



Minutes CWLEP Board Meeting 25 March 2019 - Mira Technology Institute, Nuneaton

Attendance:

Jonathan Browning (Chair)	CWLEP
Nick Abell (Vice Chair)	Wright Hassall
Sean Farnell	C&W Chamber of Commerce/FSB, Burgis & Bullock
Clive Winters <i>obo John Latham</i>	Coventry University
Karl Eddy	Grant Thornton
Sarah Windrum	Emerald Group
Zamurad Hussain	HBT Communications
Cllr Tony Jefferson	Stratford District Council
Cllr David Humphreys	North Warwickshire Borough Council
Cllr Noel Butler <i>obo Cllr Andrew Mobbs</i>	Warwick District Council
Cllr Jim O'Boyle	Coventry City Council
Kate Hughes <i>obo Stuart Croft</i>	University of Warwick
Marion Plant	North Warwickshire & South Leicestershire College
Parveen Rai	Rai Properties Ltd
Nick Spencer	Jaguar Land Rover
Tony Minhas	Foleshill Metal Finishing Ltd

Executives in Attendance:

Martin Yardley	CWLEP
Paula Deas	CWLEP
Nicola Cox	CWLEP
Iain Patrick	CWLEP
Andy Williams	CWLEP
Monica Fogarty	Warwickshire County Council
Craig Humphrey	CWLEP Growth Hub
Steve Maxey	North Warwickshire Borough Council
Louise Bennett	C&W Chamber of Commerce
Brent Davis <i>obo Cllr Ian Lloyd</i>	Nuneaton & Bedworth Borough Council
Bill Cullen <i>obo Cllr Mike Hall</i>	Hinckley & Bosworth Borough Council

Director's Apologies:

John Latham	Coventry University
Stuart Croft	University of Warwick
Cllr Peter Butlin	Warwickshire County Council
Cllr Chris Cade	Rugby Borough Council
Helen Peters	Shakespeare's England

In Attendance

Alicia Law	BEIS and C&LoG Team
Matt Vinns	BEIS and C&LoG Team
Aaron Toussaint	BEIS and C&LoG Team
Adam Dent	Advent Communications
Lee Osbourne	FSB

Guests

Carol Sleight
Ross Sleight

<p>1.</p>	<p><u>Welcome & Apologies</u></p> <p>The meeting was chaired by Jonathan Browning (CWLEP Chair). The Chair thanked MIRA for hosting the meeting and noted the excellent facilities. A welcome was given to Tony Minhas (Foleshill Metal Finishing) who gave a brief outline of his business background. The board were advised that Marion Plant was now an ‘A’ level Director and that a replacement for the observer position for the FE establishments would be required. It was noted Helen Peters CEO Shakespeare’s England had also been appointed to the board but could not be present due to previous engagements. Apologies had been noted. Other apologies had been received from Cllr Peter Butlin and Cllr Chris Cade The Chair noted the transition within the BEIS and CloG Team and thanked Alicia Law for her past contribution, help and support to the CWLEP and wished her well in her new role. Matts Vinns was welcomed on behalf of the board, who will be taking up the area lead role. The Chair also noted that LEP Executive Andy Williams was moving on to a wider role at CCC and therefore would step down from the Executive. The Chair thanked Andy for his substantial contribution to CWLEP. Welcome also to Carol and Ross Sleight who would be presenting to the group. The Chair acknowledged the passing of Lord Bhattacharyya who would be a tremendous loss to our area and paid tribute to his overall contribution locally and nationally, noting he was a constant champion of the West Midlands and a key figure in its industrial renaissance.</p> <p>MP presented on behalf of Mira Technology Institute, noting the research park was opened in September 2018. The institute provided education at all levels, from incoming new apprentices through to PhD. She advised that the centre was already attracting global interest. Providing automotive skills for FE Students and furthering automotive industry research, with links to the Universities and FE establishments.</p>	<p>PD/MP</p>
<p>2.</p>	<p><u>Call for Declarations of Interest and AoB</u></p> <p>The Board were asked to identify any declaration of interest throughout the meeting. JB noted through his involvement with Commonwealth Games (CWG) that he was now also on the Contract Approval Committee. MP noted her involvement in MIRA. KH noted interest in Warwick University Arts Centre project.</p>	
<p>3.</p>	<p><u>Approval of Minutes and actions from previous meeting</u></p> <p>The minutes of the last meeting held on 21 January 2019 were accepted as a true record. One amendment was called for on the update from MP on the education funding debate. MP to advise on re-wording</p>	<p>MP</p>
<p>4.</p>	<p><u>Board Matters & Chair’s Briefing</u></p> <p>Between now and the previous January board meeting, CWLEP have continued to attend a range of events and meetings to promote the work of the board. The team attended the Coventry & Warwickshire First YoungPro Awards, and were proud to award our sponsored category, Apprentice of the Year, to Kat Adams nominated by Advent Communications. The Chair has presented to a C&W Chamber breakfast meeting at Hams Hall outlining the impact of our mobility and automotive work. Thanks to Louise Bennett and the CW Chamber for the business briefing at Stoneleigh Park about potential business opportunities as a result of CWG 2022, with over 290 delegates. MY/PD to follow up. NA updated the board on our attendance at MIPIM, the midlands delegation was 70 strong and feedback was positive with C&W seen as punching above its weight with 9 events supported by C&W.</p> <p>AD gave an update on the supporting PR actions relating to C&W presence at MIPIM. In general C&W have a high profile. SW thanked the MIPIM team for their support. The Chair noted that post event analysis was now required in order to demonstrate value for money, an analysis of the benefits to be presented to F&G. The Chair outlined the ongoing contacts with MP’s and thanked the other board members for their attendance at other meetings helping to promote CWLEP.</p>	<p>MY/PD</p>

	<p>The Champions meeting at the Ricoh was extremely well attended.</p> <p>The Chair noted that feedback on the APR of CWLEP had now been received, explaining he was very pleased with some aspects and not others. As a response the PDB Board Directors and with MY/PD were meeting with Stephen Jones to go over the APR outcome on the afternoon of the 25th March.</p> <p>Regarding the JLR partnership and related workstreams convened by Greg Clark and Andy Street. MY advised he has been asked to head up the Infrastructure workstream.</p> <p>It was noted that work still progresses in the event of a no-deal Brexit via the Andy Street Contingency Planning Group.</p> <p>JOB asked how the City of Culture team could make use of the template employed for the Commonwealth Games. The Chair noted that specific discussions would probably be needed but outlined how he saw this working between various games. The buildup taking a while with small contracts delivering locally. The Chair explained the need to make repeat use of technology and the current Growth Hub portal to promote contracts to local businesses and increase engagement.</p> <p>JOB questioned the level of economic benefit and how it flowed through locally. The Chair offered to facilitate contacts with CWG which may assist City of Culture.</p> <p>Chair/MY to provide feedback.</p> <p>The Chair noted that we should make use of current portal to promote City of Culture.</p> <p>SW advised the board on the positive work in progress via the Digital and Creative Business Group and The City of Culture.</p> <p>5. <u>National Local Growth Assurance Framework</u></p> <p>NA updated the board on the current position with regard to the National Local Growth Assurance Framework (NLGAF) and the requirement following the ‘Strengthening of LEP’s review that had brought this about. Noting that there were a number of changes required to ensure CWLEP remained compliant. The level of changes and the detail of them had been reviewed by the Finance and Governance Board who had recommended their acceptance.</p> <p>PD outlined where we were currently in the process and the level of improvement.</p> <p>IP advised the board on the key elements that are required change to maintain our level of transparency to the public through the website and internally with the increase in detail within our Local Assurance Framework document.</p> <p>Noting that the document contained a draft of the work with the Mayoral Combined Authority (MCA) and the 3 WMCA LEP’s on how they will work together, within a local LAF in the context of future funding arrangements and a West Midlands Local Industrial Strategy.</p> <p>IP further advised on where we were in terms of the current smaller changes and the actions already taken to expedite the update ready for the start of April.</p> <p>SF noted that there were also respective changes required for the Group Companies and could the Small and Medium Business be rebadged as ‘SME Group’</p> <p>Thanks were given to IP to bring about the required changes and the updates for the CWLEP LAF were accepted by the Board.</p> <p>6. <u>Art in the Park.</u></p> <p>SW gave an introduction to the item noting its benefit to the local area.</p> <p>The Art in the Park Festival was now in its 6th year, its economic impact within the local economy, the wider visitor economy and the digital and creative arena was noted.</p> <p>SW introduced Ross and Carol Sleight.</p> <p>The Festival helps support jobs in the art and crafts sector, gives benefit to local people and the wider area, bringing in £1.78m to the local economy, additionally adding to local culture, promoting local artists and adding value to the artistic environment.</p> <p>CS gave an outline of the history of the event, noting how it had grown with various additional elements. Ongoing events are run prior to the festival to engage the community and local schools.</p> <p>The aim is to create opportunity to be involved in the local community and is supported by vital Arts Council Funding.</p>	<p>Chair/MY</p> <p>IP</p>
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Other opportunities exist to improve this further such as 'Lights of Leamington' in Jephson Gardens.

MP asked how the wider event enhanced cultural diversity?

CS noted that the local community and specific groups within were already engaged, and the event was trying to expand on the representation.

JB asked if there was any view on visitor numbers from inside and outside the area.

Data supporting this had noted 42000 inside and 19000 outside.

MY asked if the any contact had been established with the City of Culture team?

At present there had been none, but they were promoting via local artists in Coventry.

When asked what was required from the group CS responded by asking the board to both attend and promote the festival by word of mouth.

7. Local Industrial Strategy & UKBIC

JB noted that the launch had been postponed again. The aim was to get this updated and re-schedule the launch.

PD advised, with thanks to the Board and CW Stakeholders, the LIS has a strong C&W content, actions and alignment to get a stronger presence for C&W.

MY gave an overview of UKBIC. The requirements being supported by WMCA and CWLEP. The aim is to bring in with a 180l sq. ft building in order to secure the opportunity of following this with locating a Giga factory for the manufacture of cells in the CW area. This is within the top ten projects for Government as it has a possibility of 4000 jobs. The facility is needed by April 2020.

8. Programme Delivery Board Report

NA made the Board aware that the PDB 7th March was not quorate and therefore any decisions noted at that meeting would need to be ratified by the Board today.

AW gave an update on the current projects and outlined those projects that gave rise to specific issues.

The report reflects the position up to the end Q3 2019/20. It was noted: -

- project forecast spend was up against the forecast, being £7.38m against £5.71m
- The programme has committed over 99% of its allocation.
- Over half of the projects in the programme have defrayed between 70%-100% of their allocation.
- The remaining funding is within 15 projects who are being actively managed through the existing governance process detailed in the LAF.
- Coventry Station is CWLEP's largest project and has defrayed over 50% of its expenditure to date.

MP asked if any further monies were available from the fund?

NA noted that funds were likely to come from the UKSPF (UK Shared Prosperity Fund).

PD advised that clarity was still being sought on this and we were waiting on government consultation as to how this fund might work.

NB pointed out that the Europa Way report was completed prior to the supplier going into administration.

It was recommended to the Board that they endorsed the recommendations of the PDB.

This was agreed.

NA recorded the thanks of PDB to AW for his support and professionalism in managing the PDB project information and reporting.

9. Finance and Governance Board Report

NA advised the Board that F&G Board on 7th March was not quorate and that any recommendations made by F&G would need to be ratified by the Board.

NA noted that the changes to the LAF had already been dealt with and agreed by the Board.

The Board were advised that the changes to the LAF would need to be reflected in amendments to the Articles of Association of CWLEP.

<p>10.</p>	<p>Additionally, NA pointed out that the changes to the Board member numbers from 16 to 20 would also need to be reflected in the Articles of Association. With the Universities now being referenced as 'C' Directors NA further noted the requirement to pay attention to our Equality and Diversity policy, pointing out that we needed to address this in particular in line with Government recommendations. Both B and C directors were asked to review the board's commitment to equality and diversity representation and come back to the Board with suggestions as how this can be addressed.</p> <p>It was noted that the Budget for 2019/20 whilst agreed in principle by F&G board would need to be ratified by the Board. IP outlined the overall position noting that there was no proposed increase in headcount and that a small amount had been maintained to allow the Board to support requests for funds against small projects when appropriate. IP noted that the overall cost change between last year's budget and the current request was a net increase of £14k expenditure. Outline Budget to come to the next Board for approval. IP advised that there was also a requirement within the LAF to update each member's register of interests for the forthcoming year. These are part of our transparency requirement and they need to be published on the website. JB asked all to ensure that they gave their support in this task. It was noted that Midlands Engine had requested two years back funding which had not been invoiced. This has been challenged and a request made to understand what we are supposed to have received for that level of funding.</p> <p><u>AOB</u> VLR (Very Light Rail) had been very well received and will now proceed to the next stage. JOB noted it had generated massive interest, generally because it was so much cheaper than other solutions. This is a good story to promote and we need to make the most of it. SW questioned the engagement of the use of digital in procurement. JOB advised that they were engaging with local businesses and 2 local businesses had been awarded contracts for the VLR project SW has a published article in Urban Regeneration and Renewal on creative articles and we were being invited to talk at other forums. PR noted that creative businesses in this area were struggling to find property to accommodate growth in this sector. JB noted the issue of land availability, that we should update the Growth Hub and target specific projects. SW noted that such collaboration was going on already. MY pointed out if there remained an issue to make use of CW to help assist to find a solution. NB advised that they have a problem because there is not sufficient spare capacity within the local area, noting current businesses want to stay. SF noted his thanks to the Board for support of the FSB award. AL stated that to work with and support the CWLEP had been a pleasure. Whilst moving on to a different challenge she would still be involved from time to time.</p> <p><u>Confidentiality</u> The meeting was closed to all but the board directors and executive to discuss confidential matters. Additional discussion regarding confidential matters took place. These will be reviewed on an ongoing basis and minutes of items published when they are deemed to no longer be regarded as including relative current commercially sensitive data</p> <p>Meeting Closed: 10:45am Date of next Meeting: 20th May 2019 Venue: tbc</p>	<p>'B' & 'C' Directors</p> <p>IP</p> <p>All</p> <p>PD</p>
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