



**CORNWALL &  
ISLES OF SCILLY**  
LOCAL ENTERPRISE PARTNERSHIP

## **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 Sea View Suite, St Austell Conference Centre, St Austell Business Park, Cornwall, PL25 4FD on Wednesday 28 November 2018 commencing at 10.00 am.

Present:- Mark Duddridge (Chair)

Frances Brennan, Simon Caklais, Lucy Edge, Bob Egerton CC, Frances Grottick, Steve Jermy, Emmie Kell, Paul Massey, Adam Paynter CC, Louise Rowe (via telephone), Gordon Seabright, Roland Tiplady, , Robert Camp, and David Walrond.

Officers and support team:- Sally Edgington, Jason Clark, Glenn Caplin, Kate Kennally, Tim Bagshaw, Carol Bransgrove, Geraldine Baker and Rowena Brebner.

Apologies for absence:- Directors: Phil Seeva CC, Andrew Williams, Professor Mark Goodwin and John Acornley.  
Officers: Theo Leijser

### **WELCOME AND INTRODUCTIONS**

(Agenda No. 1)

The Chair welcomed everyone to the meeting, in particular, new Board Director Robert Camp for his first meeting and Sally Edgington from the Cities and Local Growth team.

The Chair and Board Directors thanked Jonathan Eddy for his contribution to the work of the Cornwall and Isles of Scilly Local Enterprise Partnership in his role as the Whitehall representative and wished him well in his new position. The Chair informed the Board that Sally Edgington would be the LEP's new Whitehall representative.

Apologies for absence had been received from Andrew Williams, Professor Mark Goodwin, Phil Seeva CC, John Acornley and Theo Leijser.

### **DECLARATIONS OF INTEREST**

(Agenda No. 2)

The following declarations of interest were expressed:

Steve Jermy advised that he would have an interest in any agenda items which related to offshore renewables and that he would not take part in any related discussions involving offshore renewables.

Frances Grottick advised that she had an interest in any agenda items which related to Smart Islands and she would not take part in any related discussions involving Smart Islands.

Gordon Seabright advised that he had an interest in any agenda items which related to geothermal energy and offshore renewables and he would not take part in any related discussions involving geothermal energy or offshore renewables.

Lucy Edge advised that she had an interest in any agenda items which related to Spaceport and she would not take part in any related discussions involving Spaceport. She also advised that she had recently been appointed as a Trustee of Mencap.

**Action 1: The LEP Executive to make the necessary arrangements for Lucy Edge's Register of Interest form to be amended to reflect the appointment as a Trustee of Mencap.**

#### **LEP BOARD (26 SEPTEMBER 2018)**

(Agenda No. 3)

##### **Minutes**

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 26 September 2018 were a true and accurate record.

##### **Action Summary**

(Agenda No. 3.2)

Actions confirmed at the meeting on 26 September 2018, details of which were noted together with a summary of outstanding actions.

The Board was updated on the current position in relation to the outstanding actions.

#### **NOMINATIONS COMMITTEE**

(Agenda No. 4)

The Board considered a report prepared by LEP Chief Executive regarding the resignations of Andrew Williams and Roland Tiplady, and to approve Robert Camp as the Local Enterprise Partnership's substitute director on the ITI Board.

The LEP Chief Executive outlined the procedure for the recruitment for the replacement Directors and clarified the current stage in this process.

The Board Directors thanked Roland Tiplady for his contribution to the work of the Cornwall and Isles of Scilly Local Enterprise Partnership and wished him well for the future.

The Board Directors also wished to record their thanks to Andrew Williams for his contribution to the work of the Cornwall and Isles of Scilly Local Enterprise Partnership and wished him well for the future.

**Decision:**

- 1. That the Board approved the resignation of Andrew Williams as a Director of the Company.**
- 2. That the Board approved the resignation of Roland Tiplady as a Director of the Company.**
- 3. That the Company secretary be instructed to make all necessary updates to the books and registers of the Company.**
- 4. That the Board approved Robert Camp being the LEP's substitute on the ITI Board.**

**Action 2: The LEP Executive to instruct the Company Secretary to make the necessary updates to the books and registers of the Company**

**Action 3: The LEP Executive to make the necessary arrangements with the Ministry of Housing, Communities and Local Government in relation to the new CIOs LEP representation on the ITI Board.**

**STRATEGIC MATTERS**

(Agenda No. 5)

**Chair Update**

(Agenda No. 5.1)

The Chair provided a verbal update on the current position in regard to the following:-

1. Spaceport

A Spaceport meeting had been held outlining the project to the Secretary of State, the Transport Minister and other MPs and junior Ministers which had been well attended and received.

2. Great South West

The Chair had met with Jake Berry MP and Steve Hindley (Heart of the South West LEP) to establish the resources to facilitate the creation of a body to underpin the Great South West. It was likely that the Midlands Engine would be used as a model for the bid rather than the

Northern Powerhouse. It was likely that the Comprehensive Spending Review would take place in the Autumn rather than the Spring. Jake Berry recommended the ask for funding of the Government be increased all be it with a rationale explaining the added value delivered by a GSW body in addition to that provided by the separate LEPs.

3. Train Mainline Signalling upgrade

The Chair had attended the commissioning event for the Mainline Signalling upgrade on 16 November.

4. Liskeard school

The success of the work undertaken by the Head of LEP Governance and Operations at Liskeard school was noted, which assisted in amplifying the LEP's message.

5. Offshore Wind Energy

Thanks were extended to Steve Jermy whose input and knowledge had been greatly received which had resulted in an improvement from the previous position and the suggestion of full engagement by HMG

**CEO Report**

(Agenda No. 5.2)

The Board considered a report prepared by LEP Chief Executive regarding the overall progress across operational activity. He made reference to the following:-

1. He welcomed comments on the report and its content so it could be improved in the future;
2. A Director Workshop had been held and the response to the LEP Review had been submitted on time. Further discussions would need to take place, particularly around the independent secretariat and joint roles. The Annual LEP Performance Review meeting is taking place on 17 January 2019 with Sally Edgington and Tony Bray from the Cities and Local Growth Unit. A LEP Audit and Assurance Committee meeting is taking place on 4 December to assist in the preparations for this;
3. There would be some geographical changes in some LEPs, (not the SW), possibly in the Midlands;
4. The Growth Deal programme was moving forwards;
5. The 2 Smart Islands projects had been announced;
6. The CIOs Investment Fund was going well.

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

1. The Great South West agenda was vital to this LEP and this ties in with Governance – the independent secretariat was a bigger challenge and this concern should be added to the risk register;
2. Discussions were taking place on a regular basis with the Whitehall representative regarding the independent secretariat;

3. Any changes would likely be implemented after the LEP Review rather than before;
4. Regarding the Shared Prosperity Fund, it was too early to do an assessment, but work had been ongoing with Cornwall Council's Legal and Audit services to be as prepared as possible;
5. The work of the Audit and Assurance Committee was of huge importance in the preparation for the Annual Performance Review meeting.
6. Most of the actions from the last review had been completed and the LEP Executive was on target to respond to the issues from the last review;
7. A detailed report outlining the action plan from the last annual review should be considered at the 4 December meeting to provide an audit trail of the ongoing work relating to it;
8. Regarding the independent secretariat risk, the LEP Board should demonstrate private sector challenge and that the current system does work;
9. As part of the LEP review, linking performance and business planning had been considered. The Terms of Reference had yet to be written, but a Performance Committee would be established;
10. The Board felt that the Governance review of risk should include reference to the LEP Review and Board diversity;
11. Active discussions on the risk Register and its use by the LEP Board were necessary;
12. The visit from Alex Williams (Deputy Director, Industrial Strategy Directorate, BEIS) and Grace Carey (Head of Industrial Strategy Sector Deals, BEIS) on 5/6 December, which will focus on developing and emerging sector deals, together with linked industry and research and development activity in Cornwall;
13. Ageing and health would be considered with sector deals and ways to achieve this would be identified;
14. The LEP budget figures at Appendix 1 of the CEO report needed clarification regarding unspent funds/ring-fenced sums in future reporting.

Steve Jermy gave a presentation regarding floating offshore wind and highlighted the following:

#### Strategy and Structure

- Engage BEIS + TCE
- Secure revenue support/project pipeline
- Enhance RD +I and T&E capacity
- Build out Pilot and Pre-commercials

#### Structure

- Policy and communications
- Projects and planning
- Infrastructure
- RD + I
- Skills and business support
- Investment

- Actions/Next Steps
- Strategy Status
- 2030 vision
  - Projects/Flow centre of excellence/local shipyard/maximised jobs and export opportunities/inward investment

A workshop would be held in the new year across the key issues of what would be a multi-stage process.

The Board noted and the overall progress across operational activity.

**Action 4: Audit and Assurance Committee to work with the LEP Executive to review and make necessary amendments to the Risk Register.**

**Enterprise Zones Update**

(Agenda No. 5.3)

Bob Egerton CC declared an interest in this item.

Adam Paynter CC declared an interest in this item.

Iain Mackelworth (Interim Head of Investment and Growth, Cornwall Council) attended for this item.

The Interim Head of Investment and Growth provided the Board with a presentation regarding the Cornwall Enterprise Zones with reference to the following areas:

- What are the Enterprise Zones (EZs)
- A review of achievements and challenges ahead;
- EZ Benefits/business benefits/other benefits;
- EZ overview – Aerohub/Goonhilly Earth Station/MarineHub Cornwall/Achievements of these;
- Achievements – key metrics
- Challenges – viability of workspace/running out of space/time;
- EZ Growth Fund

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

1. Some of the data was ambiguous – not all new jobs are good and not all growth is good;
2. Displacement was an issue – tax incentives should not be used to move businesses further down the road, in fact they were rarely an incentive for businesses to relocate;
3. The business rates funding model would work alongside other funding via grants or loans;
4. It was important that key strategic sites should help create well paid jobs in Cornwall – the service plots were not enough to attract investment and relocate companies – the space needed to be available to convert enquiries into relocations and this required availability of property. The workspace available needed to be

- considered fully – there must be consideration given to other uses of the space;
5. Modelling of the potential for future income to the EZs had been undertaken by 31ten, and studies of how Cheshire and Warrington work would prove useful;
  6. The differences between some of the organisations based at Goonhilly EZ were confusing – consideration should be given to offices in Cornwall, and whether EZs should prepare buildings for future use;
  7. There needed to be a change from the current way of working to maximise the success of the EZs;
  8. There was also the broader issue, coherence with industrial strategy in terms of energy, innovation zones – this was an opportunity to do more in an imaginative way;
  9. It was important to ensure the right people were on the EZ Board to progress the conversations onto the next level;
  10. Negotiations were taking place with those who were enquiring about using the workspace on the site and care was being taken to ensure they had the required skill set;
  11. Whilst it was good that some of the businesses included STEM occupations, thought should be given to have a creative EZ and how these types of businesses could be brought in – it would be good to have both and maximise the assets.

Arising from the debate, Officers responded to the questions as follows:-

1. The purpose of the report was to acknowledge the work which had been undertaken;
2. A change in approach was needed – additional staff had recently been recruited which would assist in bringing the model forward;
3. The buildings on the site were owned by Cornwall Council;
4. Whilst some businesses may wish to have the opportunity to build their own premises, for others this was not practical with the time limits this would impose upon them;
5. Jobs within the marine and engineering based sectors were generally of a higher level and the Spaceport project would be key to increasing opportunities in these areas;
6. Work was already underway to incorporate Creative EZ – universities had been approached regarding the University Innovations Zone funding.

The Chair thanked the Interim Head of Investment and Growth for his presentation.

**Decision:**

- 1. That the challenges associated with the converting enquiries and interest in the EZ sites was noted and;**
- 2. The intention to develop proposals for the LEP to develop and present the case for a cash flow facility from Cornwall Council to borrow funding against future rate growth on the EZ sites.**

## **Employment and Skills Board Update**

(Agenda No. 5.4)

The Board considered a report prepared by the People and Prosperity Manager which provided a summary of progress against the delivery of the strategy and key projects.

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

1. A Creative Industries Taskforce meeting had been held on Monday – there were opportunities regarding jobs and there were a set of unique assets in Cornwall. There was a concern that the group has regarding a lack of visibility of the LEPs commitment to creativity;
2. There is a falling number and reduction in young people involved in work experience in creative jobs – there was also disappointment in the creative sector deal – nothing has been rural proofed.
3. There was a meeting of the Creative Committees being held shortly, and careers advice would be detailed in the report – there was a need for an improvement in the careers advice offered in schools. Creativity is part of the curriculum;
4. The LEP Board had been set a challenge regarding creativity – do we want a creative EZ or creativity in all zones?
5. There were many reports for information – there were 4 points to note:
  - a. Social mobility and the voluntary sector
  - b. Geography – there were problems in some areas including Bude/Camborne/Scillies regarding poverty and food bank use – we need to understand the differing geographical areas in Cornwall and how they can be addressed. The labour force has changed;
  - c. Do we use the ESF funding differently to deal with social mobility?
  - d. Funding was time limited – it was necessary to address these issues;
6. E-health could have huge benefits – clarity on how we get from discussion to action.

Arising from the debate officers responded to the questions as follows:-

1. It was frustrating that the ESF funding hadn't been shaped as had been wanted;
2. The ITI Board has been pushing the agenda with MPs;
3. This could be brought up with the Intermediate Body to address;
4. In terms of creative industries, there were connections with Falmouth university eg E-Health;
5. The LEP Board needs to be shaping shared prosperity funds.

The Board noted and endorsed the progress made.

## **Brexit Discussion**

(Agenda No. 5.5)

Carl Warom, Policy Officer for Cornwall Council attended for this item and provided the Board with a presentation regarding Brexit with reference to the following areas:

- Activity so far
- What's up for negotiation
- What's in the withdrawal agreement
- What's in the Political Declaration
- What happens next
- How is the Government Preparing
- What does it mean for Cornwall
  - Catalyst for change
  - New frontiers
  - Economic impact
  - EEA workforce
  - Trade
  - Shared Prosperity Fund
  - Business preparations
- EU Settlement scheme
- How are we preparing

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

1. There was a range of information regarding Brexit and relevant documents available on the Cornwall Council website, this may be of particular benefit for businesses and organisations. The Council's Leader was due to meet with Michel Barnier on 19 December to discuss the future relationship between Cornwall and Europe post Brexit;
2. The LEP Board may wish to discuss and consider its view on the future relationship between Cornwall and Europe in terms of regional co-operation, sustainability, trade arrangements and providing a positive narrative for EU nationals in Cornwall post Brexit;
3. It was important to maintain links with colleagues in Brussels;
4. The Cornwall Council Futures Group was working on how all these things would work for Cornwall and the Isles of Scilly, and there was also an opportunity for the LEP to send out clear messages about this to the public.

The Chair thanked the Policy Officer for his presentation.

**Action 5: The Board to be circulated with the presentation slides;**

**Action 6: The LEP Chief Executive and Chair to convene a working group of the LEP to discuss and consider its response on the future relationship between Cornwall and Europe in terms of regional co-**

**operation, sustainability, trade arrangements and providing a positive narrative for EU nationals in Cornwall post Brexit.**

**EXCLUSION OF PRESS AND PUBLIC**

(Agenda No. 6)

It was agreed that the press and public be excluded from the meeting during consideration of the following business on the grounds that they would be likely to involve the disclosure of exempt information of the following description:-

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**Audit and Assurance Committee - Annual Report and Financial Statements 17/18**

(Agenda No. 6.1)

The Board considered an exempt report prepared by the LEP Chief Executive and the Executive and Governance Manager regarding the annual report and financial statements of the Cornwall and Isles of Scilly LEP Ltd for the year ended 31 March 2018.

The Board thanked the LEP Chief Executive, Executive and Governance Manager and the Audit and Assurance Committee for their work in connection with the process.

**Decision:**

- 1. That the Board approved the CIoS LEP Company Annual Report and Financial Statements for the year ended 31 March 2018 and that the LEP Chair be asked to sign on behalf of the LEP Board.**

**Action 7: LEP Executive to make the necessary arrangements for filing at Companies House.**

**Spaceport Cornwall Update**

(Agenda No. 6.2)

The Board considered an exempt report prepared by the Spaceport Managing Director regarding the Spaceport Cornwall Project.

The Board received an update from the LEP Chief Executive regarding the recent progress of the project as follows:-

- Global Market information
- Progress
- Summary of bid
- Benefits/outline of business case
- Timeline
- Business plan to 2020

- Resources for delivery
- Governance
- The UK's Horizontal Launch Solution from 2020

During the discussion reference was made to the following points:-

1. The recent visit to Westminster with Key MPs, Ministers and LEP representatives had gone well;
2. It was important that LEP Board Members act as Ambassadors for the project and social media should be used to assist this.

The Board noted the content of the report and update.

### **Re-admission of Press and Public**

(Agenda No. 6.3)

The press and public be re-admitted.

### **FOR INFORMATION ITEMS**

(Agenda No. 7)

### **2018/19 Operational Plan Progress - Business, People, Place and Cross Cutting**

(Agenda No. 7.1)

The Board considered reports prepared by the LEP Executive.

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

1. In regard to Business, the Great South West – it was not clear where it featured in the work of the LEP and should have a greater presence;
2. With regard to 'Cross-LEP/Authority Working' reference was made as to whether this RAG should be green rather than amber as there was currently not a Dashboard;
3. With regard to Contract Management, the only outstanding action for Cornwall Council was the signing of the SLA;
4. It would be helpful if the excessive use of acronyms could be avoided when compiling reports.

The Board noted the 2018/19 Operational Plan Progress for Business, People, Place and Cross-Cutting areas.

**Action 8: The ITI Board Summary be circulated to the Board.**

### **Any other business**

(Agenda No. 7.2)

The Board was reminded that it was 'Small Business Saturday' on 1 December, and Members were urged to support small businesses.

Cornwall and Isles of Scilly Local Enterprise Partnership  
28 November 2018

The meeting ended at 2.18 pm.