

AGENDA

Title: C&IoS LEP EZ Board

Time/Date 2pm Thursday 1st March 2018

Venue Weston Aviation, Cornwall Airport Newquay,
TR8 4RQ

Membership	Represented by	Attendees	Organisation
C&IoS LEP	Gavin Poole (GP) Chair Mark Duddridge (MD) Sandra Rothwell (SR)	Miles Carden (MC) Mandy Cosgrove (MCe) Matt Hodson (MH) Mike King (MK) Melissa Thorpe (MT) Nicola Lloyd (NL) Iain Mackelworth (IM) Jordan Whaley (JW) Al Titterington (AT) Jonathan Eddy (JE)	CDC CDC CDC CDC CDC CDC CC CC CAN DCLG
Cornwall Council	John Betty (JB)		
Goonhilly Earth Station Limited	Ian Jones (IJ)		
A&P	Drystan Jones (DJ)		

AGENDA		Lead
1.	Welcomes and Introductions	GP
2.	Apologies for Absence Melissa Thorpe, Nicola Lloyd,	
3.	Housekeeping <ul style="list-style-type: none"> a) Conflict of Interest declaration b) Approval of Minutes of last meeting 15th January 2017 c) Action Summary d) Risk Register Report and Risk Register 	GP GP GP IM
4.	Governance <ul style="list-style-type: none"> a) Update on LEP Assurance Framework b) Collaboration Agreement 	TB IM
5.	EZ Incentives & Investment <ul style="list-style-type: none"> a) 31ten Rates Modelling b) Rates Reliefs & ECA approvals c) Rates Growth Fund – financial report d) Aerohub Rates Relief Options e) EZ Growth Fund Investment f) Commercial Support Fund (Marine Hub) 	31ten IM/MH/MC IM IM IM IM

6.	Investment Pipeline and Marketing Strategy a) Investment Pipeline	MK
7.	Site Updates Aerohub+ a) Aerohub+ b) Goonhilly Marine Hub Cornwall c) Marine Hub website d) Hayle e) Tolvaddon f) Falmouth Docks	MC/IM MC IJ MH/IM MH MH MH DJ
8.	Budget Update	IM/MC/MH
9.	Major Projects Update a) Spaceport	MC
10.	Any other business	GP
11.	Dates of next EZ Board Meetings 2pm Monday 23 rd April, Chi Gallos 1 st Floor Meeting Room, Hayle MRBP 11am Wednesday 6 th June, Trelawny Room, NCH, Truro	

MINUTES

Title: C&IoS LEP EZ Board

Time/Date: 9am Monday 15th January

Venue: Chairman's Dining Room, NCH, Truro

Membership	Represented by	Attendees	Organisation
C&IoS LEP	Gavin Poole (GP) Chair Mark Duddridge (MD) Sandra Rothwell (SR)	Al Titterington (AT) <i>absent</i> Iain Mackelworth (IM) Jordan Whaley (JW) <i>absent</i> Clare Harris (CH) <i>part</i> Miles Carden (MC) Mandy Cosgrove (MCe) Matt Hodson (MH) Mike King (MK) Melissa Thorpe (MT) Nicola Lloyd (NL) Tim Bagshaw (TB) Jonathan Eddy (JE) <i>absent</i> Piran Trezise (PT) Steve Jones (SJ)	CAL CC CC CC CDC CDC CDC CDC CDC CDC CIoS LEP DCLG GES GES
Cornwall Council	John Betty (JB) <i>part</i>		
Goonhilly Earth Station Limited	Ian Jones (IJ)		
A&P	Drystan Jones (DJ)		

AGENDA ITEM & NOTES		ION
1.	Welcomes and Introductions	
2.	Apologies for Absence Jonathan Eddy, Al Titterington, Jordan Whaley; the board was advised that John Betty and Mark Duddridge would be joining later.	
3.	<p>Housekeeping</p> <p>a) Conflict of Interest declaration None declared</p> <p>b) Approval of Minutes of last meeting Approved</p> <p>c) Matters Arising It was noted that most actions points were to be covered in the agenda except for:</p> <ul style="list-style-type: none"> MK reported that a new resource had started at CDC who will also cover property at the airport and that outstanding enquiries will be handed over by MC and the EZ team soon. <p><i>Drystan Jones joined the meeting.</i> MH confirmed there is an ongoing conversation with Caroline Carroll at CC regarding Wave Hub and he will report back as this evolves.</p>	MH

	<ul style="list-style-type: none"> SR requested an Action Summary be re-instated for the next meeting to make it easier to review the minutes and this was agreed. MCe/IM to prepare. <p>d) Risk register IM reviewed the Strategic Risk Register and highlighted: <i>Ian Jones joined the meeting.</i></p> <ul style="list-style-type: none"> Risk 7 Rates Relief: See board paper comments below. Risk 9 Market Failure: This is the biggest barrier to development on the EZs. IM reported that CC was developing proposals for Commercial Development Programme to support workspace development in Cornwall. This is on the Council’s Cabinet Agenda for May as part of the wider Investment Programme. <i>Mark Duddridge joined the meeting.</i> The EZ Growth Fund and the Investment Growth Programme could be an issue if the CC Initiative does not happen. MK suggested that Matthew Vowels be asked to join the Operational Board and this was agreed. IM to action. Risk 14 Resourcing: IM reported that CC now have more staff in place to support the EZ programme, the Marine Hub is fully resourced and CDC has a new resource in place to help impact this. GP queried the appointment of Vickery Holman and IM responded that instructions are nearly in place. Risk 1 EZ Governance: IM reported that a great deal of progress had been made but the Collaboration Agreement still needs finalising. IM to report back. Risk 5 Brexit: Still a major uncertainty. Risk 10 Cash Flow: IM stated that he was investigating if it was possible for the EZ Board to borrow against future Rates Growth Fund. IM will go over the options in the next couple of months and report back at May Board. 31Ten are developing a rates model which can be used to forecast rates growth. 	<p>MCe/IM</p> <p>IM</p> <p>IM</p> <p>IM</p>
4.	<p>Governance</p> <p>a) Collaboration Agreement IM reported this is not yet finalised and signed. A meeting needs to be held with A&P/GES to go through to ensure it is acceptable to all parties and get this signed. IM to action.</p>	<p>IM</p>
5.	<p>EZ Incentives & Investment IM reported that the Operational Board (OB) met last week and confirmed that the programme of meetings are to coincide with the EZ Boards; the OB will be scheduled around 10 days before the EZ Board going forward. The OB will review Rates Reliefs applications, EZ Growth Fund application and issues that are acting as a barrier to development. He confirmed that he chairs the OB and attendees include MC/MH/2 from property team/JW. He stated that a representative from A&P and GES would be welcome if</p>	

	<p>they wished to participate. Alternatively, A&P and GES can feed questions or issues into the OB via MC/MH and points can be escalated up to this board as required. MC suggested that wider discussions need to take place at this meeting and Skills should be on the agenda on a regular basis as well as be on the OB which was agreed. IM to action.</p> <p>GP queries if the OB had a TOR and whether it was in the Implementation Plan which IM confirmed. It was agreed that this Board should receive a report on operational items from the OB and to provide strategic feedback to the OB under the heading of Governance. IM/MCe to action.</p> <p>a) Rates reliefs & ECA approvals</p> <p>IM reported no new applications for either zone this month. MC requested more time on the agenda next time for this as all applications for rates renewal need to be submitted by then and these will need to be reviewed. This was agreed. IM/MCe to action.</p> <p>GES were asked to leave the room while their report in relation to Empty Property RR for the visitor centre was reviewed. It was agreed that the report met the required standard of information and the Empty Property RR on the Visitor Centre could be granted. GES were called back in and GP advised them of the decision.</p> <p>b) Rates Growth Fund – financial report</p> <p>IM reported no further update available on the EZ RGF which is taking time to assess. Total value of the fund was £583K and £30K has been spent or committed so the latest balance is c £550K. IM will continue to chase and advise the exact figure by email.</p> <p>SR stated that this item and the next one should go through the OB first and a paper needs to come back from them with some recommendations. MC stated that it is important to see how the cash flow works.</p> <p>c) Aerohub Rates Relief Options</p> <p>IM referred to the report sent with the papers and reported that although EZ Applications which created the Aerohub+ EZ included the extension of rate relief at the Aerohub and the MOU with DCLG signed on this basis. It has now been confirmed that there will be no extension of Government funded RR at the Aerohub which will come to an end in March 2018.</p> <p>IM took the meeting through the report. A discussion followed. In particular IM explained that there are a small number of ongoing negotiations that have been conducted in good faith on the basis that the rate relief period at the Aerohub had been extended.</p>	<p>IM</p> <p>IM/MCe</p> <p>IM/MCe</p> <p>IM</p>
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	<p>It was agreed that we wait until the modelling work currently being undertaken by 31Ten is complete and make a decision once we have that information but the companies could still be invited to make their applications in the meantime.</p> <p>d) EZ Growth Fund Investment No applications.</p> <p>e) Commercial Support Fund (Marine Hub) IM explained that this is Government money to support the development within the Marine Hub EZ and was only available for zones that were created at that moment in time. He reported that funding need to be committed by 10th March and requested that A&P and the Council bring forward proposals to commitment the remaining funding approx. 40K. However, this needs to be matched £ for £ by other funding. DJ stated that he was meeting with IM to go through this and they will report back at next meeting.</p>	<p>DJ/IM</p>
	<p>Skills Update SR reported that Clare Harris had only just come back from leave this morning but would be making the presentation. SR also explained that it was very much a work in progress.</p> <p>SR stated that CH has reviewed the LEP’s Employment and Skills Board that links to skills and the membership has been refreshed. There has been engagement with Skills and DWP and looking at productivity in Cornwall. Priority areas have been identified and work is being done on STEM.</p> <p><i>John Betty joined the meeting</i></p> <p>CH stated that we need to make this review happen. First opportunity is on Wednesday this week when there is a policy decision for the first time from the Department For Education (DFE) to learn what life is like on the ground.</p> <p>CH continued with the presentation which will be circulated to all members. Some points were made by members:</p> <ul style="list-style-type: none"> • PT stated that we have an opportunity to make a change and we need more employment and more growth to create this. He suggested that not enough money is going into skills in Cornwall and we have an opportunity to make this sustainable. • TB suggested considering what could be done through apprenticeships etc., and start to think about who will benefit from this on the sites. • JB made the point that we need to consider where the blanks are and who is going to commit to do what. He suggested there should be an MOU between the EZ and Skills board so that we work together on this. This should cover where we are to date and how we move forward. • IJ stated that one of the current blanks are universities and 	

	<p>he felt they need to spend more on outreach since whenever any science project is funded there is much more interest and a possibility would be public engagement which could help make it easier for the universities.</p> <ul style="list-style-type: none"> • PT suggested that there be a physical place on site/sites which would change it from just being the universities who need to work to make sure the right skills are created in order to address the correct job opportunities for Cornwall. • CH confirmed that the Skills Board are looking to drive forward anything coming out of this Board. She confirmed that Paul Massey chairs the Employment and Skills Board (ESB) and that any request from the EZ Board will be given priority particularly relating to STEAM. • MC suggested a Space Skills Show be held in 2018 in view of the impending announcement which received support. • JB suggested this Board needs a Business Plan and that work needs to be done to align it with the ESB going forward. <p>CH to follow up all comments with assistance from TB. GP thanked Clare for her work and the report and she left the meeting.</p>	<p>CH/TB</p>
<p>6.</p>	<p>Investment Pipeline and Marketing Strategy</p> <p>a) Investment Pipeline MK stated there are currently no common proposals for the EZ which captures everything that is available to anybody who wants to relocate here to Cornwall. This should be promoted and it was suggested this should be delegated to the OB to make sure the EZ information can be put forward. IM to action.</p> <p>b) Lead Conversion MK referred to the Inward Investor leads document sent with the papers which links mostly to AeroHub and Marine Hub and suggested that GES and A&P need to be included which was agreed. Information to be sent from them to IM to add to the Investor Pipeline which should be delegated to the OB. MK suggested that asset owners should agree a common proposition for displacement and inward investors. Proposed next steps are:</p> <ul style="list-style-type: none"> • Cornwall EZ Marketing required • Competitor Analysis required • Economic Impact Analysis required <p>He suggested this be developed by CDC in consultation with CC, CIoS LEP and the asset owners. Discussions took place and some points noted as follows:</p> <ul style="list-style-type: none"> ▪ The EZ Board needs to have a clear understanding of what it can offer financially and discussions about what and how we can make offers to new companies coming into Cornwall need to take place without further delay. <p>IM to take forward at OB and come back with recommendations at next meeting.</p> <ul style="list-style-type: none"> ▪ SR stated the Board needs to understand whether the 	<p>IM</p> <p>GES/A&P</p> <p>IM</p>

	<p>EZ sites are able to cover the overall Cornwall offer and to be really clear about this and how we market it within Cornwall.</p> <ul style="list-style-type: none"> GP questioned whether the process could be marketed in such a way that it highlighted other aspects going on at the different sites. NL responded that IiC has spent quite a lot of time targetting what Cornwall could offer a business. She stated that there is a marked approach that captures everything and we should push this out to every business so they know what we can offer and that it is an active process. <p>It was agreed that MK/NL should move forward with these recommendations and make contact with GES and A & P to ensure they are included.</p> <p>c) Marketing & Comms Strategy MC stated that we need a link on the CC website which directs inward investors through to the right places which does not exist currently. IM to take offline and investigate. MT presented the objectives of this plan and stressed its main function was to give a joined up presence to the EZ offer in Cornwall. She reported that this document was designed to provoke discussion about whether the EZ Board were happy to develop this and move forward. MT stated that there is a problem currently on how we promote the EZ in Cornwall compared to in the past when we used to let everybody know what Cornwall offered. Discussions took place and GP stated that we should be clearer on the outcomes of the previous agenda item (Lead Conversion) prior to settling related marketing and comms. This was agreed. IM to follow up with MK/NL and take this offline.</p>	<p>MK/NL</p> <p>IM</p> <p>IM/MK/NL</p>
7.	<p>Site Updates GP requested these be kept as brief as possible due to time constraints and just cover anything urgent/important.</p> <p>Aerohub</p> <ul style="list-style-type: none"> a) Work Programme Review 2017/2018 As distributed with the papers. b) Aerohub+ MC reported that Apple have a new contract and are looking at a new larger facility to cope with the increased workload. c) Goonhilly IJ agreed he was happy to leave anything to the next meeting but that a pipeline of interest would be supplied to IM. <p>Marine Hub Cornwall</p> <ul style="list-style-type: none"> d) Work Programme Review 2017/2018 As distributed with the papers. e) Hayle Update next meeting 	<p>IJ</p>

	<p>f) Tolvaddon Update next meeting</p> <p>g) Falmouth Docks IM reported that the work programme on Marine-i is gathering some momentum and he will get a Business Plan in place over the next couple of months. He stated that we want to try to get ahead on the capital investment side. NL pointed out that some of the potential investors on the IiC pipeline are not relevant to the EZ. GP requested that the OB should take this on board when they look at the investment as a whole.</p>	
8.	<p>Budget Update Discussions are ongoing and will be covered in more depth at next meeting.</p>	
9.	<p>Major Projects Update Spaceport MC confirmed there is a steering group for this held on a weekly basis and GP chairs this. He reported that processes for the grant approval are complete in terms of Due Diligence and 81 documents were submitted. He reported that Jo Johnson is no longer the minister and they are hoping to get this through the new Science and Universities minister Sam Gyimah. MC reported that a meeting took place last week with Simon Sweetinburgh from DIT and they reported significant investor interest in Spaceport.</p>	
11.	<p>Any other business MCE asked that attendees respond to meeting requests as early as possible as some are not responding at all and this makes catering/room booking difficult. GP requested everyone to please respond to the meeting requests.</p>	ALL
12.	<p>Date of next EZ Board Meetings 2pm Thursday 1st March, Conference Room, Weston Aviation Cornwall Airport Newquay 2pm Monday 23rd April, Chi Gallos 1st Floor Meeting Room, Hayle MRBP</p>	



Title: EZ Board Action Summary from Previous Meeting
16th January 2017

Meeting Date: 1st March 2018

Venue: Weston Aviation, Cornwall Airport Newquay, TR8 4RQ

Summary of Action		Responsibility	Completed
1.	Finalise Collaboration Agreement	IM	
2.	EZ Operations Board: a. Invite Matthew Vowels b. Add Skills to OB Agenda c. Add Investment Pipeline common proposals & recommendations to Agenda	IM IM IM	
3.	Update on EZ RGF	IM	
4.	Aerohub Rates Relief Options	IM	
5.	Obtain Inward Investor information from GES & A&P and include on Investor Pipeline & associated documents	IM/NL/MK	
6.	CC Website Inward Investor pointer	IM	





msc/15.2.18



Cornwall Enterprise Zones – Strategic Risk Register

20th February 2018

1 Introduction

The Cornwall Enterprise Zone Strategic Risk Register captures the risks that are common to both Aerohub and MarineHub and are of strategic importance. The register is reviewed on a regular basis at the Enterprise Zone Operational Board. This paper summarises the key risks that are scored at 12 or above.

2 Key Risks (High to Low)

Risk Ref 7:	Rate Relief @ Aerohub Business Park - Loss of EZ Rates reliefs in March 2018 for Aerohub impacts on demand.	Current Risk Rating: 20
Mitigation:	Options paper presented to EZ Board meeting in January 2018; EZ Board requested information on the financial impact.	
EZ Board Action:	To note rates modelling work undertaken by 31Ten (Agenda item 5) and re-consider recommendation to approve locally funded rate relief at the Aerohub EZ. Alternatively, agree not to offer rate relief at the Aerohub Business Park and amend marketing materials accordingly.	
Risk Ref 9:	Market Failure in the Commercial Property Market restricts and limits the pace and scale of development impacting on retained rates income into the EZ Growth Fund.	Current Risk Rating: 20
Mitigation:	Use of EZ Growth Fund to help bridge investment gap. CC developing Workspace Development Programme (WDP) to support workspace investment in Cornwall.	
EZ Board Action:	To note increase in risk status from last report which reflects the challenge of converting a strong pipeline of enquiries into deliverable projects. This is considered the biggest single obstacle to the success of the EZ programme.	
Risk Ref 14:	Resourcing - insufficient resourcing impacts on ability to handle enquires and managed deal flow leading to loss of investment	Current Risk Rating: 12
Mitigation:	CC has appointed agents Vickery Holman to handle enquiries on the Aerohub business park and Tolvaddon . CC has completed recruitment to provide additional capacity to support Programme Management including EZ. CC has asked CDC to bring forward proposals to mitigate impact on EZ delivery of resourcing the spaceport bid.	
EZ Board Action:	No action required.	

Risk Ref 1:	EZ Governance - lack of clarity over roles & responsibilities impedes decision making resulting in loss of potential investment.	Current Risk Rating: 12
Mitigation:	Implementation Plan Agreed. Rates relief process and policy agreed. EZ Growth Fund investment policy agreed and application process and award process established. TORs updated to reflect new LEP Assurance Framework and circulated to EZ Board Members.	
EZ Board Action:	Process for signing off draft TORs to be discussed under Agenda item 4.	

Risk Ref 5:	Brexit - Uncertainty regarding access to European market and to European funding streams undermines investor confidence in Cornwall potentially stalling EZ development and delivery of outputs. Risks include, (a) challenges to the market by lack of investment and (b) licensing or regulatory issues.	Current Risk Rating: 12
Mitigation:	Plan for post EU Exit legacy being developed by LEP/CC.	
EZ Board Action:	No action required.	

Risk Ref 10:	Cash Flow - There is a time lag between investment in zones and retained rates income. In the absence of a facility to borrow against future retained rates income the scale of investment will be limited to funding immediately available within the EZ Growth Fund pot.	Current Risk Rating: 12
Mitigation:	Review of options by CC to consider investment up front borrowed against future business rates income. 31Ten appointed to complete rates modelling. IM to develop proposals and secure agreement from CC Finance.	
EZ Board Action:	No action required.	



CORNWALL &
ISLES OF SCILLY
LOCAL ENTERPRISE PARTNERSHIP

Cornwall and Isles of Scilly Local Enterprise Partnership

Application for Enterprise Zone Rates Growth Fund

Name of Project	EZ Business Plan
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1. Applicant

Applicant Name	Iain Mackelworth
Applicant Address	Cornwall Council Economic Growth Service Pydar House Truro Cornwall
Name of Directorate, (if Cornwall Council)	Economic Growth & Development
Contact Name	Iain Mackelworth
Contact Position	Investment & Growth Client Manager
Email	imackelworth@cornwall.gov.uk
Telephone	01872 322803
Mobile	07530 262416
Company Registration No	N/A

2. Project Description

Project Description (max 250 words)
<p>The Council is proposing to appoint a lead consultant (private sector) to work with the EZ partners to produce a four year business plan for the EZs.</p> <p>This work will build on the Implementation Plans with the consultants working with CDC to understand, review and refine Cornwall's offer to the target sectors and with the Cornwall Council and the Local Enterprise Partnership to set outputs, KPIs and establish an operational and administrative budget for the management of the Enterprise Zone initiative.</p> <p>In addition, the appointed consultants will provide support to the partners to develop a Capital Development Programme which will identify and projects/investment opportunities at each</p>

site. This will involve:

1. Consultation with the operators/landowners (Cornwall Council, Goonhilly Earth Station Ltd, A&P Falmouth Ltd) to identify projects/investment opportunities;
2. Reviewing existing information where available;
3. Developing a project summary for each project/investment to include:
 - a. Location Plan, including approximate footprint;
 - b. Description of the project;
 - c. Outputs – sqm, FTEs;
 - d. High Level Project Costs, broken down as follows:
 - Construction
 - Fees
 - Abnormals where known.
 - e. Programme/timeline;
 - f. Valuation (income, capital value, yield);
 - g. Funding Gap;
 - h. Risks.
4. Aggregation of the project data into an overall profiled budget showing costs and funding gap.

3. Financial Information

3.1 Form of Finance Being Sought

Loan amount	Grant amount	Guarantee amount
£	£38,750	£

For large investments (EZ Growth Fund award of £200,000+) this application must be accompanied by a full business case which will be independently assessed.

Additional information may be required to support request for loans and guarantees.

3.2 Costs Category

Please identify all relevant costs categories.

Revenue

- Admin & Governance
- Specialist Advice
- Relocation Support
- Other

Capital

- New Buildings
- Refurbishment

- Equipment
- Access Infrastructure
- Other Economic Infrastructure

3.3 Project Expenditure

	Item	Amount (£s)
Revenue	EZ Business Plan Development	£55,000
	Total Revenue Expenditure	
Capital		
	Total Capital Expenditure	
Grand Total		£55,000

3.4 Project Funding

	Funding Source	Amount (£s)
Public Funding	EZ Growth Fund	£38,750
	Marine Hub Cornwall EZ Commercial Support Fund	£16,250
	Total public funding	£55,000
Private Funding		
	Total private funding	
Grand total		£55,000

3.5. Costs & Funding Profile

Source	2017/18	2018/19	2019/20	2020/21	2021/22
Costs		£55,000			
Funding					
EZ Growth Fund		£38,750			

Commercial Support Fund		£16,250			
Total (inc above)		£55,000			

4 Benefits

4.1 Rates Growth

Does the investment lead directly to rates growth with the EZ?

Yes (if yes please complete the table below)

No (please identify other benefits and provide a description of how the investment contributes to the objectives in table 4.3 and 4.4)

Year	1	2	3	4	5	6-10	11-15	16-20	Total
Estimated Annual Rates Growth £									

4.2 Workspace and Jobs

Year	1	2	3	4	5	6-10	11-15	16-20	Total
Sqm of new or refurbished workspace									
Gross FTEs									

4.3 Other Benefits

Outputs/Impacts	Yes/No	Number where known	Target Date
New products, processes or services			
Existing enterprises supported			
New enterprises supported			
Commercialisation of research and knowledge transfer			
Enterprises with new to market products			
Enterprises with new to firm products			
Supporting clusters / supply networks			
Accessing new markets for the creative sector			
Participants involved in STEAM skills			
Participants involved in high level skills training			
Participants involved in skills training			
Participants involved in work training			
Participants involved in apprenticeships			

4.4 Other Benefits (Description)

Please provide a description of the benefits focusing on how the investment supports the delivery of the EZ.

The Development of the Business Plan provides an opportunity to reflect on and re-focus the Cornwall offer and align marketing, business support and capital investment programme to inform decision making and maximize the benefits to Cornwall.

The appointment of additional specialist resource to support the identification and development of capital projects on the site will help to accelerate the delivery of the EZ projects.

5. Delivery

5.1 Delivery Strategy

Please provide a summary of your project will be delivered.

The Council will appoint the consultants and manage the contract on behalf of the Council.

5.2 Delivery Partners

Please provide a summary of any delivery partners.

GES Ltd and A&P Falmouth Ltd.

5.3 Milestones

Use the blank rows for any other notable milestone targets.

A start and end date must be provided as a minimum.

Milestones	
Start date	09/03/2018
First Draft	28/04/2018
Final Report	04/05/2018
End date	11/05/2018

5.3 Procurement

Please use the box below to tell us how you intend to procure the services/goods relevant to this application.

The Council will appoint the Consultants through Bloom in line with its Corporate Procurement policies.

5.4. State Aid

Does the project fit with the General Block Exemption Regulations? If yes please state below which exemption, if no describe how the project will comply with State Aid Regulations.

This work is being undertaken to support the governance of the EZ and to support informed decision making and is considered to be outside the scope of state aid.

6. Strategic Fit

Please specify which LEP led strategic objective and intervention the project/programme/work contributes to by marking the appropriate box or boxes: For further details please go to the [Cornwall and Isles of Scilly Strategy Economic Plan](#)

Vision: By 2030 Cornwall and Isles of Scilly will be the place where business thrives and people enjoy an outstanding quality of life.

Strategic Objectives		Please Tick
Business	Thriving businesses who excel	X
People	Inclusive growth and a skilled workforce	
Place	Improving infrastructure and economic distinctiveness	X

Strategic Interventions		Please Tick
Innovation & Creativity	• Access to finance	
	• STEAM based skills	
	• Commercialisation of research and knowledge transfer	
	• Supporting clusters and supply networks	X
	• Embedding creative economy opportunities across wider sectors, including accessing new markets and branding	
Productivity Led Growth	• Suitable workspace	X
	• Leadership excellence in both the public and private sectors	
	• Research, development and innovation hubs	X
	• Improved business regulatory support	
Inclusive Growth	• Build on the significance of older people in the workforce	
	• Link education providers, business and areas of deprivation	
	• Enhance the provision of a greater mix of homes for all	
	• Local transport to support rural/ coastal areas	

	<ul style="list-style-type: none"> Support the unemployed or on low pay to gain skills and training 	
Building Great Careers	<ul style="list-style-type: none"> Increase apprenticeships, in smaller firms in emerging sectors 	
	<ul style="list-style-type: none"> Ensure that young people living in all parts of CIoS can access further and higher education 	
	<ul style="list-style-type: none"> Develop enterprise and work readiness skills in young people 	
	<ul style="list-style-type: none"> Support skills in business collaboration and a comprehensive career structure 	
Vibrant Communities	<ul style="list-style-type: none"> Invest in natural capital and environmental growth 	
	<ul style="list-style-type: none"> Promoting our world class cultural environment 	
	<ul style="list-style-type: none"> Develop the economic vibrancy of town centres 	
	<ul style="list-style-type: none"> Accelerate the delivery of quality housing in priority growth areas 	
Global Presence	<ul style="list-style-type: none"> Develop a 'think global' mind set 	X
	<ul style="list-style-type: none"> Further invest in national and global connectivity: digital, road, rail and air 	
	<ul style="list-style-type: none"> Ensure that the assets and potential of CIoS are effectively captured in inward investment marketing 	X
	<ul style="list-style-type: none"> Equip CIoS to attract new investment 	

7. Risks

What are the main risks facing your programme/project/work?	
Risk	Mitigation in place
Failure to appoint suitably qualified consultants	Skills and experience to be assessed through the tender process.




Certificate

I certify that the entries in this form, accompanying details and any other supporting documents enclosed are, to the best of my knowledge and belief, correct and the investment applied for is the minimum required for the programme/project/work to proceed as described.

I am not aware of any reason why the programme/project/work may not proceed or be delayed other than those reasons declared and the commitment can be made within the timescales indicated.

I can confirm that the project will meet statutory and regulatory standards and will adhere to the Equality Act 2010.

I understand that if the application is not complete in all relevant detail and every aspect, including this section, it may be rejected.

Name (BLOCK CAPITALS)	Iain Mackelworth
Position	Investment & Growth Client Manager
Organisation	Cornwall Council
Signature 	
Date	12/2/2018



FOR OFFICE USE ONLY

Appraising Officer	
Signature	
Date	
Recommendations	

Decision	
Signature	
Date	
Comments/Conditions	

Finance	
Signature	
Date	
Comments/Conditions	

Date applicant informed of outcome	
Signature/Initials	
Offer let sent to applicant	
Signed offer letter returned	
Funds released	



CORNWALL &
ISLES OF SCILLY
LOCAL ENTERPRISE PARTNERSHIP

Additional Notes

The methodology for providing support will be as follows:

- Costs must be eligible
- The project must meet the investment drivers of the fund
- The benefits and outcomes must deliver EZ programme benefits
- The project must be compliant with State Aid rules
- There must be a clear and realistic delivery strategy

Each request will be considered on its own merits taking into account the nature of the project, the options/alternatives, the risks, funding implications and the fit with LEP aims and objectives and other appropriate documents.

Submitting Your Application

All applications must be signed and dated and returned to:

Cornwall and Isles of Scilly LEP
PO Box 723
Pydar House
Pydar Street
Truro
TR1 1XU

Email: info@cioslep.com

For more general information about the LEP:
[Cornwall and Isles of Scilly Local Enterprise Partnership](#)