this network representing the West Midlands for this year and is the key spokesperson on transport issues. PP asked that if the Board has any matters that they wished raised at future forums, to please let him know. - PP confirmed that there had been a recent Quarterly West Midlands Chairs Meeting which had addressed a number of issues and a Chief Executives meeting with the Chair of Coventry & Warwickshire and a new Chair in Staffordshire, David Frost (a former Chair of the LEP network and Chamber of Commerce). 	
12.	<p><u>Executive Director's Report - Gary Woodman</u></p> <p>GW asked for the Board recommendation:</p> <ol style="list-style-type: none"> 1. Approve the extension of Research and Administration Assistant within the LEP 2. Approve the change in the office and additional cost of £4,000 per annum. <p>The Board agreed these recommendation</p>	GW.
13.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • SBF asked if there had been any Board applications in Retail and Environmental Technology but PP could not confirm that at this stage. • PP stated that there has been a reduction in unemployment of 16-64 year olds of less than half from that in August 2009 in Worcestershire and below both the national and West Midland figures. DA commented that although there was overall growth of 17%, the figures were down 2.9% north of the County. • The Inward Investment film was shown to the LEP Board an FC commented that he felt the voiceover lacked gravitas, others felt the film was a useful tool and could be distributed widely. PP said that the Investment Brochure would be available shortly and would be launched publically. 	

14.	<p><u>Dates of Meetings in 2014</u></p> <p><u>LEP BOARD:</u></p> <p>24th July – Coomers 25th September (LEP Board Away Day) - Worcestershire County Cricket Club 20th November – Mazak</p>	
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