

**Date:** Thursday 23 January 2014

**Time:** 10.00 to 15.00

**Venue:** Boardroom at Dairy Crest Limited (Davidstow), Camelford, Cornwall, PL32 9XW

Page No			Lead	Action required
<b>Main Board Business</b>				
	1.	<b>1000</b>	<b>Welcome and Introductions</b>	Chris L
	2.		<b>Apologies for absence</b>	
	3.	<b>1005</b>	<b>Declarations of interest</b>	
3 to 21	4.	<b>1010</b>	<b>Minutes from previous meetings</b>	
			<ul style="list-style-type: none"> <li>Action Sheet for LEP Board and LEP Management Meeting</li> </ul>	Chris L
	5.	<b>1020</b>	<b>Governance Issues:</b>	
			<ul style="list-style-type: none"> <li>Endorsement of IOS Director, Richard McCarthy</li> <li>Chair and Vice Chair</li> </ul>	Gavin
22 to 69	6.	<b>1030</b>	<b>Strategic Economic Plan/ Growth Deal &amp; SIF</b>	
			Emily Kent, Glenn Caplin, Clare Salmon, Judith Hann and Trevor Doughty (interim Chair of ESB) attending	Sandra /Glenn
				<ul style="list-style-type: none"> <li>Presentation</li> <li>EU SIF Employment and Skills Paper</li> </ul>

		<b>1230</b>	<b><i>(LUNCH TO BE SERVED)</i></b>		
70 to 76	7.	<b>1300</b>	<b>LEP Future Resource and Financial Updates</b>	Chris L Sandra Robert	<ul style="list-style-type: none"> <li>• Confidential Report</li> </ul>
77 to 85	8.	<b>1430</b>	<b>Other Board Business</b>		
			CDC reports	Chris L /Sandra	<ul style="list-style-type: none"> <li>• For information and discussion</li> </ul>
			Letters of Support	Chris L	<ul style="list-style-type: none"> <li>• Support/not support</li> </ul>
	9.	<b>1455</b>	<b>Any other Business</b>		
		<b>1500</b>	<b>Date of next meeting LEP Management Meeting 13 February 0900 - 1200</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 St Austell Brewery, St Austell, Cornwall on Thursday 28 November 2013 commencing at 10.00 am.

Present: - Chris Pomfret (Chairman)

Anne Carlisle, Robert Davey, Tom French CC, Julian German CC, John Pollard CC, Gavin Poole, Richard Reed, Roland Tiplady, Simon Tregoning, Andrew Williams,

Officers and Support Team: Jon Bright, Glenn Caplin, Jason Clark, Emma Coad, Emily Kent, Debbie Osborne, Mel Richardson, Sandra Rothwell, Clare Salmon

Apologies for absence: - Chris Loughlin and Diana Mompoloki

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

LEP80 The Chairman welcomed everyone to the meeting, in particular he welcomed Jonathan Adey, Chris Ingram, Stuart Farmer and Suzanne Bond (Smart Cornwall Steering Group representatives).

### **APOLOGIES FOR ABSENCE**

(Agenda No. 2)

LEP81 Apologies for absence had been received from Chris Loughlin and Diana Mompoloki.

### **DECLARATIONS OF INTEREST**

(Agenda No. 3)

LEP82 Richard Reed declared an interest in Agenda Item 10 (Business Engagement) by virtue of his involvement with Oxford Innovation. It was noted that there was no direct conflict of interest and therefore it was not necessary to leave the meeting while the item was being discussed.

**SMART CORNWALL**

(Agenda No. 4)

LEP83 The Board received a presentation from Jonathan Adey, Chris Ingram, Stuart Farmer and Suzanne Bond (Smart Cornwall Steering Group representatives) regarding proposals for SMART Grid Cornwall.

The representatives of Smart Cornwall Steering Group circulated a summary of the opportunity for Cornwall. Chris Ingram outlined the benefits of Smart Cornwall which it was suggested would deliver significant jobs, investment and skills into the Cornwall and Isles of Scilly economy and would establish a private sector led approach in the delivery of a strategically coherent programme of smart energy innovation within Cornwall and Isles of Scilly.

Suzanne Bond identified the work currently being undertaken and sought support from the Board on options put forward for future delivery. She advised that Cornwall Delivery Company (CDC) had resources available to develop competencies to achieve the delivery options by September 2014.

Arising from the presentation and discussion the key issues highlighted were :-

- (i) It was commented that there was a need to gain a clear understanding of the opportunities available and how best they would benefit the County;
- (ii) The Board acknowledged that there was a need to address the future energy problems and recognised that the County was well placed to take the lead on Smart energy; however, it was questioned why the County had been chosen to lead on this type of programme;
- (iii) Reference was made to whether there was a potential business case for decentralisation of the power market;
- (iv) It was important to communicate that Smart Cornwall could drive new business models and to understand how the project could integrate with other technologies;
- (v) Reference was made to a Smart Grid project in Orkney and the potential for collaboration;

In response to issues raised in debate, the Board was advised that :-

- (i) The Board was provided with an explanation of how Smart Cornwall would benefit the County and the processes and technicalities in providing power to enable local energy markets;

- (ii) The process could lead to the creation of high growth/high level jobs within the installation and education sector and enable projects such as wave hub and geothermal to progress;
- (iii) Smart Grid was seen as a growing market providing an opportunity to address the energy solution problems in the future; there was an opportunity for the County to take the active lead on the programme;
- (iv) The County was well placed to lead on the Smart programme due to its geographical location, joined up approach to working and positive attitude to projects and the LEP was seen to be a Smart strategic driver;
- (v) Progress was being made in the development of a £30million Wadebridge Clean Energy Balance Project, which would be project managed by CDC;
- (vi) The funding being sought from the LEP Board would be used to progress the programme to the next stage of development by producing a delivery plan;
- (vii) Whilst a project was being undertaken in the Orkney Islands this had different elements to that in Cornwall;
- (viii) There were time constraints on progressing the project.

At the conclusion of the presentation, representatives of the Smart Cornwall Steering Group left the meeting. The Board gave consideration to the request for support and funding, following which the following action was agreed: -

**Action 1:**

- *the LEP supports the concept of Smart Cornwall and sought a satisfactory business plan identifying how the Smart Cornwall Programme would fit with the renewable energy business case for Cornwall.*
- *A copy of the business plan to be made available to all Board members prior to the Management meeting on 18 December, 2013.*

**MINUTES FROM PREVIOUS MEETING**

(Agenda No. 5)

LEP84 It was agreed that the minutes of the meeting held on 11 September 2013 were a true and accurate record.

**Action Sheet**

(Agenda No. 5.1)

LEP84.1 A summary of actions confirmed at the meeting held on 11 September 2013 had been circulated, details of which were noted, together with a summary of outstanding actions. The Board were informed of the following updates:-

Action 7 – Performance and Risk – The Board was informed that work to complete this action was in progress.

Action 8 – Performance and Risk – Mel Richardson advised that Nigel Blacker had provided a response to this action, details of which were appended to the action sheet.

### **GROWTH DEALS AND EU UPDATE**

(Agenda No. 6)

LEP85

#### **EU Structural Investment Fund (SIF) Update**

(Agenda No. 6.1)

LEP85.1 Glenn Caplin provided the Board with a summary of the current position regarding the European Structural and Investment Fund (SIF) Strategy. He advised that following the last meeting a final version of the EU SIF Strategy had been submitted to the Department for Business Innovation and Skills (BIS). Detailed feedback on the submitted EU SIF Strategy had now been received from BIS following the submission. The feedback was currently being assessed prior to the resubmission in January 2014.

The Board was advised that the key areas which had received feedback related to the Productivity and Financial Instruments, Community Led Local Development and intervention logic. He advised that further clarification was being sought to address the issues raised and that guidance on performance data would be welcomed. Jon Bright confirmed that he would assist where possible to clarify the processes. In summary he advised that there were elements core to the Strategy that required further work and clarification prior to re-submission.

In the ensuing discussion, reference was made to the feedback received by other LEP's and the benefit of holding a discussion with the Department for Communities and Local Government (DCLG) and BIS together with key Board Members. The Board referred to the role of the National Growth Board and the potential for joined up working with other LEP's across the Country which were taking on similar challenges.

***Action 2: The EU team continue to work on the final EU Structural and Investment Strategy (SIF) following Government***

**feedback.Opt-In Prospectuses 2014-2020 European Structural and Investment Fund (SIF)**

(Agenda No. 6.2)

LEP85.2 The Board considered a report regarding Opt-In Prospectuses of 2014-2020 EU Structural Investment Fund (SIF) Strategy which provided details and an analysis of each National Opt-In Provider. Emily Kent outlined the report and sought the views of the Board on whether they considered that the cost and benefit of opting in would provide a benefit to Cornwall and the Isles of Scilly.

In the ensuing discussion, reference was made to the need for further information on the offers available; however, at this stage it was accepted that it would not be appropriate to opt-out of the Prospectuses and to continue negotiations with the exception of the Growth Accelerator (ERDF) which it was considered had sufficient core provision.

It was suggested that the views of the Board be put forward at the meeting with the Chair of the National Growth Board and that the issues regarding National Opt-In and Leverage be clarified.

***Action 3: Board views on the opt –in prospectuses be communicated to Chair of the National Growth Board.***

**Growth Deals**

(Agenda No. 6.3)

LEP85.3 Sandra Rothwell provided the Board with details of Growth Deals Options and explained the work undertaken since the last meeting.

She advised that information provided in the Growth Deal Options contained data obtained from various Cornwall Council consultations i.e. Cornwall Local Plan and Housing Strategy to avoid duplication and that no further guidance had been received since the July 2013. She drew attention to the Conditions for Growth, Growth for Business and Future Economy paper tabled at the meeting for the years 14/15, 15/16, 16/17 and 2018.

In the ensuing discussion regarding the Growth Deal Options, reference was made to the following: -

- (i) The options put forward were aimed to develop the Cornwall economy; it was commented that the list was a working list which could be adapted;
- (ii) The options detailed for 14/15 were not financial asks; the aim was that these would help deliver growth and that the list currently detailed those areas which were seen to be blockages to growth;

- (iii) The options listed in 15/16 and 16/17 had a financial focus detailing the headline offerings, with the focus being on those areas that would not be funded by European funding, but could generate match funding;

The Board examined the list in detail and commented upon the options being suggested and the level of financial focus and where necessary put forward suggestions for differing levels of financial support.

***Action 4: the Board agreed the overall principle of the Growth Deal options and identified the key areas and financial focus. Board Directors were invited to submit any further comments they had on the options to Sandra Rothwell prior to the final submission of the draft document on 19 December.***

#### **OTHER BOARD BUSINESS**

(Agenda No. 7)

LEP86

#### **Review of LEP 18 month business plan**

(Agenda No. 7.1)

LEP86.1 The Board noted the review of the LEP 18 Month Business Plan.

#### **CDC Reports including RGF 5 interest**

(Agenda No. 7.2)

LEP86.2 The Board noted the progress being made on the Regional Growth Fund, Growing Places Fund and Enterprise Zone.

Sandra Rothwell drew the Boards attention to the High Risk areas within the Progress and Risk Report November 2013, with particular attention on the risk levels associated with activities listed at 1.1 and those associated with Superfast Cornwall.

#### **Letters of Support**

(Agenda No. 7.3)

LEP86.3 The Board noted that there was currently one request for a letter of support as detailed within the Agenda, together with a confidential list of organisations whom had expressed interest in bidding for RGF 5 funding, some of whom may also approach the LEP seeking a letters of support.

It was commented that before a decision could be made on any organisation seeking a letter of support, the process previously agreed needed to be followed – completion of the form giving further details of the business case and project costs.

The Board were happy to provide a letter of support for the request already received via the agreed process.

***Action 5: it was agreed that a Letter of Support would be provided in respect of the request as detailed within the Agenda and that any further letters of support requests received before the 9 December 2013 deadline for RGF bid to be determined via email to Board Directors.***

#### **FINANCE UPDATE**

(Agenda No. 8)

##### **LEP87 LEP Budget Monitor Update – 31 October 2013**

The Board noted the LEP Budget Monitor Update to 31 October, 2013. Robert Davey provided the Board with an update on the figures and drew attention to the Cornwall Council LEP Budget figures for 2013/14 and details of Other Revenue Resources held by CC and he provided details of the total resources available.

#### **End of Year Financial Accounts**

Robert Davey advised that the LEP Final Accounts were due to be completed and had to be submitted to Companies House by the end of the year. A draft version of the accounts had been prepared; it was proposed that once finalised the accounts would be circulated to Board Directors for final sign off prior to the end of the year. The Board agreed that due to time constraints and the need for verification of figures, it was not proposed to externally audit the Financial Accounts for the 2013 year.

***Action 6: the finalised Financial Accounts for the LEP be circulated to the Board Directors for final sign off at the Management Team on 18 December prior to the end of the year.***

#### **AWAY DAY SUMMARY**

(Agenda No. 9)

LEP88 The confidential notes of the away day were circulated to Board Directors.

#### **NEW DIRECTOR RECRUITMENT**

(Agenda No. 10)

LEP89 The Board considered a report regarding the recruitment of two private/voluntary sector Board Directors to fill gaps on the Board following the resignation of Gaynor Coley and Richard Reed. The Board noted that the Isles of Scilly Council was entitled to nominate a public sector Board Director from their elected council members following the sad passing of Dudley Mumford.

***Action 7: The LEP embark upon a recruitment process commencing in December/January to appoint two directors from either the***

***private or voluntary (non-public sector) sectors restoring the number of Board Directors place to 14 using a revised role profile, adjusted in line with the Board paper***

## **BUSINESS ENGAGEMENT - MAKING A DIFFERENCE TO BUSINESS GROWTH IN CORNWALL AND SCILLY**

(Agenda No. 11)

LEP90 Simon Tregoning outlined his report regarding the progress to date with Business Pulse and proposals for Better Business for All and Cornwall Supplier Development Programme. He drew attention to the executive summary updating the Board on the progress that had been made in establishing an on-line web portal 'Business Pulse' to provide information on the range of local and national business support providers and services available. He advised that good progress was being made with Better Business for All and Cornwall Supplier Development Programme which would utilise Business Pulse to communicate with the private sector.

The wider ambition for 'Business Pulse' was for it to become a one-stop shop for business advice leading to a vibrant on-line business community. This would allow the business community to help themselves in the long term and the LEP could also use Business Pulse to engage with the business community on a number of different levels including projects that the LEP was driving.

The website was a shop window that required management so, during 2014, a dedicated Business Pulse team was required to manage and develop Business Pulse and provide a telephone back up service. This proposal could be delivered utilising existing LEP funding. In the long term, it was possible to tackle the businesses which were difficult to engage with by visiting them on their premises. This would require a team of account handlers who would visit businesses with growth potential to determine/diagnose their needs. The proposal would require a business plan and funding applications to be written to secure appropriate resources.

The recommendation was that the on-line and off-line vision to help businesses in Cornwall and Isles of Scilly to grow be agreed, to support in principle the short, medium, long term business engagement proposals, development of medium and long term proposals with associated costs to present to a future Board meeting and that the progress made to date with Business Pulse, Better Business for All and Cornwall Supplier Development Programme be noted.

Arising from the report and discussion the key issues highlighted were the success of Business Pulse, the positive national feedback received, the availability of resources to deliver business engagement which formed

part of the larger picture of business growth, and the need to ensure that data generated was retained in Cornwall and Isles of Scilly.

The Board agreed to the on-line and off line vision to help businesses in Cornwall and Scilly to grow and supported in principle, the short, medium and long term business engagement proposals.

***Action 8: The medium and long term proposals be developed with associated costs to present to a future Board meeting.***

## **ANY OTHER BUSINESS**

(Agenda No. 12)

### **LEP91 1. Management Meeting – 18 December 2013**

A draft agenda for the above meeting was circulated. The Board was advised to feedback any agenda items to Mel Richardson.

***Action 9: Board Directors advise Mel Richardson of any agenda items***

### **2. Resignation of Board Director**

The Board was informed that Richard Reed would be resigning as Board Director at the end of December 2013 due to the pressure of other commitments.

The Chairman, on behalf of the LEP Board formally thanked Richard for his contribution to the LEP. Board Directors wished him well in his future roles.

As agreed previously in the meeting, the LEP would be looking to recruit a new Board Director from the private sector in December/January.

### **3. Communications Update**

Jason Clark provided the Board with an update on communications and media since the last meeting and mentioned that a LEP newsletter had just gone live.

### **4. Meeting with MP's – 11 December 2013**

The Chairman advised that both he and the Vice-Chairman, together with the new Cornwall Council Chief Executive would be meeting with MP's in London on 11 December 2013.

## **DATE OF NEXT MEETING**

(Agenda No. 13)

Cornwall and Isles of Scilly Local Enterprise Partnership  
28 November 2013

LEP92 The next meeting of the Board would be held 23 January 2014 which was scheduled to take place at Dairy Crest, Davidstow.

The meeting ended at 3.55 pm.

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