



**Title** LEP Board

**Date** 24 May 2017

**Time** 09:30am to 12:30pm

**Venue** The Business Space Truro, Chiltern House, City Road, Truro, TR1 2JL

			<b>Lead</b>	<b>Action</b>
1.	0930	<p>Welcome and Introductions <i>(no observer requests for this meeting)</i></p> <p>Apologies for Absence (Chris Loughlin, Mark Goodwin, Sarah Trethowan, (on sabbatical))</p> <p><i>(Please note that due to the local elections on 4 May, there will be no public sector representative in attendance from the Council of the Isles of Scilly until after formal ratification at their Full Council Meeting on 25 May. The Cornwall Council Leader position on the LEP Board will be taken at item 2, however, the other two nominated local authority positions won't be known until after the Board)</i></p>	MD	
2.	0935	Nominations Committee – CC Nominated Representative	MD	Decision
3.	0945	Declarations of Interest	ALL	
4.	0950	LEP Board 15 March 2017 a) Minutes b) Action Summary	MD MS/SR	To Note To Note
<b>Operational Matters</b>				
5.	1000	CEO Report	SR	To note

5.1.	1040	Communications and Engagement Strategy	LE/MS	Decision
6.	1100	Growth Deal 3 Update	MD/SR	Decision
7.	1215	Chairman's Report (verbal)	MD	To note
8.	1225	Any other business	ALL	
<b>1230 – CLOSE</b>				

### **Dates of next Meetings**

#### **LEP Board 2017**

19 July (Cornwall Council, Truro) – *we are currently looking at the potential of moving this Board to a creative industry venue but will keep Directors posted*

20 September (tbc) – *Business Networking*

22 November (tbc)

#### **Informal Board Sessions**

20 June (tbc)

22 August (tbc)

25 October (tbc)

#### **Board Away Day Sessions**

11 October (Tregothnan)



**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 A12 Advent House, Victoria Commercial Centre, Station Approach, Victoria, St Austell, PL26 8LG on Wednesday 15 March 2017 commencing at 10.00 am.

Present:- Mark Duddridge (Chairman)  
Chris Loughlin (Vice-Chairman)

Lucy Edge, Julian German CC, Professor Mark Goodwin, Emmie Kell, Paul Massey, Gavin Poole, Roland Tiplady, Sarah Trethowan, Andrew Williams

Officers and Support team:- Sandra Rothwell, Kate Kennally, Matt Silver, Andy Davies, Jason Clark, Jonathan Eddy, Carol Bransgrove, Emma Coad

Apologies for absence:- Steve Sims, Theo Leijser and John Pollard CC

### **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Steve Sims, John Pollard CC, and Theo Leijser. Daniel Pugh CC did not attend.

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

The Chairman welcomed everyone to the meeting, in particular Andy Davies, LEP Programme Monitoring and Evaluation Officer.

The Board was advised that this would be the last Board Meeting prior to the local elections on 4 May 2017. The Board was reminded that a period of Purdah would commence on 20 March to 4 May 2017. The Board noted that Councillor representatives may change as a result of the elections in May, however, new appointments would be in place prior to the Board meeting on 24 May 2017.

The Chairman thanked the public sector representatives for their contribution on the LEP Board.

Julian German CC, thanked the Board Directors and Officers for their hard work and contribution over the last few years.

The Board was advised that several items on the agenda would be taken out of order due to the early departure of some Board Directors.

## **DECLARATIONS OF INTEREST**

(Agenda No. 2)

The following declaration of interest was expressed:-

Gavin Poole advised that his wife was employed by Cornwall College.

## **LEP BOARD 18 JANUARY 2017**

(Agenda No. 3)

### **Minutes**

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 18 January 2017 were a true and accurate record.

### **Action Summary**

(Agenda No. 3.2)

Actions confirmed at the meeting on 18 January 2017, details of which were noted together with a summary of outstanding actions.

The Board was updated on the current position of actions 2, 3, 4, 6 and 11.

The Board was updated in relation to Action 5, the LEP Executive and Governance Manager advised that Sarah Trethowan had attended the Penzance "town takeovers". The Board was advised that a list of forthcoming "town takeover" dates and locations would be circulated in the weekly Board update. Board Directors were encouraged to engage with "town takeovers" at locations familiar to them, in particular, it was noted that the breakfast sessions had been beneficial.

The Board was updated in relation to action 8, the LEP Executive and Governance Manager advised that work continued with Falmouth University on the design of the SEP Refresh. The final draft to be circulated for comment at the end of March.

The Board was updated in relation to action 9, the LEP Executive and Governance Manager advised that the LEP Investment Panel was due to meet on 24 March 2017 to receive presentations from applicants.

***Action 1: The LEP Executive to circulate the list of town takeover dates and approach Directors to attend.***

***Action 2: The LEP Executive to circulate the draft designed SEP for comment at the end of March.***

## **INDUSTRIAL STRATEGY UPDATE**

(Agenda No. 4)

The Board considered a report prepared by the Business and Stakeholder Relationship Manager and Board Director, Lucy Edge regarding the LEP led collaborative consultation process for a CIOs response to the Industrial Strategy Green Paper.

The report set out details of the inclusive plan of action implemented to ensure engagement with as many people as possible, with particular reference to round table

discussions in Pool, Launceston and St Austell; electronic survey conducted by PFA Research; consultation with the Cornwall Council's Policy Advisory Committee and Cabinet and whole Member briefing session; and crafting the response back to Government.

In the ensuing discussion the LEP Board Directors and Officers referred to the following points:

- (i) the outcome of the round table discussions; in particular it was disappointing to note the lack of engagement from businesses in North Cornwall. There was a need to understand the reasons for this and to undertake action as appropriate to encourage greater engagement with any future LEP led work;
- (ii) reference was made to the electronic survey; it was essential that the survey was used to engage with the community on actual plans and projects;
- (iii) it was commented that the LEP response to the Industrial Strategy should incorporate reference to inclusive growth and demonstrate how the SEP could be delivered as part of the Strategy providing details of real projects;
- (iv) the Whitehall representative gave guidance on the approach to be taken by the LEP Board when responding to the consultation, specifically in relation to project ideas;
- (v) it was noted that LEP's were being encouraged to submit a response earlier than the official deadline, with a more business-focused response outlining the specific needs and opportunities of the LEP area;
- (vi) the LEP CEO outlined the approach being taken to consult with broader partners, sectors and providing joint responses where appropriate to the consultation.

### **STRATEGIC CLUSTERS UPDATE:**

(Agenda No. 5)

Miles Carden (Enterprise Zone Manager), Iain Mackelworth (Commissioning Lead, Economic Growth), Clare Harris (LEP Employment and Skills Manager) and Rachel Delourme (STEM Co-ordinator) attended for this item.

The Board considered a report prepared by the LEP CEO providing details and briefing papers in regard to Advanced Engineering as a priority cluster in the CIOs Strategic Economic Plan.

Gavin Poole provided the Board with an overview of the activities being undertaken by the Enterprise Zone Board.

### **Delivery Mechanisms:**

(Agenda No. 5.1)

### **Marine Hub Presentation**

Iain Mackelworth, Commissioning Lead for Cornwall Council's Economic Growth Service attended the meeting and provided a presentation to the Board on progress to date in regard to MarineHub Cornwall.

The Board noted the briefing paper appended to the agenda papers providing background information to support the detailed presentation.

Iain Mackelworth presented details on the MarineHub Cornwall with particular reference to the organisations and partners involved with Marine Hub Cornwall; the product behind Marine Hub Cornwall; the role of Enterprise Zones; details of the three Enterprise Zone sites at Hayle, Falmouth and Tolvaddon; the next steps for Marine Hub Cornwall and the associated risks.

Arising from the presentation, and the ensuing debate reference was made to the following points:

- (i) the Board referred to the challenges faced;
- (ii) it was noted that the team were working with DCLG to finalise the Implementation Plan and MOU with the aim of agreeing and signing both by the end of May 2017;
- (iii) the Board was informed that arrangements were being made for a Government Minister to attend the Enterprise Zone launch in April, this would provide an opportunity for Board Directors to express their views regarding the blockages to commitment;
- (iv) reference was made to the need for greater collaboration with education to ensure a more aligned approach to subjects for students at an earlier age;
- (v) the Board discussed the benefit of working with other areas to provide facilities that were not currently available at the MarineHub in Cornwall;
- (vi) the LEP CEO confirmed that work was being undertaken with other LEP's to articulate the LEP response to the energy pillar of the Industrial Strategy;
- (vi) reference was made to the resourcing and delivery of the Enterprise Zones; it was noted that the final governance arrangements would be confirmed via the existing Enterprise Zone Board, chaired by Gavin Poole.

The Chair thanked Iain Mackelworth for attending the meeting.

### **Aerohub+ Presentation**

Miles Carden, Enterprise Zone Manager attended the meeting to provide a presentation to the Board on progress to date in regard to Aerohub+ Cornwall.

The Board noted the briefing paper appended to the agenda papers providing background information to support the detailed presentation.

Miles Carden presented details on the Aerohub+ Cornwall with particular reference to the management of the Enterprise Zone Partnership; the locations and sites at Goonhilly Earth Station, Cornwall Airport Newquay and Aerohub Business Park; requirement for a national designation to ensure that growth was not eroded; details of the innovation assets; details of the EZ brand family; details of the Aerohub and EZ governance; role of the EZ within the Industrial Strategy; delivery of the EZ to secure long term revenue and jobs; proposals for a new Business Park; key opportunities for Aerospace and Space, future flight and Satellite Technologies; examples of future aircraft; the next steps and associated risks.

Arising from the presentation, and the ensuing debate reference was made to the following points:

- (i) the Board was informed that if the bid were successful then Aerohub+ would include the delivery of Spaceport Cornwall and the delivery of future flight technology innovation and research hub;

- (ii) the timeframe for the next steps was outlined to the Board, reference was made how the timetable would be key to ensuring that the next steps were built into future budgets;
- (iii) it was agreed that the Managing Directors of CORSERV and Cornwall Development Company could be invited to the July Board meeting to make a presentation to the Board;
- (iv) it was commented that work in regard to governance structures was in the process of being refreshed and agreed; it was proposed to delegate this work to the Enterprise Zone Board to take this work forward;
- (v) in regard to education, an example was provided of a scheme operated by Flybe at Exeter Airport for students wishing to gain aeronautical engineering qualifications; work was being undertaken with Education providers, however, it was recognised that more work could be undertaken with Further Education and Higher Education sectors;
- (vi) the Board was informed that the granting of two Enterprise Zones by Government was unusual and reflected the Government's confidence in CIOs; the work undertaken in regard to both was acknowledged;
- (vii) reference was made to the communications element, there was a need to ensure that the message being reported was appropriate; the Chair of the Enterprise Zone Board confirmed that communications was a standing item at the EZ Board meeting;
- (viii) it was commented that by virtue of the investment made by the Government in the Enterprise Zones they had a vested financial interest in ensuring the success and future of the EZ's.

The Chair thanked Miles Carden for attending the meeting.

***Action 3: The LEP Executive to invite the Managing Directors of CORSERV and Cornwall Development Company to the July Board.***

***Action 4: The Enterprise Zone Board to take forward the work in regard to governance structures for the Enterprise Zone.***

### **Spotlight on Spaceport**

(Agenda No. 5.2)

The LEP CEO provided the Board with an overview of the presentation made by the CIOs LEP on 'Space in Cornwall' exhibited at the UKSA Launch UK Event on 21 February 2017 in London.

The event had been successful and provided the LEP with an opportunity to engage with a number of existing and new industry contacts. The LEP CEO advised that the main focus of the presentation had been on the provision of an end-to-end Eco-system; Space Gateway at Newquay Airport; Communications Gateway at Goonhilly Earth Station; Innovation and Skills (future flight and satellite technology hub); collaboration; and size and health of the UK Space Industry 2016.

The LEP CEO confirmed that the UK Space Agency had been notified of the LEP's intention to make a bid, it was noted that the call submission would need to be submitted by Friday 28 April 2017. The Board was provided with an overview of the Bid requirements; the briefing note set out the process for the bid and details of what it was it was likely to comprise.

The Board discussed the benefits associated with collaboration with other airports across the whole country to ensure a successful delivery.

### **Advanced Engineering Skills/STEAM**

(Agenda No. 5.3)

Clare Harris, Employment and Skills Manager and Rachel Delourme, STEM Co-ordinator attended the meeting to provide a presentation to the Board on progress to date in regard to STEM/STEAM Skills.

The Board noted a briefing paper providing background information to support the detailed presentation.

Rachel Delourme outlined details of the STEM projects aimed to inspire vulnerable and disadvantaged young people; the value of STEM Education; a snapshot of some of the projects being worked on was provided, such as Bloodhound and Nuffield Foundation Research Placements; the next steps, including Strategy Development, and referred to the definition of STEM/STEAM.

Arising from the presentations, and the ensuing debate, reference was made to the following points:

- (i) reference was made to the definition of STEM and STEAM and how they should be defined and referred to going forwards. Creativity was an important element, providing a multi-disciplinary mix of STEM and the Arts (STEAM) generating imaginative ideas and problem solving;
- (ii) in regard to work experience, there was a need to provide support and education to businesses who provided work experience to ensure that it was worthwhile. There was a need to manage expectations of work experience from both the business and student perspective; it was commented that 'experience of work' was a more accurate reflection of the role;
- (iii) concerns were expressed that cuts in education funding could have an adverse impact on the delivery of skills requirements and the lack of a central link to drive an integrated skills agenda forwards through Cornwall. It was noted that STEM activity was an integral part of the Cornwall's Devolution Deal.

The LEP thanked both Clare Harris and Rachel Delourme for attending the meeting.

### **Institutes of Technology**

The LEP CEO provided an overview of the recently announced 'Institutes of Technology' opportunity. These formed part of the approach outlined in at least one of the pillars in the Industrial Strategy and could form an excellent opportunity to take forward the LEP's work in STEAM.

The LEP CEO outlined the next steps, advising that the CIoS LEP, as devolution lead on Employment and Skills, would work in collaboration across Cornwall Council Education and Early Years alongside Economic Growth directorates, the Enterprise Adviser Programme and Enterprise Zones to develop a 2017-20 STEAM strategy and implementation plan.

The CC CEO confirmed that Cornwall Council had expressed support for an Expression of Interest in the 'Institutes of Technology' opportunity.

***Action 5: The LEP Executive to work with Cornwall Council to submit an expression of interest for the Institutes of Technology opportunity.***

Following the presentations, the LEP Board gave consideration to each of the recommendations detailed within the report.

**Decision:**

- 1. the Board noted the continuing development of the Aerohub Enterprise Zone and the MarineHub Enterprise Zone coming on stream in April 2017. The Board confirmed support to integrate governance of both Zones under the existing Enterprise Zone Board arrangements;**
- 2. the LEP Board confirmed its support to lead a Cornwall bid for a UK Spaceport;**
- 3. that the existing Enterprise Zone Board leads on the detail of the Spaceport bidding process before the bid deadline of 28/04/17;**
- 4. the LEP Board supports the work of the Employment and Skills Board to develop a STEAM strategy and implementation plan, including establishing a ESB Task and Finish Group to better understand the education funding issues;**
- 5. the Board agreed to submit a register of interest for the Institute of Technology, aligned to prioritises within the CIOs Strategic Economic Plan.**

**2017/18 LEP BUSINESS PLAN AND BUDGET**

(Agenda No. 6)

The Board considered a report prepared by the LEP CEO providing an update on progress with the Business Plan 2017/18.

***Action 6: Board to email final comments on the LEP Business Plan and Budget to LEP CEO by 24 March 2017.***

**Decision: the Board approved the CIOs LEP 2017-18 Business Plan and headline budget.**

**Communications Review**

(Agenda No. 6.1)

The Board considered a report prepared the Business and Stakeholder Relationship Manager and Board Directors, Lucy Edge and Sarah Trethowan

**Decision: The LEP Board noted the work achieved by the task and finish group so far, and agreed the timescale of delivery of the Strategy by the May Board meeting.**

**CHAIRMAN'S REPORT (VERBAL)**

(Agenda No. 7)

The LEP Board noted the Chairman's verbal report.

**CEO'S REPORT**

(Agenda No. 8)

The LEP Board considered a report, prepared by the LEP CEO which focused on an overview of operational activities, regarding capacity and governance, business plan progress, implementation, business and local engagement, national and south west engagement, and communications.

### Budget, Compliance and Corporate Risk

Board Directors were asked to note the revised risk register appended to the report. The LEP CEO referenced particular areas in regard to corporate risk relating to CP2 (Resources) and CP6 (Reputational and Management Communications).

### Implementation

#### *Financial Engineering Instruments (FEI)*

The LEP CEO updated the Board on the latest position in regard to Financial Engineering Instruments (FEI) advising that the Treasury grant had not been confirmed.

The Board expressed disappointment at this announcement, and agreed that an appropriately worded letter should be sent to the Government and that MP's be briefed accordingly.

Reference was made to the current position in regard to the Government's decision to award CIOs Intermediate Body (IB) status as part of the Devolution Deal; once finalised the formal launch was expected in April.

#### *Area Based Review*

The Board received an update on the latest position in regard to the Area Based Review.

The Board was advised that following the most recent Area Based Review Steering Group the final recommendations of the review team had been received. The Board noted the position in regard to Cornwall College and Truro and Penwith College.

Following the finalisation of the recommendations, the LEP was being asked to provide a written endorsement by 22 March 2017. It was suggested that the Employment and Skills Manager works with the Chair of ESB and Chair of LEP Board to finalise the LEP response.

#### *ESIF Programmes*

The Board received an update on the latest position with the ESIF Programmes.

#### *Leader*

The Board received an update on the progress with the delivery of LEADER.

The LEP CEO advised that a review was proposed regarding the level of engagement with LEADER and attendance at the Local Action Group.

The LEP CEO informed the Board that going forwards the format of the CEO's Report would be re-framed.

***Action 7: The LEP Executive to work with Cornwall Council to draft an appropriately worded letter to the Chancellor and Secretary of State for Business, Energy and Industrial Strategy in respect of Financial Engineering Instruments.***

***Action 8: That the Employment and Skills Manager liaises with the Chair of ESB and Chair of the LEP Board to finalise the LEP response to the recommendations of the Post 16 Area Based Review by the 22 March deadline.***

### **GROWTH DEAL 3 UPDATE**

(Agenda No. 9)

The Board considered a report prepared by the Programme Monitoring and Evaluation Officer providing an update on the progress to date in regard to the Growth Deal 3 Programme.

The LEP CEO advised that following the formal Government announcement regarding the Growth Deal allocation the Investment Panel had reviewed the original programme of investment and reprioritised the Growth Deal 3 spending plans to take account of the allocation. The Investment Panel was due to meet on 24 March 2017 to receive presentations from invited applicants to assist prioritising projects.

In the ensuing discussion the LEP Board sought clarification on which applicants would be making presentations on 24 March to the Investment Panel.

The LEP's Whitehall representative outlined, from the Governments perspective, the reasons behind the funding allocation on Growth Deal 3.

The LEP Board Directors once again expressed their disappointment at the level of funding allocated to CIOs and reiterated that the LEP Board remained committed to the ambitious bid and that every effort would be made to secure additional funding opportunities to deliver projects. The LEP Board referred to the inaccurate reporting in the press and damage that this had done for the region.

***Action 9: The LEP Executive to clarify the arrangements for the Investment Plan meeting on 24 March 2017.***

The Board noted the progress to date on the Growth Deal 3 Programme.

### **LARGE MAJORS TRANSPORT FUND: A30/A391 UPGRADE**

(Agenda No. 10)

Nigel Blackler, Service Director – Transport and Infrastructure CC, Matthew Vowels, Capital and Project Funding Specialist CDC, and Greg Slater, Commissioning Officer CC, attended the meeting for this item and provided a presentation to the Board on progress to date on A391 Upgrade Scheme in order to seek support from the LEP Board for the submission of the outline business case for the St Austell to A30 Link Road.

The Board noted a report prepared by the LEP CEO providing background information to support the detailed presentation and assist the LEP Board in understanding the economic benefits that the scheme would deliver.

Nigel Blackler outlined the business case for the A391 Upgrade Scheme with particular reference to the Strategic issues, value for money, financial implications, management arrangements and commercial element.

Matthew Vowels outlined the strategic fit for the A391 Upgrade Scheme.

Julian German informed the Board that the Cornwall and Isles of Scilly Local Transport Board (CISLTB) had, at its meeting on 14 March 2017, recommended to the LEP Board that the progress of the A30/A391 upgrade be noted and requested that a strategic economic impact assessment be undertaken for the whole of this route to better understand the importance for the wider Cornwall, also how the upgrade would provide a link to the railway station at Victoria.

Arising from the presentation, and the ensuing debate the following points were clarified:-

- (i) the Department for Transport would undertake a thorough and rigorous analysis of the business case;
- (ii) the Department for Transport was seeking strategic support from the LEP Board; it was confirmed that the scheme would not require compliance with the LEP Assurance Framework;
- (iii) the Department for Transport had confirmed that it would fund £1.5m to develop a business case for a St Austell to A30 transport link improvement;
- (iv) the upgrade would require minor alignments to ensure connectivity to Newquay and that traffic calming measures in Stenalees and Bugle where proposed; funding for this project was secured;
- (v) consultation work had been undertaken with the community regarding the route; it was noted that whilst landowners would be impacted that there was no campaign group adverse to the proposal;
- (vi) the Board was informed that Cabinet would be considering the proposal at its meeting on 16 March, 2017;
- (vii) the proposed upgrade would be a step towards unlocking economic growth; it would act as a catalyst to enable other schemes to be put in place;
- (viii) the Department for Transport would consider the issues regarding a railway link to Victoria Station, however, this link would sit outside the upgrade scheme.

The Chair thanked Nigel Blackler, Matthew Vowels and Greg Slater for attending the meeting.

**Decision: the LEP Board supports the submission of the Outline Business Case for the St Austell to A30 Link Road.**

## **QUARTERLY PERFORMANCE, COMPLIANCE & RISK**

(Agenda No. 11)

The LEP Board noted the report in relation to performance, compliance and risk.

## **GROWTH DEAL IMPLEMENTATION - CIOS LOCAL TRANSPORT BOARD (LTB) TERMS OF REFERENCE**

(Agenda No. 12)

The Board considered a report prepared by the LEP Programme Monitoring and Evaluation Officer regarding the CIOs LTB– revised terms of reference. He advised that further to the LEP Board meeting in November 2016 the CIOs LTB terms of reference had been updated and referred back to the Local Transport Board on 10 January 2017. The CIOs LTB had subsequently considered the revised terms of reference and an updated version had been appended to the agenda papers for ratification by the LEP Board.

The Board was informed that Roland Tiplady wished to resign as the CIOs LEP representative on the CIOs LTB with immediate effect. Andrew Williams confirmed that he would be prepared to sit on the CIOs LTB in place of Roland Tiplady.

***Action 10: The LEP Executive to liaise with Cornwall Council to make the necessary arrangements for Andrew Williams to replace Roland Tiplady as the CIOs LEP representative on the CIOs LTB.***

**Decision:**

**The LEP Board acknowledged and approved the revised terms of reference for the CIOs LTB, subject to:**

**Roland Tiplady to be replaced by Andrew Williams as a member of the CIOs LTB;**

**Andrew Williams be appointed as the CIOs LEP Representative on the CIOs LTB and the terms of reference be amended accordingly.**

**AUDIT AND ASSURANCE COMMITTEE**

(Agenda No. 13)

The LEP Board noted the report in relation to the Audit and Assurance Committee.

**ANY OTHER BUSINESS**

(Agenda No. 14)

South West LEP's

The LEP CEO reported on progress in regard to the South West LEP's working together to develop a brand for those areas working together to establish broader business engagement across the South West.

Informal Board Session and Away Day

The Board noted that the next informal Board session was due to be held on 24 April, 2017 at the Alverton Manor, Truro.

***Action 11: The LEP Executive to send a clarification email to the Board outlining the various Board and away day meetings and arrangements for the May Board.***

The LEP Board noted the dates for the next Board Away Day.

The meeting ended at 3.30 pm.

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