

**Date: Wednesday 12 November 2014**

**Time: 1000 to 1500**

**Venue: A12, Advent House, Victoria Commercial Centre, Station Approach, Victoria, St Austell, PL26 8LG**

			<b>Lead</b>	<b>Action required</b>
<b>Main Board Business</b>				
1.	<b>10:00</b>	<b>Welcome &amp; Introductions</b> Sally Edgington  <b>Apologies for Absence</b> Julia Sweeney, Chris Pomfret, Roland Tiplady, Simon Tregoning	CP	
2.	<b>10:05</b>	<b>Declarations of interest</b>	ALL	
3.	<b>10:10</b>	<b>LEP Board 24 September 2014</b> <ul style="list-style-type: none"> <li>• Minutes</li> <li>• Action Summary</li> </ul>	SR SR	Decision Note progress
4.	<b>10:15</b>	<b>EU and ITI Update</b> <i>Emily Kent attending</i>	EK	Decision
5.	<b>10:45</b>	<b>Cornwall and Isles of Scilly Economy Overview</b>	SR	Discussion
6.	<b>11:15</b>	<b>CEO's Report</b>	SR	Decision
7.	<b>11:45</b>	<b>Future Economy</b> <i>Elisia Bott and Steve Ford attending</i>	EB/SF	Note progress
	<b>12:30</b>	<b>LUNCH</b>		
8.	<b>1300</b>	<b>Growth for Business</b> <i>Becky Hood attending</i>	BH	Decision
9.	<b>1400</b>	<b>LEP Appointments Committee Feedback</b>	SR	Note Progress

<b>Other Board Business</b>				
10.	<b>1430</b>	CDC Progress Reports EZ Progress	SR	Note progress
11.	<b>1455</b>	<b>Any other business</b>		

### **Dates of next meetings**

Management Team 3 December

### **LEP Boards 2015**

27 January  
24 March  
13/14 May  
22 July  
29 September  
25 November

# 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 at St. Agnes Island Hall, St. Agnes, Isles of Scilly TR22 0PL on Wednesday 24 September 2014 commencing at 10.00 am.

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

Gavin Poole, Simon Tregoning, Andrew Williams, Roland Tiplady, Paul Massey, Anne Carlisle, Lucy Edge, Tom French, Richard McCarthy, John Pollard, Rob Davey.

Also in attendance:- Andrew Kerr, Theo Leijser, Julia Sweeney, Jason Clark  
Officers and Sandra Rothwell, Diana Mompoloki, Sophie Hughes  
Support Team:-

Apologies for absence:- Daphne Skinnard, Julian German, Mel Richardson

### **WELCOME AND INTRODUCTIONS**

(Agenda No 2)

The Chairman welcomed everyone to the meeting, and reiterated the importance of the annual meeting held on the Isles of Scilly. He introduced Sophie Hughes as LEP Liaison Officer for the Council of the Isles of Scilly.

### **APOLOGIES FOR ABSENCE**

There were no other apologies for absence other than those recorded above.

The Chair advised that Diana Mompoloki was attending the meeting today with Theo Leijser as the officer representative from the Isles of Scilly Council to present item 5.

### **DECLARATIONS OF INTEREST**

(Agenda No 3)

1. GP Declared an interest on item 8 Governance
2. RD Declared and interest on item 8 Governance
3. CL Declared an interest on Plymouth University Letter of Support item 12.4
4. ST Declared an interest on Cornwall Tourism GB5

Declarations made in advance by email:

- AW declared an interest in item 12 CDC reports by virtue of knowing the director of Wombwell Homes in a personal capacity
- JC declared an interest in item 12 letters of support due to providing PR support to three of the companies bidding for RGF
- GP declared an interest in item 12 CDC reports by being a friend of Jubilee Pool
- GP declared an interest in item 12 letters of support due to his company, Stephens Scown acting for two of the companies bidding for RGF funding, through being a member of one of the bidding organisations and GP himself acting for one of the companies when he was employed at a different law firm.

## **LEP BOARD 16 JULY 2014**

(Agenda No 4)

It was agreed that the Minutes of the Meeting held on the 16<sup>th</sup> July 2014 were a true and accurate record. (Agenda No. 4a)

## **LEP MANAGEMENT MEETING 6 AUGUST 2014**

SR explained that the budget and business plans are on-going.

SR advised that all actions are in hand except item 4 Cornwall Council Strategy 2014-2019 which is still in consultation.

SR explained that any items not covered here will be covered on the away day in October.

### **Action Summary**

A summary of actions confirmed at the meeting held on 22 May 2014 had been circulated, details of which were noted together with a summary of outstanding actions. The Board was informed of the following update:-

Action 10 – A meeting with the Health and Wellbeing Board and Local Nature Partnership Chairs had taken place, although not with the IOS Health and Wellbeing Board.

## **ISLAND FUTURES 2014**

(Agenda No 5)

TL Presented Island Futures- A Strategic Economic Plan. TL advised that the LEP have supported the strategy to articulate the islands' framework for strategic development and growth. The presentation explained the vision, aims, objectives, essential conditions evidence base and critical issues effecting growth on the Isles of Scilly. The key points of the presentation were:-

**Vision-** A thriving, vibrant community rooted in nature, ready for change and excited about the future.

**Aims-** To grow the economy in order to protect the future viability of the islands and its communities.

### **Objectives-**

1. To secure resilient, year-round transport services to Cornwall and further afield
2. To improve the quality and value of the tourism offer
3. To promote the Isles of Scilly more effectively

4. To diversify the economy
5. To create more collaborative opportunities for the Islands' businesses
6. To make the Islands more self sufficient and more resilient to future changes.

#### **Essential Conditions-**

1. Ensure good access to a wide range of business support
2. Provide training for local people and workers to improve skill levels and adaptability
3. Deliver new housing policies to address affordability, staff housing and market choice
4. Improve water, waste and sewage systems so they are sustainable into the future
5. Manage the environment to provide that special ingredient that is key to the economy

#### **Critical Issues-**

1. Housing
2. Transport
3. Sustainability
4. Meeting new visitor expectations
5. New businesses
6. Community cohesion
7. Making it happen

The board discussed stakeholder and community response to the islands futures report. An Islands Futures (IF) delivery group has been setup to drive implementation forward. This group will be responsible for translating the strategy into concrete actions and investments. It is also anticipated that partners will employ a coordinator for the IF work.

The issue of development land was raised by AW. TL explained that the Council has some freehold, but that there is a commitment from Duchy of Cornwall to work in partnership and will release development land. TL described the challenges on the islands with regards to building new homes, particularly around cost. TL explained that against national benchmarks, a 42% construction uplift will make it difficult to comply with criteria set by the HCA.

CL complemented the CIOS on the clarity of the plan but queried the lack of detail of a low carbon economy. TL explained that this was a very much a priority and that details are being worked up. The council will issue a procurement process to identify relevant partners before the end of the year.

AK asked how the LEP could provide support to the IoS. DM explained that it was important that the LEP board understand the issues that are barriers to growth on the islands and jointly work to deliver business support products that are relevant for isolated communities. DM also stressed that a successful Cornwall will mean a successful IOS, and visa versa.

ST commended that whilst there is a danger of caricaturing the tourism economy the challenge and opportunity is to bring accommodation up to match the quality of the natural surroundings.

CP- Commented that the vision of the Island Futures SEP requires cultural change which will be the greatest challenge.

**Action 1 – SR advised that the work would be integrated into the LEP Strategic Economic Plan.**

**CEO UPDATE REPORT**

(Agenda No 6)

**LEP Core Activity:**

SR – advised that this first CEO report had focussed heavily on the implementation of process and governance. In relation to the risk point highlighted, SR advised that negotiations on CC/LEP accounting, staff and other formal agreements are on-going with CC as a matter of urgency. Andrew Kerr agreed to take as an action point and facilitate.

**Action 2 – Andrew Kerr to facilitate LEP core activity discussions as above**

**Future Economy:**

SR Introduced. AC confirmed progress.

**Smart Specialisation Areas:**

Smart Specialisation crosses both EU themes and LEP priorities. LE asked for clarification of links between Smart Specialisation and European Key Strands.

**Action 3 - SR to circulate relevant EU docs about Smart Specialisation.**

**Enterprise Zone and Spaceport-**

The following points were made –

1. LEP directors endorsed the view of the Enterprise Board that the Spaceport was a high priority and transformational opportunity.
2. NQY Airport is shortlisted as 1 of 8 locations for Britain's first space port. It is the only location in England, with 6 competitors in Scotland.
3. 6th October is the deadline for responding to consultation run by DFT and UK Space Agency. JS advised the board that the consultation response was critical.
4. Recognition of the cost and capacity needed to go through the bidding process.
5. The draft response has been drawn up by the Aero Hub team and will be circulated to LEP directors by the 30<sup>th</sup> September.
6. Fantastic opportunity to market Aerohub EZ whether the bid is successful or not.

**Action 4- SR to source funding and competency to prepare the full bid if shortlisted.**

**Action 5 – Draft response prepared by Aerohub team to be circulated to LEP Board directors**

**Growth for Business:**

ST updated Board:-

1. Work is progressing on future Growth Hub/Business support with the support of a number of stakeholders. It was noted that the procurement of future activity would seek to ensure that business on Isles of Scilly would receive appropriate and relevant support.
2. Business feedback is that planning may be a barrier to growth. JP advised that the LEP board have a role to get parties together to understand each other

**Tourism:**

SR advised that the LEP had been approached by Cornwall Council to gauge whether there was an appetite to get more involved with the Tourism sector. There was debate about the business model for VC, the strength of the Tourism sector and the brand of 'Cornwall and the Isles of Scilly'. TL highlighted that the Isles of Scilly DMO is funded and organised by the private sector.

**Action 6 - No LEP money will be offered to support strategy development at this point, but the LEP would act in a supportive capacity to consider options for future VC delivery if this was sought by VC members.**

#### **Employment and Skills Board-**

1. Focus on digital skills, C&IoS LEP is one of 6 LEPS with an Enterprise Adviser Pilot Scheme.
2. PM working with 13 working groups advising on what they would like to do with the EU SIF fund.
3. CP- advised that City and Guilds wish to do a survey of Cornwall and IOS to see what the job requirements will be in 10 years to make them fit for purpose.

#### **BUDGET UPDATE**

(Agenda No 7)

SR – Advised LEP board of the need to formalise how decisions on protocol are agreed now that an executive was in place. There was also discussion about formal confirmation of the LEP budget to March 2016. There was agreement that the size and logical structure of C&IoS LEP should provide confidence to all.

Indicative job structure was approved with alignment to Cornwall Council redundancy process.

All recommendations were approved.

**Action 7- SR to look into Labour's rational economic areas in relation to C&IoS LEP.**

**Action 8 - SR to add a forecast column to budget.**

#### **GOVERNANCE**

(Agenda No 8)

*GP and RD left the room.*

The governance paper was discussed in the interests of transparency and avoidance of conflict of interest. It was agreed that a procurement process was required for the services of company secretary and an accountancy contract to complete annual company accounts.

**Action 9 - To draw up a clear and limited brief for a company secretary service and annual accounting service, then complete a short tendering process. The recommendation regarding the completion of an internal audit was approved**

#### **LEP DIRECTOR APPOINTMENTS**

(Agenda No 9)

The board considered the options in the report. No recommendation was made however it was recognised that with an increasing workload a skills audit may be necessary.

***Gavin Poole, Rob Davey, John Pollard, Sandra Rothwell and Tom French then left the Board Meeting to allow them to catch the early flight back to the mainland.***

**Action 10 - All: LEP Board to complete a skills audit before a further decision on board recruitment is made. The Appointments Committee to report back to the main board.**

## **EUROPEAN UPDATE**

(Agenda No 10)

A number of points were raised:-

1. There was discussion about CLLD. All Local Development Strategies had been submitted on time. The ERDF Managing Authority (DCLG) considered CLLD a less efficient mechanism for the investment of ERDF, however previous LAG experience have demonstrated a LEADER type of approach to be a effective, value for money tool for ERDF delivery.
2. It was agreed to share the evaluation and to identify the Isles of Scilly and Bodmin as case studies and to support the case for an early programme start.
3. There is still considerable uncertainty around the use of financial instruments and the scale and scope for Cornwall and the Isles of Scilly.
4. Len Smith from Cornwall Council is responsible for drafting the Local Investment Plan.

## **GROWTH DEAL**

(Agenda No 11)

The report made 4 recommendations, which were all approved.

## **OTHER BOARD BUSINESS**

(Agenda No 12)

1. **CDC Delivery** - The board noted progress
2. **Grown Places** - The LEP board approved the recommendations.
3. **Letters of Support** – It was agreed that letters of support was an important role for the LEP board. It was agreed the LEP secretariat would undertake a detailed appraisal of each application with detailed recommendations demonstrating a clear alignment with LEP strategy.

***Action 11 – SR to assess the letter of support requests and judge their suitability for a LEP letter of support based on an appraisal, notify board and companies of the decision reached***

## **ANY OTHER BUSINESS**

(Agenda No 13)

None

The meeting ended at 3.15pm.

