

2.0 MINUTES OF WLEP BOARD MEETING ON 25TH SEPTEMBER 2014

**Thursday, 25th September 2014 10.30am – 12.30pm
The View, Level Three
Worcestershire County Cricket Ground**

PRESENT:

Peter Pawsey (Chair)	(PP)	Chairman, Robert West and Director, Midland Heart
Chris Walklett	(CW)	Partner, Bishop Fleming
Nick Baldwin	(NB)	Chairman, Office for Nuclear Regulation
Dr Simon Murphy	(SM)	CEO, Worcester Community Trust
Cllr Paul Middlebrough	(PM)	representing Cllr Simon Geraghty, Worcestershire County 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
Professor David Green	(DG)	Vice-Chancellor, University of Worcester
Cllr. David Hughes	(DH)	Leader, Malvern Hills District Council (rep Southern DCs)

IN ATTENDANCE:

Gary Woodman	(GW)	Worcestershire LEP
Wendy Stock	(WS)	Note taker, Worcestershire LEP
Ian Miller	(IM)	Chief Executive, Wyre Forest District Council

APOLOGIES:

Cllr Simon Geraghty	(SG)	Deputy Leader, Worcestershire County Council
Carl Arntzen	(CA)	MD, Worcester Bosch Thermotechnology

1.	<p><u>Welcome and Apologies</u></p> <p>Peter Pawsey (Chair) welcomed the Board and he noted that there were apologies from Carl Arntzen and Cllr Simon Geraghty and thanked Cllr Paul Middlebrough for attending as Simon's alternate.</p> <p>SM stated that he had a Declaration of Interest as Chair, of the Social Economic Inclusion Group with regards to Agenda Item 5 concerning a submission a bid for European Funding.</p> <p>DG stated that this was also the case in regards to the University. This was noted by the Chair.</p>	
2.	<p><u>Minutes from the Board Meeting 24th July 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 July Board meeting were reviewed:</p> <ul style="list-style-type: none"> • Growth Plan Implementation Plan is a later agenda item. • Updated version of the governance rules of the WLEP - GW said 	GW to

	<p>that there had been an error on co-opted, non-voting members in relation to co-opting additional Board members and this had been corrected. The updated version would be distributed by GW to the Board.</p> <ul style="list-style-type: none"> • Formally confirm alternates at the September LEP Board meeting - to be covered later in the Agenda. • Progress the process of LEP Chair recruitment - a short closed session would be held to discuss this at the end of the afternoon session of the Away Day. • Appointment of Board Members to roles - to be covered later in the Agenda. • Memorandum of Understanding between the LEP and Accountable Body - a further draft had been produce and discussed with the BIS - GW to bring final MoU to next Board Meeting. • The Quad to consider the LEADER strategy. PM asked if the LEADER strategy that had been prepared and submitted was for the whole of Worcestershire and PP confirmed that it was. • Innovation Incubator feasibility study to be progressed - GW /CW confirmed that a meeting had not yet taken place but an initial strategy for an incubator was in place. • Geothermal Project - PP said the Worcestershire LEP was one of only two LEPs who had submitted this in their SEP proposals. The Vale of Evesham had been identified and although there were positive noises, no final outcome had been received as yet. • Recruitment of Board and Business Board members – the Board agreed process. • Provide a funding guide to the pots of funding available to the LEP. GW stated that this was very difficult to achieve and give a complete picture was not possible. PP said that as much as possible would be noted down. PP confirmed that there was money available from BIS for 2014/15 but needs to be projects already shown on given list and 'shovel ready' but difficult to accelerate. • Provide a guide to the Local Authority Local Area Plans - a short summary was needed from each LA and DH confirmed that this could be arranged. 	<p>distribute correct governance rules</p> <p>Final draft of the MoU to be agreed at the next meeting.</p> <p>Incubator feasibility to be progressed</p> <p>GW to provide a funding guide</p> <p>DH to provide a Local Plans update for the Board</p>
<p>4.</p>	<p><u>Growth Deal Update</u></p> <p>GW gave an update of the Growth Deal following the announcement on 7th July this year. He explained that this is now being unpacked into 5 separate but related documents, these being:</p> <ul style="list-style-type: none"> • A Funding Agreement between the Government and the Accountable Body acting for and on behalf of the LEP. • An Assurance Framework that establishes the LEP will ensure value for money across the range of interventions. • A Monitoring and Evaluation Plan that sets out how the Growth deal will be measured reported and evaluated. • A Strategic Communications Plan that sets out how the LEP and Government will work together on communications activity. • An Implementation Plan identifying actions, milestones, outcomes, etc., for the 2015/16 Growth Deal. <p>GW confirmed that each project would have its own objectives and</p>	

measures as each will be different. This would be reflected in the governance arrangements of each project. Also where governance structures existed, these would be tasked or referenced to work with the WLEP to monitor and report the progress of the schemes. The implementation plan would be approved by the Quad in order to meet with the government submission deadline.

To inform the Plan, the Executive Team continues to meet with individual Project Managers to challenge the delivery of each scheme in terms of risk and expenditure profile to ensure, at a minimum, a programme outcome of £12.9m comprising the £9m Local Growth Fund and £3.9m pre-committed Local Transport Body funding is achieved in 2015/16.

GW had asked for business champions from independent businesses and a recent briefing session had been completed to ensure that a business voice is at the front of these projects as Government wants to see this.

SM said that there should be a communications plan for businesses to ensure other parties and stakeholders are involved. PP agreed explaining that the LEP is accountable to delivery of the Growth Plan projects that give best value for money. The accountable body is accountable for the delivery of the plan. PP said that other LEPs had changed their statues to 'company limited by guarantee' but then used a similar arrangement to WLEP.

SL said that impacts of these projects are difficult to assess as outcomes are within 5 years on completion of these projects.

It was agreed that this is difficult; however, ensuring good monitoring of projects was essential. DG said that the projects outlined in Table 1 were generally practical ones which are easier to assess and a brief written updated report on each project should be presented at future events.

NB also requested a better form of programme reporting as well as a risk register so that there were no nasty surprises and this was agreed. GW confirmed that the Growth Plan Project Manager would come to each Board Meeting in order to give an update on the progress of projects.

DH said it would be helpful to have an idea what the total estimated spend will be as there are some other funding streams i.e. total cost and how much each party contributes. It was agreed that this would be included in the implementation plan.

PM stated that programme monitoring and updates have to be a priority and the structure needs to be right for the next Board Meeting. PP said that this was recognised as a top priority. SL agreed with this as well as seeing any blockages. This was also reiterated by other Board Members and CW said it was very important for the wider business community to understand what is happening and should be regularly communicated with along the journey.

PP said that this would be communicated at the forthcoming annual conference and that the LEP Executive Team will be delighted to have more involvement of both Board members and Business Board members.

**The
Implementation
plan and
monitoring
process for the
Board would
be presented at
the next
meeting.**

<p>5.</p>	<p><u>EU Investment Strategy</u></p> <p><u>- Local Management Committee</u></p> <p>The WLEP Board was recommended to endorse the next phase of actions required to establish the Local ESIF Sub Committee in accordance with Government Guidance which was issued in August. Government has issued a consultation on the ESIF and ERDF Operational Programmes which sets out the processes and requirements for all EU programmes and the WLEP has also supported Government in its negotiations with the European Commission (EC) on the final UK Partnership Agreement and detailed guidance is expected during Autumn 2014.</p> <p>The WLEP has also continued to work collaboratively with a range of established and new interests across the public sector, business community and third sector to start converting the ESIF high level proposals into delivery options for programmes and project calls in Spring 2015.</p> <p>GW talked through the composition of the WLEP Local ESIF Committee and SM queried the Trade Union representative being the NFU who do not recognise themselves as a traditional trade union organisation. SM to discuss further with GW off line. It was agreed that the Executive continue to bring together the appointment of the ESIF committee by the end of October.</p> <p>GW gave an overview of the programmes managed by WCC which all run to 2015. This is noted.</p> <p><u>Opt Ins Update</u></p> <p>The Board was recommended to note the current position with EU Opt Ins and endorse the next phase of actions required to complete negotiations with each Opt In. GW explained that the ESIF Implementation Plan incorporates the development and delivery of Programmes and Projects Calls alongside agreeing arrangements and delivery of provision with Opt in organisations listed in the paper.</p> <p>GW drew the Board's attention the advantages and disadvantages in committing EU funds through Opt ins.</p> <p>CW asked if these opt-ins were compatible with the four strategic objectives of raising the profile of Worcestershire. GW replied by confirming that each opt-in or EU programme should link back to delivering the EU strategy.</p> <p>It was agreed that negotiations with all BIS agencies / DCLG and DWP would continue.</p>	<p>The Executive to appoint the committee. SM to liaise with GW.</p> <p>Further negotiations to continue with Opt In providers</p>
<p>6.</p>	<p><u>Subgroup Reports and Outputs</u></p> <p><u>Appointment of Board members to Committees and Roles</u></p> <p>PP said that there were key positions and roles and committees to fill by Board members and lead on certain issues:</p>	

- Vice Chair (public) - currently Cllr Simon Geraghty (to be confirmed).
- Vice Chair (private) - Currently vacant
- QUAD Executive Board - 2 Vice Chairs to be confirmed.
- Finance, Audit and Risk Committee - currently, Francis Christie (not on Board) and will step down; Tony King - Sanctuary Housing and Stuart Laverick, Heart of Worcestershire College, John Campion has stepped down and Cllr Margaret Sherrey confirmed that she would fill his place. Chris Walklett agreed to Chair the FAR Committee.
- Appointments & Remuneration Committee – Peter Pawsey (Chair), Carl Arntzen, Cllr David Hughes, Paul Richards as the HR Expert, who is not on the Board.
- National Profiling - Chris Walklett and Professor David Green
- Employment and Skills - Carl Arntzen and Dr Simon Murphy
- Planning, Development and Infrastructure - Cllr David Hughes
- Access to Finance - Roy Irish (Chair) and Nick Baldwin
- Local EUIS Committee - Dr Simon Murphy
- WLEP Board Members for liaison with the Greater Birmingham LEP - Cllr Simon Geraghty (public) and a Board Member (private) - to be resolved. PP agreed to act as an Interim in the meantime.
- Business Board Chair - to be elected.
- Alternates - Local Authorities are dealt with. The Board agreed that alternates for Board Members (private) will be pooled amongst Business Board Members.

Inward Investment

The Board was asked to note progress and the next steps related to Inward Investment Strategy. The WLEP have invested in to the brand of World Class Worcestershire, including the twitter hash tag and marketing materials (investment brochure and film) which were launched on 30th July at the SEP event. Support has been gathered from the Worcestershire ERDF inward investment project and Worcestershire County Council - Open for Business programme. The WLEP is also carrying out work with private sector partners to identify intermediaries, companies and partners to present the Worcestershire offer and investment opportunities.

PP listed a series of forthcoming events. SM asked about the MIPM Property Trade Show, 15-17 October and how information would be gathered. PP confirmed that there would be a stand which will look to raise the profile of Worcestershire amongst the audience attending.

PP/GW confirmed that a copy of any press releases will be sent to the Board each time.

PP said that he would joining a delegation to China on the last day of October and flying onwards to Jakarta and will be having meetings with ministers, International Chambers of Commerce who wanted to know more about the LEP process. He also confirmed that the Investment Brochure was being translated into Chinese.

CW said that he would distribute to Board members a copy of a feasibility study showing country by country per capita which showed the US as the highest.

ACTION CW

	<p>DG mentioned that there would be excellent links with the European Basketball Wheelchair Championships next year and suggested the WLEP as a potential sponsor.</p>	
7.	<p><u>Conference and Annual Report</u></p> <p>PP ran through the schedule for the WLEP Annual Conference taking place on 10th October with the Rt Hon Sajid Javid, MP for Bromsgrove and Secretary for State of Culture, Media and Sport being the keynote speaker. PP confirmed that there would be exhibition space and sponsors are continuing to be raised. There are currently 250 people booked to attend with a capacity of up to 400 with the WLEP keen to attract as many as possible.</p> <p>PP also commented on the good national TV coverage for two recent events - Tour of Britain and the 10K Worcester Run.</p> <p>PP confirmed that the new Annual Report would be issued at the upcoming WLEP Annual Conference.</p>	
8.	<p><u>Budget</u></p> <p>GW gave a brief overview of the LEP Budget and asked for recommendations from the Board in terms of presentation of the budgetary figures in the Board Papers. CW confirmed that he would review this in his new role of FAR&A Chair.</p>	
9.	<p><u>Promoting Growth Outside the Core Cities</u></p> <p>The Board was asked to support the emerging work programme around the 'non city' agenda being promoted by 'non city' LEPs and approve a contribution of up to £5,000 towards the costs of supporting evidence based, alternative economic models and policy propositions.</p> <p>The Board agreed to this recommendation with the proviso that they were not happy with the term 'non-core' city and this must have a positive and forward-looking image, particularly with regards to the recent and on-going devolution debate for Local Authorities in England. PP/GW agreed to this and stressed that the term 'non-core' was not a term they had chosen.</p>	
10.	<p><u>Professional Indemnity Insurance for Directors</u></p> <p>PP confirmed that he had done some investigation into this matter and would like to progress this as a priority.</p>	Action: PP/GW
11.	<p><u>Executive Director's Report - Gary Woodman</u></p> <p>Staffing - already discussed during the closed session at the start of the meeting and no further queries were raised. Agreed</p>	

13.	<u>Any Other Business</u> None.	
14.	<u>Dates of Meetings in 2014/15</u> <u>LEP BOARD:</u> 20 th November 2014 – Mazak <u>2015</u> 22 nd Jan - Coomers 2 nd April - Coomers 21 st May - Coomers 23 rd July - Worcester Bosch 24 th Sept - Worcester Bosch 19 th Nov - Worcester Bosch	