



## Minutes C&W LEP Board Meeting 22 May 2017

### **Attendance:**

Jonathan Browning: Chair	
Nick Abell (Vice-Chair)	
Karl Eddy	Wright Hassall
Sean Farnell	Grant Thornton
Cllr Jim O'Boyle	C&W Chamber of Commerce/FSB
John Latham	Coventry City Council
Stuart Croft	Coventry University
Cllr Chris Saint	University of Warwick
Paul Kehoe	Stratford District Council
Mike Crone	Birmingham Airport
Catherine Mallyon	Jaguar Land Rover
Sarah Windrum	Royal Shakespeare Company
Cllr Peter Butlin	Emerald Group
Michael Coker o.b.o. Cllr Andrew Mobbs	Warwickshire County Council
Cllr David Humphreys	Warwick District Council
Cllr Dennis Harvey	North Warwickshire BC
Cllr Chris Cade	Nuneaton & Bedworth BC
Cllr Mike Hall	Rugby BC
Marion Plant	Hinckley & Bosworth BC
	Nominated representative for the FE Principals

### **Executives in Attendance:**

Martin Yardley	CWLEP
Paula Deas	CWLEP
Roger Dowthwaite	CWLEP
Craig Humphrey	CW Growth Hub
Monica Fogarty	Warwickshire County Council
Linsey Luke	FSB
Kate Hughes	University of Warwick
Steve Weir	Coventry City Council
Nicola Cox	CWLEP

### **In Attendance:**

Adam Dent	Advent Communications
Pippa Glover	University of Warwick

### **Apologies:**

Louise Bennett	C&W Chamber of Commerce
Alicia Law	BEIS and C&LoG Team
Andy Williams	CWLEP
Steve Maxey	North Warwickshire BC

## Minutes C&W LEP Board Meeting 22<sup>nd</sup> May 2017

<p>1.</p>	<p><b><u>Welcome &amp; Apologies</u></b> Kieran Leahy welcomed the board formally to Study Inn and gave a short summary of the facilities. Apologies were received from Cllr Andrew Mobbs who was represented by Cllr Michael Coker.</p>	
<p>2.</p>	<p><b><u>Call for Declarations of Interest</u></b> There were no declarations of interest relating to items on the agenda.</p>	
<p>3.</p>	<p><b><u>Approval of Minutes and actions from previous meeting</u></b> There was an initial discussion about the process followed for determining Growth Deal 3 funded projects. The Board's attention had been drawn at the last meeting to an extract from CWLEP Assurance Framework which details the project appraisal and assessment process that had been undertaken, previously approved at the CWLEP Board in July 2015. The Chair reiterated that any challenge to the process followed should be specific, that the Chief Executive would be willing to meet with any board member to discuss the decision-making process and that any questions would be dealt with by the CWLEP Finance &amp; Governance Board. The minutes from the previous meeting on 20 March 2017 were then approved as a true record. Actions arising from the last board meeting:</p> <ul style="list-style-type: none"> <li>• The first meeting of the task &amp; finish group, effectively coming out of the Productivity &amp; Skills Business Group, to consider BREXIT and Institute of Technologies (IoT's) has been successfully held. This group will also be looking at the future landscape of the FE sector. In respect of IoT's, the conservative election manifesto has changed the description and therefore basis to which expressions of interest had been invited to access the £170m investment into higher level skills. A 'watching brief' is being maintained on the situation. For the WMCA area, the FE colleges had determined that there should be 3 Eol's, one for each LEP area. The IOT Eol for Coventry &amp; Warwickshire has been agreed with a focus on Advanced Engineering has now been agreed and supported by CWLEP stakeholders.</li> <li>• Constitutional changes to CWLEP Ltd have been completed – an updated LEP-on-a-page has been produced reflecting the structure and appointments to the board, and the business group board leads.</li> <li>• Discussions about FE sector executive support are ongoing with a view to having a dedicated resource.</li> <li>• Unfortunately, it will not be possible to arrange a future CWLEP Board Meeting at Venture House because of its limited size and ability to accommodate at the start of the day. Business groups are being encouraged to hold meetings there.</li> <li>• A copy of the response to Cllr. Keith Kondakor's question was tabled. It had been agreed that no further response was required to the Cllr Peter Moore question</li> </ul>	<p>M Plant to progress with MY/PD</p>
<p>4.</p>	<p><b><u>Board Matters &amp; Chair's Briefing</u></b> The Chair gave a political round-up and advised that he will be meeting the new Mayor at the WMCA SEP Board on 23 May and has invited him to attend the next CWLEP Board meeting and C&amp;W Champions event. In the Warwickshire County Council elections, Conservatives won an absolute majority. There has also been an announcement of the General Election since the last board meeting and the executive have been asked to compare and contrast the implications for LEPs in terms of the manifestos. Other highlights since the last board include working with the City of Culture bid team and attending the Coventry &amp; Warwickshire First Awards evening. On 25 May, the C&amp;W Business Festival is being launched at Warwick Castle followed in the evening by the opening of the National Transport Design Centre at Coventry University, a major project that CWLEP have supported with £7m through the Growth Deal. The Chair suggested we hold a future CWLEP Board meeting at NTDC</p>	<p>Compare and contrast the implications for LEPs in terms of the manifestos - Executive</p> <p>NC to arrange</p>

## Minutes C&W LEP Board Meeting 22<sup>nd</sup> May 2017

	<p>In terms of Governance for LEPs nationally, Mary Ney, a non-executive DCLG director has been asked to undertake a further two-month review into LEP Assurance and Transparency. The Chair is scheduled to speak with Mary Ney as one of the LEP chairs she wishes to engage with.</p> <p><b>5. <u>Updates: West Midlands Combined Authority</u></b>  A presentation was given by Paula Deas on the election result, the mayor's priorities and consequential issues that need to be considered. It was emphasised that although CWLEP have already got people committed to the WMCA, even more time and engagement is needed for the WMCA to be able to step up to the next level. The voice of SME's is important and should be considered when mayors' mentors are appointed.</p> <p>The non-constituent local authority members have a single seat on the GC Board compared to the 7 constituent members. However, it was pointed out that private sector and CWLEP members from Coventry &amp; Warwickshire comprised 6 out of 25 members of the board with JLR an additional member. More directors will be appointed as the organization grows.</p> <p>It was suggested that a 'wiring diagram' of funding sources needs to be developed in the current changing picture of government funding.</p> <p><b>6. <u>AME &amp; Industrial Strategy Group Progress</u></b>  The board received a presentation from Mike Crone on the Industrial Strategy consultation where over 2,000 responses had been submitted to Government. The CWLEP response runs to 82 pages and addresses each of the 10 pillars, with specific initiatives where appropriate. The Growth Company should be engaged to understand the initiatives that are developed and it was suggested that GC directors from Coventry &amp; Warwickshire should be briefed.</p> <p>It was clear that SME views had been welcomed in the process of developing the response to the IS consultation. However, the activity of the AME/Industrial Strategy Business Group cuts across the SME Business Group and it is important that there is formal mechanism of communication between Business Groups. It was suggested that Business Group Chairs/Board leads could meet for an hour after each board meeting.</p> <p><b>7. <u>Digital &amp; Creative Business Group Development</u></b>  The board received a presentation from Sarah Windrum on the digital manufacturing industry and the opportunities that exist in this fast-growing sector. There are specific goals that this group want to achieve which were welcomed and the request for a specific resource to drive the sector development was referred to the Executive and ultimately the F&amp;G Board for action.</p> <p>The digital sector is highly mobile but the opportunity to sink more roots in Coventry &amp; Warwickshire clearly exists. SME's are well connected to the sector, FE less so to the retraining requirements. There may be an opportunity to utilise the National Apprenticeship Levy where 15% can be transferred to partner organisations and Warwickshire College are developing a digital apprenticeship programme, facilitated by Warwickshire County Council and advised by an advisory board of 6 companies.</p> <p><b>8. <u>Funding Programme Delivery</u></b>  <b>The CWLEP Board Noted:</b></p> <ul style="list-style-type: none"> <li>8.1 The progress being made on the overall implementation and delivery of the current Growth Deal Programme</li> <li>8.2 The progress being made on the overall implementation and delivery of the current ERDF and ESF projects within Coventry &amp; Warwickshire</li> <li>8.3 The release of new ERDF and ESF Calls for Proposals in March and April 2017 respectively, which will invite further projects that will help to address Coventry &amp; Warwickshire's key socio-economic needs and opportunities.</li> </ul>	<p>Message to Andy Street - Chair</p> <p>Wiring Diagram to be produced - AW</p> <p>PD/MC to progress membership of Industrial Strategy Group</p> <p>C&amp;W directors of the GC to receive briefing from PD/MY</p> <p>Business Group Chairs/Board leads possible meet - PD</p> <p>Resource requirement – PD</p> <p>SW &amp; PD to meet with KE to discuss apprenticeship Levy</p>
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Minutes C&W LEP Board Meeting 22<sup>nd</sup> May 2017

<p>9.</p> <p>10.</p>	<p><b><u>Finance &amp; Governance Report</u></b></p> <p><b>The CWLEP Board Directors noted the importance of these processes and adopted the following documents (subject to minor amendments to the Complaints Procedure and the Diversity Statement being made before publication):-</b></p> <ul style="list-style-type: none"><li>9.1 CWLEP Directors Code of Conduct</li><li>9.2 CWLEP Complaints Procedure (with quarterly reports)</li><li>9.3 CWLEP Diversity Statement</li></ul> <p><b><u>AoB</u></b></p> <p>WMCA bid for the Commonwealth Games 2022 to be a future agenda item.</p> <p><b>Date of next meeting; 24 July 2017 Venue; CW Growth Hub</b> Cheylesmore House</p>	<p>Quarterly reports to be produced - RD</p>
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