

**Date:** Wednesday 20 March 2013

**Time:** 10.00 to 15.00

**Venue:** Foundation Building, Eden Project, Bodelva, Cornwall, PL24 2SG

		<b>Lead</b>	<b>Action required</b>
	<b><u>Main Board Business</u></b>		
1.	<b>1000</b>	<b>Welcome and Introductions</b>	Chris P
2.		<b>Apologies for absence</b>	
3.	<b>1015</b>	<b>Declarations of interest</b>	
4.	<b>1020</b>	<b>Regulating for Growth Project</b>  Mark Luxton, Assistant Head of Public Health and Protection attending	Simon T  • Presentation and Discussion
5.	<b>1050</b>	<b>Minutes from previous meeting</b>	
6.	<b>1100</b>	• <b>Action Sheet</b> <b>Governance and Financial Arrangements:</b>	Chris P
	6.2	LEP Articles	Gavin • Discussion and Agreement
	6.3	Enterprise Zone MOU	Gavin • Discussion and Agreement
	6.4	Financial Report	Robert • Discussion
7.	<b>1145</b>	<b>Other Board Business</b>	
	7.1	Performance and Risk Review:	Glenn/Mel • Note progress and discuss
		• LEP Business Plan:	
		i) March update	
	7.2	Letters of Support	Chris P • Support/not support
	7.3	Board Feedback	All

1245 (LUNCH TO BE SERVED)

**Strategic Areas for Discussion**

8.	1315	<b>EU Investment Strategy</b> <ul style="list-style-type: none"><li>• Process</li><li>• Communication</li></ul>	Glenn	• Discussion
9.	1400	Roger Radcliffe attending Local Nature Partnership and Health and Wellbeing Board reports	Mel	• Discussion
10.	1415	<b>Isles of Scilly Visit</b> <ul style="list-style-type: none"><li>• Isles of Scilly transport</li></ul>	Chris P	Discussion
11.	1430	<b>LEP Communications and Public Relations</b>	Chris P/Mel	
12.	1500	<b>Any other Business</b>		

# CORNWALL & ISLES OF SCILLY

LOCAL ENTERPRISE PARTNERSHIP

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## CORNWALL AND ISLES OF SCILLY LOCAL ENTERPRISE PARTNERSHIP

MINUTES of a Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held in the Porthmeor Studios, Back Road West, St Ives, Cornwall, TR26 1NG on Thursday 24 January 2013 commencing at 10.00 am.

Present: - Chris Pomfret (Chairman)  
Chris Loughlin (Vice-Chairman)

Anne Carlisle, Gaynor Coley, Jim Currie CC, Robert Davey, Gavin Poole, Richard Reed, Stephen Rushworth CC, Roland Tiplady, Simon Tregoning and Andrew Williams

Officers: - Emma Coad – Senior Democratic Services Officer  
Mel Richardson – LEP Manager  
Sandra Rothwell – Head of Economic Development  
Diana Mompoloki – Isles of Scilly Council

Apologies for absence: - Robin Teverson CC

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

LEP14 The Chairman welcomed everyone to the meeting, in particular he welcomed Andrew Williams and Roland Tiplady, both had been selected following the recent recruitment interviews.

The Board was advised that in accordance with the adopted Model Articles there was a requirement for the existing Directors to formally appoint Andrew Williams and Roland Tiplady to the Board.

Andrew Williams and Roland Tiplady left the room during consideration of the appointments.

It was resolved that Andrew Williams and Roland Tiplady be appointed as directors of the Company.

The Chairman advised that official notification had been received that Phillip Hygate was retiring as the Chief Executive of the Council for the Isles of Scilly, as a result of which it would be necessary to discuss transitional arrangements as well as ensure that a resignation note was filed with Companies House.

The Chairman confirmed that both he and Sandra Rothwell would soon be travelling to the Isles of Scilly to discuss the transitional arrangements together with issues relating to transport to the Mainland.

**Action 1:**

***The Company Secretary be instructed to make appropriate filings at Companies House in respect of Roland Tiplady and Andrew Williams and ensure Companies House was notified of Philip Hygate's resignation.***

**APOLOGIES FOR ABSENCE**

(Agenda No. 2)

LEP15 Apologies for absence had been received from Robin Teverson CC.

**DECLARATIONS OF INTEREST**

(Agenda No. 3)

LEP16 The following declarations of interest were expressed: -

- (i) Diana Mompoloki declared an interest in Agenda Item No. 11.2 by virtue of her being employed by the Council for the Isles of Scilly. She confirmed that there was no direct conflict of interest;
- (ii) Jim Currie declared an interest in Agenda Item No. 5 by virtue of being a member of Cornwall Council;
- (iii) Stephen Rushworth declared an interest in Agenda Item No. 5 by virtue of being a member of Cornwall Council;
- (iv) Chris Pomfret declared an interest in Agenda Item 7:1, Local Development Order, by virtue of being a Trustee of Cornwall Air Ambulance;
- (v) Gaynor Coley declared an interest in Agenda Item 7:1, Eden Project, by virtue of her involvement in a Geothermal project;
- (vi) Mel Richardson declared an interest in Agenda Item No. 10 by virtue of her husband being a member of one of the Task and Finish Groups.

**MINUTES FROM PREVIOUS MEETING**

(Agenda No. 4)

LEP17 It was agreed that the minutes of the meeting held on 28 November 2012 were a true and accurate record.

Pursuant to Minute No. LEP12 Sandra Rothwell provided the Board with an update and advised that significant progress had been made in respect of the proposal for a Fibre Park with an outline application being submitted for convergence funding.

**SUMMARY OF ACTIONS - LEP BOARD 28 NOVEMBER 2012**

(Agenda No. 4 )

LEP18 A summary of the actions confirmed at the meeting held on 28 November 2012 had been circulated, details of which were noted. The Board were informed of the following updates: -

Action 4: Sandra Rothwell advised that she was progressing the issues relating to the changes to the Radar System at Portreath and informed the Board that due to staff leaving the planning team there would be some changes to the team.

Action 9: Gavin Poole advised that Letters of support were being reviewed as part of the LEP's review of governance. Gaynor Coley requested that the Employment and Skills Board could be involved in the review.

Action 13: The Chairman suggested that it would be useful for Directors to provide details of Board engagements which would assist in the calculation of hours worked on the LEP. The Board discussed the type of work which could be recorded and an appropriate recording method. It was noted that the hours for private sector directors could be used as part of the Core Funding proposal.

**Action 2:**

***A template whereby Board Directors could record their time be prepared and circulated for completion by all private sector Board Directors.***

**CORE FUNDING PROPOSAL**

(Agenda No. 5)

LEP19 Sandra Rothwell tabled a report on Core Funding proposals and sought the views of the Board on the way forward. She outlined the key points of her report and highlighted the need to work through the details with a view to the final sign off and submission by 15 February 2013.

The Board discussed the proposed Core Funding application. The board gave due consideration to the principle of staff within the economic development team being recorded as supporting the LEP Board within the core funding application and their costs being part of the submission.

In the ensuing discussion, the main points were noted as follows: -

- (i) there was a need to ensure that LEP funding held by Cornwall Council was ring fenced specifically for the LEP;
- (ii) it was commented on the appropriateness of public sector procurement rules and the potential implications for the LEP if it was necessary to use them;
- (iii) clarity was required in respect of the compliance process, the LEP was a separate body to the Council with separate roles and accountability; whilst the LEP were content to work with the Council it was important to preserve its own procurement process. It was suggested that a response should be sought on the LEP position regarding procurement and as appropriate seek guidance from the LEP Network;
- (iv) there was a need to be mindful of the many procurement rules attached to European Funding;
- (v) reference was made to the level of match funding and criteria for the Core Funding proposal which could include the value of private sector time which was generated by private sector directors beyond Board meetings; the Board gave consideration to the average flat rate that

- could be applied to private sector time which could be adequately justified;
- (vi) reference was made to the use of technical assistance as match funding; however in view of the tight timescales for submission of the Core Funding proposal it was not considered that this could feasibly be achieved;
  - (vii) the Board commented on public sector match funding and whether it was a suitable method of generating Core Funding and if it could have a positive impact on capacity resources and whether formalising the process would provide benefits to the LEP;
  - (viii) it was commented that the purpose of Core Funding was to deliver the objectives of the LEP and therefore it was for the LEP to decide on how it would be spent;
  - (ix) the Council for the Isles of Scilly could be included within the cash match calculation.
  - (x) comments were expressed regarding the investment made in the LEP by Cornwall Council and how this compared with other local authorities in the Country;
  - (xi) it was agreed that there was a need for the LEP Board to understand what staff resource was available to them freely compared with what resources they paid for i.e. where the edges were
  - (xii) it was agreed to make a visible payment for staff resource that the LEP currently receives for free – to the tune of £100K

**Action 3:**

***A paper be submitted to the Government following consultation with BIS to justify the requirement of £250,000 Core Funding, with the involvement of match funding from the Council for the Isles of Scilly to be submitted by 15 February 2013. To be progressed by a sub-group- CCP, RD, SR and circulated for agreement prior to sending it to BIS***

**Action 4:**

***Referring to Points ii and iii above, clarification be sought regarding the official status of the LEP, whether it is a public body and whether it has to follow public procurement rules.***

***Notwithstanding the above, clarification of whether, because LEP funds are largely public funds, the LEP is strictly expected to follow public procurement rules.***

**Action 5:**

***Referring to Point x1 above, following submission of the bid, a discussion to take place to agree the level of Council resource available to the LEP Board and explore what could be accessed freely and what resources needed to be remunerated***

**GOVERNANCE AND FINANCIAL ARRANGEMENTS**

(Agenda No. 6)

LEP20

**LEP Constitution**

(Agenda No. 6.1)

LEP20.1 Gavin Poole informed the Board that following the last meeting he had met with Mel Richardson, Chris Pomfret and Robin Teverson regarding the review of the draft Constitution. It was proposed to formally adopt the Constitution in April. Details of the amended constitution would be available for the next meeting.

Board members were reminded that if they had not already done so they would need to sign a membership form to register as a member of the company.

Gavin Poole referred to the process for registering director's interests and suggested that a register of interests be maintained by the Company Secretary.

Gavin Poole advised that in the future, any directors identifying items on the agenda that could be potential conflicts of interest could contact either himself or the Chairman prior to the board meeting to establish whether this was a conflict. If the conflict needed to be declared by Chris Pomfret or Gavin, then either Chris Loughlin or Robert Davey could be contacted. A form could then be completed allowing this declaration to be recorded.

The Board was informed that interests arising during the meeting should be disclosed in the usual manner and recorded within the minutes.

**Action 6:**

***A Register of Interests be created and maintained by the Company Secretary; to assist with the compiling of the register a form be circulated to all Board Directors for completion and return.***

**Financial Report**

(Agenda No. 6.2)

LEP20.2 Robert Davey tabled a report at the meeting which provided an overview of the LEP budget to 31 December 2012. He advised that the aim was to provide a monthly summary sheet detailing commitments and budget variances with more detailed information provided on a separate sheet together with information on what each fund could be used for. The Board thanked Robert for his clear financial report and welcomed the new format.

**OTHER BOARD BUSINESS**

(Agenda No. 7)

LEP21

**Performance and Risk Review**

(Agenda No. 7.1)

**LEP21.1 LEP Business Plan**

Progress to 31 December 2012

Sandra Rothwell provided an update on the Business Plan progress to 31 December 2012. Arising from the overview of the last six months reference was made to the following: -

Economic Dashboard – it was commented that this would go live in the next few weeks via the LEP website, providing the ability to see at a glance the progress made in Cornwall on a number of economic measures such as GVA.

Memorandum of Understanding between CDC and UKTI – it was confirmed that an MOU had been signed early on in 2011. A copy of this document would be circulated to Directors.

Business Growth and Finance Sub-Group – it was commented that Roland Tiplady could bring expertise to this Sub-Group from his experience working with UK Trade and Investment. He confirmed that he welcomed the opportunity to work with UKTI particularly with regard to inward investment.

Superfast Cornwall – reference was made to the expressions of interest and the current level of take up. It was acknowledged that there was a need to take steps to increase take up; concern was expressed regarding the progress to date.

**Action 7:**

***The UKTI memorandum of understanding with Cornwall Development Company be circulated to the Board***

**Action 8:**

***Roland Tiplady to liaise with Simon Tregoning on working jointly on the Business Growth and Finance Sub-Group.***

January Update

Sandra Rothwell provided an update on the Business Plan progress for January 2013 and proceeded to comment on the following:-

Priority 1

Enterprise Zone (EZ) – The Chairman provided an update to the Board on the current position regarding current levels of interest and investment in the EZ. Gavin Poole confirmed that a formal Memorandum of Understanding between Cornwall Council and the LEP had been developed, and was currently with Cornwall Council for comment.

**Action 9:**

***Foot Anstey LLP solicitors (Gavin Poole) pursues the completion of the Memorandum of Understanding.***

Local Development Order – it was noted that Cornwall Air Ambulance had objected to the proposal for a hotel if it is situated next door to the heliport. There is no objection to it being at the other end of the site.

Rail Service Provision – it was noted that a response was awaited regarding the provision of infrastructure. The Chairman referred to the impact the recent flooding had had on rail infrastructure.

Priority 2

Employment and Skills Board – Gaynor Coley advised that a draft ESB Strategy had been prepared, she advised that despite a slow start the ESB was progressing well. It was confirmed that a draft of the strategy had been circulated to the Board. Comments should be sent to GC and subject to this it was agreed that the strategy should be endorsed

#### Priority 3

Creating knowledge out of Value – Sandra Rothwell advised the Board that she did not feel that not enough had been done within this priority and that further progress was required. She confirmed that she had spoken to Anne Carlisle with a view to identifying how best to proceed.

#### Priority 4

Geothermal Opportunity – The Chairman updated the Board on the current position with the geothermal opportunities and the outcome of a recent meeting he had attended with MPs for Cornwall and Gregory Barker Minister of State for Energy and Climate Change. He advised that they had discussed the potential way forward, funding arrangements and the potential investments. The Board discussed the projects and the differences between the proposed schemes and the benefits that they could both bring to the County.

Smart Grid Technology – it was suggested that a Sub-Group be established to draw together experts on Renewables. The Board discussed the benefits of using resources within Cornwall to develop renewable energy schemes and considered it important that the use of resources from within Cornwall were built into the procurement process. The Board commented on the need to obtain further information on land ownership particularly given the depth of the proposed drilling.

#### Priority 5

LEP Budget – this had been discussed previously.

Task and Finish Groups – Sandra Rothwell updated the Board on the current position regarding the Task and Finish Groups and advised that there had been a lack of progress to date with setting up some groups.

### **Letters of Support**

(Agenda No. 7.2)

LEP21.2 The Board considered a request for a LEP view on attending a meeting organised by the Local Action Groups as detailed within the Agenda.

***Action 10: it was agreed that Andrew Williams be asked to respond***

### **Board Feedback**

(Agenda No. 7.3)

#### LEP21.3 Housing

The Chairman sought the views of the Board on the possibility of enabling housing developers looking to provide affordable housing to apply for Growing Places Funding. It was agreed that since housing did not feature within the LEP strategy and that

there were other sources of finance available to developers as well as only a modest allocation of GPF for Cornwall, Growing Places Funding should not be used for this purpose.

**Action 11:**

***It was agreed that developers looking for funding for housing projects be signposted to alternative funding or finance rather than Growing Places Funding, particularly a CC fund specifically targeted at new housing.***

Executive Summary – CDC delivery of Regional Growth Fund, Growing Places Fund and Enterprise Zone

The Board considered the papers prepared by Cornwall Development Company detailing the progress being made on Regional Growth Fund, Growing Places and the Enterprise Zone.

In the ensuing discussion reference was made to the following: -

- (i) there was a need to ensure that the Programme Risks accurately reflected the current position, particular reference being made to the traffic light system;
- (ii) reference was made to the need for the value of Expressions of Interest to be detailed as opposed to the level of interest;
- (iii) it was commented that further details on the application process would be welcomed;
- (iv) concern was expressed regarding the potential for duplication in the application process;
- (v) details on the average length of time taken to process applications would be useful;
- (vi) transparency regarding the reasons for refusal would assist businesses understand and improve applications;
- (vii) reference was made to the availability of funding for Round 4 and whether the LEP would be making an application;
- (viii) concerns were expressed regarding the delivery of Superfast Cornwall.

**Action 12:**

***Sandra Rothwell and Diana Mompoloki to discuss with CDC the progress with Superfast Cornwall and the need to progress take up.***

**Action 13:**

***CDC be contacted to provide further information with the next Board papers in relation to value of EOIs, the time taken to process applications and the feedback given to unsuccessful applicants***

**Action 14:**

***The Board to receive a recommendation in due course on the best approach to take re applying for Regional Growth Funding Round 4***

**INVEST IN CORNWALL AND BRANDING PRESENTATION**

(Agenda No. 8)

LEP22 Suzanne Bond, Lucy Hunt and Kirsty Miles attended the meeting to provide a presentation on Invest in Cornwall Branding.

Lucy Hunt presented details on the Cornwall Brand with particular emphasis on funding arrangements, knowledge economy sectors, challenges, attendance at events, benefits of business media, use of digital media, investor pipeline and inward investment review.

Kirsty Miles presented details on Marketing Cornwall with particular emphasis on the development of the Cornwall Brand, brand key for Cornwall, moving forward and the next steps.

Arising from the presentation, the main points were noted as follows: -

- (i) reference was made to inward investment activity in Cornwall and the need to learn from past experience;
- (ii) there were 10 investors actively considering relocating in the County as well as a further 30 to 40 other leads;
- (iii) there was a need to understand why investors did not come to the County, this information could then be used to support inward investment activity;
- (iv) there was a need to understand the barrier to investment; particularly from those outside the County; the perception and reality could be extremely different;
- (v) there was a need to establish the right environment for people to invest; and the need to attract businesses that would grow;
- (vi) Cornwall brand was very diverse;
- (vii) it was commented that whilst we could influence, we cannot control the Brand;
- (viii) the availability of European funding was a driver for generating inward investment;
- (ix) the location of the County, away from London, could be a positive aspect worth promoting to some investors; for other investors, it should also be recognised that the County was not that remote from the Capital;
- (x) need to recognise the Counties assets and the need to market appropriately;
- (xi) there was a need to identify the role of Invest in Cornwall and how branding could be progressed.

**Action 15:**

***That the Invest in Cornwall Branding be progressed in consultation with the Chairman of the LEP but should be part of the overall work on Cornwall branding.***

**Action 16:**

***That Roland Tiplady works with the Invest in Cornwall team on the inward investment agenda***

**INFLUENTIAL CONTACTS**

(Agenda No. 9)

LEP23 Chris Loughlin advised that it was proposed to keep an up to date log of the work undertaken by the LEP as well as key Cornwall/Scilly issues that could be raised whenever Board Members attended events particularly with Ministerial contacts.

He also recognised that there was a need for both a local and national communication strategy and stakeholder plan which would go hand in hand with key messages which the LEP were trying to promote. Reference was made to the engagement of specialist organisations to provide this information.

***It was agreed that the LEP should talk with Edelman with a view to using them as our advisors in London and with parliament. SR agreed to progress this.***

***It was also agreed that a regular briefing session should be arranged with the local MPs and possibly MEPs probably in London. SR was asked to progress this and to see if this could be dovetailed with a similar need from CC***

Mel Richardson confirmed that it was proposed to draft a brief in preparation for a tender exercise for the work. Funding for the communication strategy could be sourced from LEP funds.

The Board was advised that Jon Bright, Deputy Director of DCLG had been assigned as a Senior Whitehall contact for the Cornwall and Isles of Scilly LEP together with the Heart of the South West LEP. Jon Bright would be able to assist the LEP to reach Government individuals and departments. It was noted that MP's had made a plea to be better informed and that whenever possible they would help with access to Government departments.

***Action 17:***

***A local and national communications strategy and stakeholder engagement plan be developed alongside a list of key messages***

***Action 18:***

***That Sandra Rothwell progress the arrangement with Edelman and the organisation of regular MP and MEP briefings***

***Action 19:***

***The letter advising the LEP of Jon Bright's role be circulated***

**POST 2013 UPDATE**

(Agenda No. 10)

LEP24 Sandra Rothwell provided the Board with an overview of the Post 2013 Agenda and advised that it was becoming clear from Central Government that there was an expectation that Local Enterprise Partnerships (LEP's) would be central to the development and delivery of a future European Programme.

Against this backdrop, the ERDF Local Management Committee (LMC) Post 2013 Sub Group had held a workshop on 21 January 2013 which resulted in the drafting of a paper proposing an approach towards the development of the next European Funding

Programme. The LMC Sub Group was requesting that the LEP Board considered and provided feedback to the LMC Sub Group on the proposed approach.

The LMC Sub Group had suggested that Task and Finish Groups be established to undertake work necessary to develop the future Programme (existing or new), that Chair and lead officers provide leadership and support, identify tasks for the Work Groups and establish an appropriate timetable.

Sandra Rothwell outlined to the Board budget arrangements for the European funding and the timetable for delivery in line with a new Programme early in 2015.

In the ensuing discussion reference was made to the following points: -

- (i) the level of influence Central Government could have on the distribution of funding across England;
- (ii) the LMC had developed a draft work plan with the aim of providing support and advice to the LEP in developing the next European Funding Programme;
- (iii) need to link with the 4 LEP Priorities detailed within the LEP Strategy and consider the groups in relation to these priorities;
- (iv) reference was made to capacity available and the appropriate level at which the LEP could influence the European Funding Programme.

**Action 20:**

***The proposed approach to be progressed in line with the 4 priorities within the LEP Strategy and consideration to be given towards setting up the task groups under these priorities seeking assistance from the private sector where possible;***

**Action 21:**

***The Chairman to be the LEP Board member first point of contact on the future Cornwall and Isles of Scilly European Programme.***

**TRANSPORT ISSUES**

(Agenda No. 11)

LEP25

**Local Transport Body**

(Agenda No. 11.1)

**LEP25.1 Cornwall and Isles of Scilly Local Transport Body**

The Board considered a report prepared by Lesley Barlow, Senior Transport Planner at Cornwall Council regarding the devolution of funding for local major transport schemes from central Government to new Local Transport Bodies from April 2015.

The Local Transport Bodies would be voluntary partnerships between Local Transport Authorities (LTAs), Local Enterprise Partnerships (LEP's) and potentially other organisations. Membership would include four elected members from Cornwall

Council and one from the Council of the Isles of Scilly and 4 non elected members. The Local Transport Bodies would be democratically accountable.

In the ensuing discussion reference was made to the following: -

- (i) reference was made to the level of devolved funding (£13.3M) for the Local Transport Body and proposal by the Government to distribute on a per capita basis, which it was considered to be unfair on Cornwall and the Isles of Scilly;
- (ii) it was commented that there was a need to understand the level of accountability given the level of funding which would be distributed and whether the partnership should be informal or a legal entity;
- (iii) further details were required regarding the funding formula.

**Action 22:**

***The LEP Board delegate authority to the Chairman of the LEP to work with Cornwall Council and the Isles of Scilly Council to gain approval and authorisation of the Cornwall and Isles of Scilly Local Transport Body's Assurance Framework.***

**Action 23:**

***That the LEP secretariat should lobby on the funding formulas used to allocate funding to Cornwall which should not be based on population.***

**Isles of Scilly Transport**

(Agenda No. 11.2)

LEP25.2 Transport between the Isles of Scilly and Mainland

The Board considered a report prepared by Diana Mompoloki regarding transport issues between the Isles of Scilly and the Mainland.

It was commented that there were a number of strategic issues relating to the transport links and that it was intended that Chris Pomfret and Sandra Rothwell would discuss the issue further on the visit to the Council of the Isles of Scilly following which it was intended to come back with a joint proposal.

**Action 24:**

***the report be noted and that a joint proposal relating to transport issues be prepared following the meeting with the Council of the Isles of Scilly. Sandra Rothwell and Chris Pomfret to be authorised to progress the matter on behalf of the LEP Board.***

**ANY OTHER BUSINESS**

(Agenda No. 12)

LEP26 Evaluation Forms

The Board was advised that it was proposed to circulate LEP Board Evaluation Forms for completion in confidence.

LEP 27 Presentations

It was agreed that presentations by external guests would be best scheduled at the beginning of each Board meeting allowing speakers time to set up and leave before the main Board business.

**Action 23:**

***Board Directors to complete LEP evaluation forms via survey monkey***

**DATES OF NEXT MEETING**

(Agenda No. 13)

LEP27 The next meeting of the Board would be held on 20 March 2013

The meeting ended at 4.15 pm.

[The agenda and reports relating to the items referred to above are attached to the signed copy of the Minutes].