

## 2.0 MINUTES OF WLEP BOARD MEETING ON 22<sup>ND</sup> JANUARY 2015

**Thursday, 22<sup>nd</sup> January 2015 3.00pm – 5.00pm  
Coomber Electronics, Worcester**

### **PRESENT:**

Peter Pawsey (Chair)	(PP)	Chairman, Robert West and Director Midland Heart
Carl Arntzen	(CA)	MD, Worcester Bosch Thermotechnology
Chris Walklett	(CW)	Partner, Bishop Fleming
Cllr Margaret Sherrey	(MS)	Leader, Bromsgrove District Council (rep Northern DCs)
Cllr David Hughes	(DH)	Leader, Malvern Hills District Council (rep Southern DCs)
Nick Baldwin	(NB)	Chairman, Office for Nuclear Regulation
Prof David Green	(DG)	Vice-Chancellor, University of Worcester
Cllr Simon Geraghty	(SG)	Deputy Leader, Worcestershire County Council
Dr Simon Murphy	(SM)	CEO, Worcester Community Trust
Stuart Laverick	(SL)	Principal & Chief Executive, Worcester College of Technology

### **IN ATTENDANCE:**

Gary Woodman	(GW)	Worcestershire LEP
Ian Edwards	(IE)	Worcestershire LEP
Diane Dwyers	(DD)	Worcestershire LEP (Note Taker)
Roy Irish	(RI)	Director, FP Support (Substitute for Francis Christie)
Graham Pendlebury	(GP)	Director, Department of Transport
Kevin Dicks	(KD)	Chief Executive, Bromsgrove District & Redditch BC
David Crook	(DC)	Assistant Director, BIS West Midlands

### **APOLOGIES:**

Francis Christie	(FC)	MD, Francis Christie Ltd
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1	<b><u>Welcome and Apologies</u></b>	<b>ACTION</b>
	<p>Peter Pawsey (Chair) welcomed the Board and he noted that there were apologies from Francis Christie, he thanked Roy Irish for attending as alternate and welcomed Graham Pendlebury as our new WLEP Whitehall Senior Sponsor.</p> <p>PP welcomed Kevin Dicks, Chief Executive as observer.</p>	
2	<b><u>Minutes from the Board Meeting 20<sup>th</sup> November 2015</u></b>	
	<p>The Minutes were signed off as a true record by the Board.</p>	
3	<b><u>Matters Arising</u></b>	
	<p>The action points from the November Board Meeting were reviewed:</p> <p>3.1 Funding guide will be issued electronically before the next Board Meeting.</p> <p>3.4 PP confirmed the letter was issued to Lord Adonis and no response had been received to date.</p>	

	<p>3.5 GW confirmed Professional Indemnity Insurance was in place for the Board and the Sub-Groups of WLEP.</p> <p><b><u>Correspondence:</u></b></p> <p>GW outlined the following correspondence:</p> <p>LEP Assurance Framework – this is incorporated in Item 5.</p> <p>Food and Farming Local Development Order Pathfinders. It is confirmed that Wychavon District Council will lead an application with support of the WLEP.</p> <p>Highways Agency letter was noted and consultation on Combined Authorities is related to Item 14.</p>	
<p><b>4</b></p>	<p><b><u>WLEP Business Plan</u></b></p> <p>GW presented the top level frameworks following the structure approved at the last Board Meeting.</p> <p>A discussion took place with Board Members providing comments and feedback which will be incorporated over the next 2 months.</p> <p>Specific points of note were defining the benchmark measures and projecting to 2018.</p> <p>The input from the Sub-Groups is still required and will be undertaken over the next 2 months.</p> <p>In relation to Profiling, Tourism is to be included as a key priority sector and further work to ensure connectivity between the measure and the priority action.</p> <p>The WLEP Board agreed recommendation with the next stage of the Business Plan to be brought to the next Board Meeting in April.</p>	<p><b>Gary Woodman</b></p>
<p><b>5</b></p>	<p><b><u>Growth Deal Update</u></b></p> <p><b>Growth Deal 1:</b></p> <p>IE gave a presentation on Growth Deal 1 in relation to the projects, their risks and their current timeline for delivery (see table below):</p>	<p><b>Ian Edwards</b></p>

## Growth Deal 1

	Approval of Business Case	Acquisition of statutory powers	Start of construction	Completion of construction
Southern Link Road Phase 3	Jan-15	May-16	May-15	April-18
Hoobrook Link Road Phase 2	Mar-15	Complete	Jun-15	Jun-16
Worcester Technology Park	Mar-15	Complete	Jun-15	Jun-16
Malvern Hills Science Park Phase 4	Complete	Complete	Jan-15	Aug-15
Flood Alleviation (New Road)	Oct-15	Apr-15	Oct-15	Feb-16
Centre of Vocational Excellence	May-15	Jun-15	Sep-15	Jan-16
Broadband	Apr-15	Jun-16	Jun-16	Dec-17
Worcestershire Parkway	Dec-15	Apr-16	Oct-16	April 17
Kidderminster Railway Station	Dec-15	Mar-16	Jun-16	Jul-17

Board Members asked questions relating to flexibility of delivery, other partners funding and process for monitoring delivery. IE confirmed that the Programme Delivery Group would be discussing all these factors at the meeting in March 2015.

### **Growth Deal 2:**

IE outlined the approach, moving away from a shopping list of projects to a more a programmed based approach. This would allow the WLEP to build a pipeline of projects with flexibility and local prioritisation. SG highlighted to the Board the current profile of spend would mean that large infrastructure projects totalling individually £70-£80 million were not likely to be funded through this Growth Deal process. GW reported this had been raised with Worcestershire MP's and key Civil Servants.

It was agreed that the WLEP Chair should seek clarification from the Chair of GBS LEP on their proposals for investing in North Worcestershire.

WLEP Board also noted the requirements for the Assurance Framework and the progress made. This would need to be formally adopted by the Board and signed off the Section 151 Officer for our Accountable Body by the end of March 2015.

**Peter Pawsey**

**Ian Edwards**

### **6 EU Structural Investment Fund Strategy Update**

WLEP are still waiting for the Operational Programme at EU/UK level to be signed off. This is expected end of February 2015. WLEP Executive Team are preparing early calls for projects and programmes that align to the delivery of the Strategic Economic Plan (SEP) and the EU Investment Strategy (ESIF).

The Board noted the first meeting of the ESIF Committee being held on the 27<sup>th</sup> January 2015 and the approach taken by WLEP to bring all

	<p>members up to speed.</p> <p>WLEP continues to work with AMION who provide specialist expertise, capacity, experience and knowledge to prepare programme bids and finalise Worcestershire's EU Strategy by the end of February 2015.</p> <p>The Executive continued to work with Big Lottery Fund (BLF), Department Work and Pension (DWP) and Skills Funding Agency (SFA) on opt-ins. The Executive will gain electronic approval of early first round project calls before proceeding to the ESIF Committee.</p>	<p><b>Gary Woodman</b></p> <p><b>Gary Woodman</b></p>
7	<p><b><u>World Class Worcestershire</u></b></p> <p>The Board noted the activity outlined in the report and were pleased with the progress made, a number of actions were discussed:</p> <ul style="list-style-type: none"> <li>• SM recommended involving the Worcestershire Council for Voluntary Youth Services in the involvement of young people.</li> <li>• Development of the elevator pitch for WLEP Members.</li> <li>• Graham Pendlebury to contact Halfords to engage with WLEP.</li> <li>• CW/DG to meet off line to discuss the Wheelchair Basketball Championships in relation to the 50 days of sport.</li> </ul> <p>The Board noted the World Class Worcestershire Inward Investment Event in Birmingham on 28<sup>th</sup> January 2015 at the Hotel Du Vin.</p>	<p><b>Gary Woodman</b></p>
8	<p><b><u>Business Board Report</u></b></p> <p>RI gave a report on the last two Business Board Meetings which focussed on working sessions on the Growth Hub and World Class Worcestershire. Following the Sector Reports, Cyber Group have been asked to come back with a proposal for a National Conference.</p> <p>With Francis currently out of action, the position of Chair is being rotated amongst its members. Considering Francis' current circumstance the Board felt that a new Business Board Chair should be appointed.</p>	<p><b>Gary Woodman</b></p>
9	<p><b><u>Sub-Group Reports</u></b></p> <p><b>Business Growth:</b></p> <p>The progress of the Business Growth Group was noted with the particular focus on the good progress on the Fund of Funds and success of the Business Expansion Fund. It was recognised that the Growth Hub will become the prime objective in the next 3-6 months.</p> <p><b>Employment &amp; Skills:</b></p> <p>CA reported on the Employment &amp; Skills Sub-Group moving to a smaller lead group, current priorities remain the same.</p> <ul style="list-style-type: none"> <li>• Consolidate the delivery of projects that are already underway.</li> <li>• Continue the progress made on apprenticeships.</li> <li>• The feasibility on the University Technical College has started.</li> </ul>	

	<ul style="list-style-type: none"> <li>Supporting Local Careers Advice.</li> <li>Continue to develop skill plans for the key sectors of Agri-Tech and Cyber.</li> </ul> <p><b>Profiling:</b></p> <p>The Board noted the programme of events and the actions reflected under Item 7.</p> <p>GW drew the Boards attention to the change in boundary signs. NB commented that a sign saying your “Tax Dollars are working for you” in the USA and it was important to profile the projects that WLEP was undertaking. Graham Pendlebury agreed this approach in raising the profile of the WLEP and Partners. The Board agreed this approach would be taken on Growth Deal 1 projects.</p> <p><b>Planning, Development &amp; Infrastructure</b></p> <p>The workload and delivery was noted with the WLEP Executive to work with David Hughes as Lead Board Member.</p>	<p><b>Ian Edwards</b></p> <p><b>Gary Woodman</b></p>
10	<p><b><u>UK Agri-Food/Agri-Tech Sector Regulation Exemplar Project</u></b></p> <p>IE outlined the paper. SM praised the approach and working of the Executive volunteering to be the Lead Board Member for this topic.</p> <p>The Board approved the recommendation for further development of the Regulatory Exemplar linked to the work on Agri-Tech/Agri-Food.</p>	
11	<p><b><u>Finance, Audit &amp; Risk Committee</u></b></p> <p>CW outlined the Board Paper and a positive meeting with the Accountable Body (Worcestershire County Council) relating to the audit of WLEP accounts within WCC processes.</p> <p>Positive work had been undertaken on understanding the Budget figures and as Chair of the FAR Committee, CW reported that Board Members could take comfort from the processes in place.</p> <p>DG asked if the WLEP accounts were audited separately or identified within the WCC structures and therefore what is the legal standing of the Chair of the Committee. CW said that he was meeting Grant Thornton to address these questions.</p> <p>It was noted FAR Committee meeting would focus on the Risk Register.</p>	<p><b>Chris Walklett</b></p>
12	<p><b><u>Budget</u></b></p> <p>The Budget position and the presentation of the Dashboard were outlined by GW. It was agreed that the Board Members would review the figures and Dashboard with any comments back to GW by end of February 2015.</p> <p>It was agreed that a report on the Growing Places Fund would be presented at the next Board Meeting.</p>	<p><b>ALL</b></p> <p><b>Gary Woodman</b></p>

<p><b>13</b></p>	<p><b><u>Chair's Report</u></b></p> <p>The WLEP Board confirmed the contribution of £5K to the LEP Network.</p> <p>The Board noted the 26<sup>th</sup> March as the Annual Date for the LEP Network Conference.</p> <p>NB commented that the 'Think Piece' circulated to Board Members gave the best description of the LEP role and remit that he had read. It was agreed that Board Members could feed in comments to this Think Piece document returning these to the Executive by 5<sup>th</sup> February 2015.</p>	<p><b>ALL</b></p>
<p><b>14</b></p>	<p><b><u>Combined Authorities Consultation</u></b></p> <p>GW presented the paper on Combined Authorities which invited WLEP to respond to the consultation. SG outlined Local Government's position following the Leaders Board on the 20<sup>th</sup> January 2015. It was agreed that WLEP would respond with the three points under 14.3.1. these are:</p> <ol style="list-style-type: none"> <li>1. The LEP supports the principle of local authorities working in a collaborative way that supports the delivery of Strategic Economic Plans;</li> <li>2. The LEP consider that where CAs/EPBs are established, they should not undermine or duplicate the role of LEPs;</li> <li>3. The relationship between LEPs and CAs/EPBs need to be established with Government re-confirming the pre-eminent role of LEPs in establishing economic development priorities within their area.</li> </ol> <p>The Board did not agree to adopt the Policy position that the boundaries for a combined authority should be coterminous.</p>	<p><b>Gary Woodman</b></p>
<p><b>15.</b></p>	<p><b><u>Any Other Business</u></b></p> <p>None.</p>	
<p><b>16.</b></p>	<p><b><u>Dates of Meetings in 2015</u></b></p> <p><b>LEP BOARD:</b></p> <p>2<sup>nd</sup> April - Coomber Electronics  21<sup>st</sup> May - Coomber Electronics  23<sup>rd</sup> July - Worcester Bosch  24<sup>th</sup> Sept - Worcester Bosch  19<sup>th</sup> Nov - Worcester Bosch</p>	