



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

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PARTNERSHIP**

MINUTES of a Meeting of the Cornwall and Isles of Scilly Local Enterprise Partnership held in the Bedruthan Hotel and Spa, Mawgan Porth, Cornwall, TR8 4BU on Wednesday 27 November 2019 commencing at 10.00 am.

Present:- Mark Duddridge (Chair)
Mark Goodwin (Vice-Chair)

John Acornley, Frances Brennan, Simon Caklais, Lucy Edge, Bob Egerton CC, Edwina Hannaford CC, Fran Grottick, Steve Jermy, Emmie Kell, Clare Parnell, Gordon Seabright and David Walrond.

Officers and Support team:- Glenn Caplin, Josie Gough, Craig Dryden, Carol Bransgrove, Nathan Cudmore, Geraldine Baker and Emma Coad

Apologies for absence:- Directors: Robert Camp, Louis Mathers, Paul Massey, Louise Rowe and Linda Taylor CC.
Officers: Phil Mason and John Curnow.

WELCOME AND INTRODUCTIONS

(Agenda No. 1)

The Chair welcomed everyone to the meeting.

Apologies for absence had been received from Robert Camp, Paul Massey, Louis Mathers, Louise Rowe, Linda Taylor CC, Phil Mason and John Curnow.

DECLARATIONS OF INTEREST

(Agenda No. 2)

The following declarations of interest were expressed:

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1. Gordon Seabright advised that he had an interest in any agenda items which related to Eden and that he would not take part in any related discussions;
2. Frances Brennan advised that she had an interest in any agenda items which related to Health and Wellbeing or ESF and that she would not take part in any related discussions;
3. Emmie Kell advised that she had an interest in any agenda items which related to the WAVE Project and that she would not take part in any related discussions;
4. Simon Caklais advised that he had recently joined the Treveth Holdings LLP and that he would not take part in any related discussions;
5. Mark Goodwin advised that he had an interest in any agenda items which related to the University of Exeter and that he would not take part in any related discussions.

LEP BOARD (25 SEPTEMBER 2019)

(Agenda No. 3)

Minutes

(Agenda No. 3.1)

It was agreed that the minutes of the meeting held on 25 September 2019 were a true and accurate record.

Action Summary

(Agenda No. 3.2)

Actions confirmed at the meeting held on 25 September 2019, details of which were noted together with a summary of ongoing actions.

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

Arising from the above, the following updates were provided:-

Action 1 – The Chair advised that a budget workshop had been arranged and that it had been successful and that it may be repeated in the New Year.

Action 7 – The LEP CEO advised that work in regard to Great South West was in progress and that an update would be provided as part of the CEO Report later in the meeting.

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Action 11 – the LEP CEO confirmed that work in regard to a review of the travel arrangements with reference to Board meetings on the Islands was ongoing.

STRATEGIC MATTERS

(Agenda No. 4)

Local Industrial Strategy

(Agenda No. 4.1)

The Board welcomed the Local Industrial Strategy Manager and representatives of Metro Dynamics to the LEP Board meeting.

The Board considered a report prepared by the Local Industrial Strategy Manager regarding an update on progress to date in relation to the Local Industrial Strategy (LIS) and to seek feedback from the Board on the way forward. A copy of the LIS overview on a page was tabled at the meeting.

The Board noted that feedback from the Board alongside feedback from Cornwall Council Leadership team and expert stakeholders would inform a copy written second draft. A draft LIS would then be presented to the LEP Board in January 2020 for approval prior to the process of government sign off taking place.

The LEP CEO advised that unfortunately the timetable for publication of the draft White Paper was a week behind schedule. He confirmed that this would not however impact the formal timetable for delivery.

The Board was informed that the LIS Task and Finish Group had been meeting on a regular basis, having last met the previous week, to discuss and create an overview on a page. The LIS Task and Finish Group were working alongside Metro Dynamics, the consultants, tasked with preparing the evidence base analysis which was nearing completion.

The Local Industrial Strategy Manager provided an update on the work undertaken since the last meeting which included stakeholder engagement, skills show, workshop with Local Area Action Groups and Employment and Skills Board, event on the Isles of Scilly and attendance at the Cornwall Chamber Business Fair. She advised that a half day workshop had been held at Alverton Manor which was well attended and a survey was available on the LEP website the response to which had been good. Individual leads were currently working with stakeholders to pull together evidence and objectives.

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The team were working closely with Metro Dynamics on the evidence pack which was nearing completion.

Representatives from Metro Dynamics attended the meeting, and presented details of the evidence statistics gained to date. It was emphasised the evidence pack was a live document and that it would continue to gather information. The Board was provided with details of the statistics gathered on a sector basis and an overview of the LIS, details of which included the vision, core metrics, USPs, main challenges, enabling assets, foundations of productivity and reflected on a page.

The LEP Board Directors reflected on the information provided by Officers and Metro Dynamics and commented on the following areas:

1. Board Directors commented regarding how creative industries, creative economy, digital economy, inclusive growth, clean growth, aging sector, NHS, skills, self-employment, role of the health sector, low carbon footprint, coastal and rural economy were reflected within the LIS. Board Directors considered that these were important areas for Cornwall and Isles of Scilly and that they should be appropriately evidenced in the draft LIS;
2. Reference was made to the changing landscape; the focus had shifted from sectors to Grand Challenges;
3. Board Directors sought a summary of the evidence base and information on the consultation undertaken;
4. It was questioned where the bar was being set on the LIS; it was suggested that the LIS should go a step further to get attention;
5. Concern was expressed regarding the statistical information; it was suggested that further checks be made on the evidence bases to ensure that they were accurately reflected in the draft LIS.

Arising from the above, the LEP Executive and Officers took on board the comments and concerns of the Board, confirming that:-

1. There was a large amount of evidence and consultation responses sitting behind the information presented to the Board;
2. The next steps would be to translate the information into a draft document;
3. Details of the timetable going forwards were outlined;
4. Confirmation that the draft LIS was on track for delivery in Spring 2020;

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5. Confirmation that Officers would continue to work with leads to engage stakeholders to ensure enough detail was adequately reflected in the draft LIS prior to formal launch;
6. Officers undertook to arrange some informal sessions with Board Directors to further discuss areas for improvement.

The Board thanked the Local Industrial Strategy Manager and Metro Dynamics for attending the meeting.

Decision:

- 1. The Board noted progress of work to date on the Local Industrial Strategy (LIS);**
- 2. The comments made during discussion be taken on board in the draft;**
- 3. The Board delegates to the Chair and Vice Chair, the decision to endorse the updated version of the draft LIS White Paper that would be presented to Cornwall Council Cabinet for their endorsement on 8 January 2020.**

Action 1: the LEP Executive to arrange an informal session with Board Directors to further discuss areas for improvement prior to presentation to the Cornwall Council Cabinet meeting on 8 January 2020.

Climate Change Development Planning Document.

(Agenda No. 4.2)

The Board welcomed Louise Wood (Service Director for Planning and Sustainable Development) and Robert Lacey (Planning Policy Group Leader) to the LEP Board meeting.

Louise Wood and Robert Lacey provided the Board with a presentation regarding the development of the Cornwall Climate Change Development Plan Document and sought the Board's advice regarding the co-creation of the document, alongside Cornwall Council's Planning Policy Team.

Louise Wood and Robert Lacey proceeded to outline the proposal; limitations; relationship with the wider programme; timetable; working relationships; how the document would be produced; likely content and scope; how people and interests would be involved; and how it would link to the 10 Opportunities.

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

1. The Board welcomed the production of the Climate Change Development Plan; in particular how it would relate to the LIS and link to the 10 Opportunities and role of the LEP in progressing the Plan;
2. Reference was made to the fundamental issues in Cornwall and Isles of Scilly, in particular in regard to travel;
3. Reference was made to flooding, flood management and planning enforcement;
4. It was suggested that the work of Dieter Helm, Natural Capital Committee Chair be researched and his approach to sustainable development be explored by Officers;
5. It was commented regarding the use of satellites to examine land use cover;
6. Reference was made to the role of Parish Councils and Town Centre Initiatives and the potential for engagement with these sectors to achieve sustainable development;
7. It was suggested that a net zero illustrative picture could be created; this might be a beneficial tool to illustrate what success looked like from which the team could work backwards;
8. It was commented that young people had a good level of understanding and vested interest in the climate change agenda and should therefore be engaged on the climate change debate;
9. Reference was made to the role of agriculture and how it linked to flood protection through appropriate management of soil and crops;
10. Reference was made to the role of the construction supply and agroforestry;
11. It was commented in regard to the how CloS worked alongside other Local Authorities including Plymouth City Council.

Arising from the above, the LEP Executive and Officers took on board the comments of the Board, advising that:-

1. Confirmation that modelling work was being undertaken as part of the creation of the Development Plan document to establish energy requirements;
2. It was commented in regard to the challenges regarding National Planning Policy Framework's presumption in favour of development to ensure the delivery of housing against sustainable development requirements;

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3. Cornwall Council was currently looking at standards of development, community engagement and affordability matters;
4. Cornwall Council as a Local Planning Authority had a duty to co-operate with neighbouring Local Authorities;
5. The Board was informed that a similar piece of work was being undertaken by the Council of the Isles of Scilly; the Council was looking at the key sustainable issues for the Islands;
6. Officers suggested that an away day or workshop would provide a useful way to gather suggestions and information to inform the Development Plan document from the LEPs perspective.

The Board thanked Louise Wood and Robert Lacey for their presentation.

Decision: The Board welcomed the opportunity to be part of the co-creation of the Cornwall Climate Change Development Plan Document.

Action 2: the LEP Executive and Planning colleagues to explore the possibility of an away day or workshop to provide a useful way to gather suggestions and information to inform the Development Plan document from the LEPs perspective.

Spaceport Update (Agenda No. 4.3)

The LEP CEO provided the Board with an update on the latest position regarding the Spaceport. He advised that since the last meeting of the Board the funding package was now in place to ensure the pathfinder launch in 2021. Cornwall Council had debated its funding package on 26 November, 2019 which despite some concerns being expressed by Councillors there was a vote to approve a grant of £10.12m Capital spend.

The LEP CEO thanked the LEP Board for the support provided to ensure the Spaceport project came to fruition. He outlined the timetable of commitments and decisions required to take the project forward in readiness for the pathfinder launch.

Board Directors welcomed the news and the positive outcome whilst recognising the large amount of work to be undertaken over the next two years.

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The Space lead commented that this was a massive achievement for all concerned and advised that whilst her term on the Board would come to end in February 2020 she would always be available moving forwards.

EU Programmes Update

(Agenda No. 4.4)

The Board considered a briefing note prepared by the LEP CEO and Head of Economy, Skills and Culture providing an update on the progress with EU Programmes.

The Head of Economy, Skills and Culture and the Growth Programme Lead attending the meeting provided the LEP Board with a presentation in regard to the EU Programmes, with reference to the following areas:

1. Details were provided of the level of investment has Cornwall and the Isles of Scilly;
2. Details of the decision process for EU programmes were provided;
3. Details match funding unlocking EU investment;
4. Current Programme Delivering until 2023;
5. Details were provided regarding EAFRD;
6. Details were provided regarding ESF;
7. Details were provided regarding ERDF;
8. Information relating to projects delivered and maintained with help from EU Funding;
9. Details of Inclusive Growth;
10. Information relating to Community Led Local Development;
11. Business Support for Growth;
12. An example of businesses supported by Propel;
13. Details of Project Impact;
14. Benchmarking exercise;
15. Higher Education in Cornwall;
16. Challenges and Opportunities;
17. Convergence Evaluation still stands (The Essex Multiplier Model);
18. Cross Cutting Themes – Sustainable Growth & Inclusivity.

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

1. A copy of the decision making flowchart would be made available to Board Directors;
2. Reference was made to the challenges in the application process for small grant funding where monies were granted at the end of a project

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- thereby creating cash flow problems in the interim; the Board was informed that this issue had been acknowledged and the team were looking at how this would be addressed in the future;
3. In regard to ESF calls would still continue to 2020; there was currently no gap funding on offer to deal with the cross over period; Officers were keen to have a conversation with Government to ensure a cross over approach rather than dovetailing;
 4. The Board discussed how the remaining funds at the end of the term would be dealt with, the Board noted that it had been requested that CloS' ESIF allocation not be included in the National Reserve Funds, to maintain local decision making and autonomy over current and future funding.

The Board thanked the Head of Economy, Skills and Culture and Growth Programme Lead for their presentation.

Decision: The LEP Board were supportive of the need for Officers to go back to DWP to challenge the skills funding decision.

Action 3: The LEP Executive to circulate a copy of the decision making flowchart.

Beacon Project Demo

(Agenda No. 4.5)

The LEP Board welcomed Clare Harris (Senior Skills Officer) and Tom Gamblin (Evident) to the LEP Board meeting.

The LEP Board received a presentation from the team advising that the Cornwall Work and Health Beacon Project was the first of its kind in the UK with aims to work with businesses to co-create solutions that would support them to recruit and retain a diverse workforce.

The LEP Board was informed that there was national interest in the project and that it had been cited as good practice.

The LEP Board was provided with details of the progress to date, plans for 19/20 and details of the website launch. A demonstration of the website was provided to the LEP Board and the next steps were outlined.

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In the ensuing discussion, the LEP Board were provided with details of data and IP ownership. The LEP Board was advised that the Governments Work and Health Unit would be responsible for managing the high risk element.

The LEP Board thanked Clare Harris and Tom Gamblin for their presentation and demonstration and acknowledged the work that had been undertaken to date.

Chair Update

(Agenda No. 4.6)

The Chair provided a verbal update on the latest position regarding the Great South West, including the work of the consultant and the steering group.

The Chair also commented on the recent LEP Chairs meeting with the Prime Minister.

The Whitehall representative made reference to pan-regional and cross regional partnerships and institutes working together, arising from which, the LEP Communications Group were asked to look at this.

CEO Report

(Agenda No. 4.7)

The Board considered a report prepared by the LEP CEO regarding overall progress on operational activity.

The LEP CEO highlighted the main points in his report.

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

1. Further details were provided on the Towns Fund which had recently been launched. The LEP Board was informed that representation from the LEP would form part of each Town Deal. The Whitehall representative advised that Deals would be launched in waves, and that being in a later wave did not necessarily mean any less funding;
2. The Board was reminded that Lucy Edge and Paul Massey would come to the end of their term on 17 February 2020. The recruitment process had commenced for two new board directors, this had included three of the directors being filmed explaining more about the LEP. The response to the recruitment campaign had been very good.

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3. An update was provided on work undertaken on a Strength in Places Bid to maximise the Floating Offshore Wind (FLOW) opportunity in the region and the formation of a collaboration MOU forming the Celtic Sea Alliance. In regard to Wavehub it was commented that there was a good chance of this work starting next year.
4. Reference was made to the corporate risk register and the way in which risk was approached by the LEP. It was acknowledged that changes had been made to the format of risk reporting and it was suggested that before consideration was given to any further changes to the reporting mechanism that the current arrangements should be given time. It was commented that going forwards the LEP Board Directors should look how they approached risk across all the work of the LEP. The LEP Board was reassured that the Audit and Assurance Committee had undertaken a comprehensive review of budget and risk monitoring. A budget and risk workshop was being arranged for the whole Board in February. Board Directors commented on the role of the Audit and Assurance Committee and the flow of information between the Committee and Board.
5. In regard to Brexit the Board was informed that there was currently uncertainty in both policy and delivery terms. There was a lack of clarity over future funding arrangements in particular core funding at this current time.
6. Reference was made to the Great South West (GSW); it was commented that there was a need for Ports and Ferries to be moved up the productivity agenda. The Chair confirmed that this matter had been raised at the GSW Steering Group. It was commented in regard to the recent price increase at the Tamar Bridge. The Board was informed that no government subsidy was provided for the Bridge and responsibility for the operation and funding fell to both Plymouth City Council and Cornwall Council. Fares generated from the Bridge only covered the operational costs.
7. It was agreed that Creative Industries topic would be picked up at the next Board meeting.

The Board noted the report and the overall progress across operational activity.

Action 4: The LEP Executive to include an item on the next LEP Board agenda on creative industries.

Enterprise Zones Board Update
(Agenda No. 4.8)

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The Board considered a report prepared by the Interim Head of Investment and Growth which provided an update on activity associated with Cornwall's Enterprise Zones and highlighted any key issues to the Board.

Steve Jermy, Board Director outlined the report with particular reference to Strategy updates, EZ Growth, Rate Relief, Marine Hub Cornwall, Aerohub+, Strategy Workshop, Marketing, and Performance.

He advised that a FLOW conference was proposed to be held in October, 2020 at a venue to be confirmed.

An update was provided on the Enterprise Space for Advanced Manufacturing (ESAM) in St Austell.

The Board noted the update on the activity associated with Cornwall's Enterprise Zones.

EXCLUSION OF PRESS AND PUBLIC

(Agenda No. 5)

The Board agreed to exclude the press and public from the meeting for items 5.1 and 5.2 due to the confidential nature of the items.

Audit and Assurance Committee - 18/19 Annual Report and Financial Statements

(Agenda No. 5.1)

The Board considered an exempt report prepared by the LEP CEO and Louise Rowe, Board Director which provided details of the annual report and financial statements of Cornwall and Isles of Scilly Local Enterprise Partnership Limited for the year ended 31 March 2019 which comprise the income and expenditure account, the balance sheet and the related notes from the Company's accounting records and from information and explanations provided to them.

Decision: The Board approved the CloS LEP Company Annual Report and Financial Statements for the year ended 31 March 2019 and the LEP Chair was asked to sign off on behalf of the LEP Board.

Investment and Oversight Panel Update

(Agenda No. 5.2)

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The Board considered an exempt report prepared by the LEP CEO and Chair providing an update on recent activity of the Cornwall and Isles of Scilly Local Enterprise Partnership's Investment and Oversight Panel.

The Board noted the content of the report.

READMISSION OF PRESS AND PUBLIC

(Agenda No.)

The LEP Board agreed that the press and public be re-admitted.

FOR INFORMATION ITEMS

(Agenda No. 6)

Any other business

(Agenda No. 6.1)

Sector Deals

Steve Jermy, Board Director provided a brief update on sector deals.

The meeting ended at 2.50 pm.

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