



## Minutes C&W LEP Board Meeting 30<sup>th</sup> January 2017

### **Attendance:**

Jonathan Browning: Chairman  
Nick Abell (Vice-Chairman)  
Karl Eddy  
Sean Farnell  
Sarah Windrum  
Cllr Peter Butlin  
Cllr Jim O'Boyle  
Joanne Dobson o.b.o. John Latham  
Stuart Croft  
Catherine Mallyon  
Cllr Chris Saint  
Mike Crone

Wright Hassall  
Grant Thornton  
C&W Chamber of Commerce/FSB  
Emerald Group  
Warwickshire County Council  
Coventry City Council  
Coventry University  
University of Warwick  
Royal Shakespeare Company  
Stratford District Council  
Jaguar Land Rover

### **In Attendance:**

Marion Plant  
Cllr David Humphreys  
Cllr Dennis Harvey  
Alicia Law  
Adam Dent  
Kate Broadhurst  
Sean Russell

Nominated representative for the FE Principals  
North Warwickshire BC  
Nuneaton & Bedworth BC  
BEIS and C&LoG Team  
Advent Communications  
Coventry University  
WMCA Mental Health Commission

### **Executives in Attendance:**

Martin Yardley  
Roger Dowthwaite  
Paula Deas  
Andy Williams  
Wendy Coy  
Craig Humphrey  
Bill Blincoe  
Monica Fogarty  
Linsey Luke

CWLEP  
CWLEP  
CWLEP  
CWLEP  
CWLEP/University of Warwick  
CW Growth Hub  
CW Growth Hub  
Warwickshire County Council  
FSB

### **Apologies:**

Cllr Andrew Mobbs  
Paul Kehoe  
Cllr Abdul Khan  
Cllr June Tandy  
Cllr Michael Stokes  
Linda Beauchamp  
Louise Bennett  
Cllr Mike Hall  
Steve Maxey

Warwick District Council  
Birmingham Airport  
Coventry City Council  
Warwickshire County Council  
Rugby BC  
BEIS and C&LoG Team  
C&W Chamber of Commerce  
Hinckley & Bosworth BC  
North Warwickshire BC

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<p><b>1.</b></p>	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Apologies were received from Paul Kehoe, John Latham who was represented by Joanne Dobson, Cllr Andrew Mobbs, Cllr Abdul Khan and Cllr June Tandy. Mike Crone was welcomed to his first board meeting and Cllr Peter Butlin was officially welcomed to the board as the new director nominated by Warwickshire County Council.</p>	
<p><b>2.</b></p>	<p><b><u>Call for Declarations of Interest</u></b></p> <p>In relation to Agenda Item 7, Growth Deal 3, an annex to these minutes shows the declarations of interest declared by board directors.</p>	<p>Declarations of interest to be attached to these minutes RD</p>
<p><b>3.</b></p>	<p><b><u>Approval of Minutes and actions from previous meeting</u></b></p> <p>The minutes from the previous meeting on 28 November 2016 were approved as a true record. There was one action arising; the circulation of the Autumn Statement presentation, which had been completed. The Business Festival mentioned in the minutes that is being developed by the Growth Hub is gaining momentum and support from partners and it is the intention to commit to a festival in October 2017 within the next week</p>	<p>Business Festival update to next board meeting CH</p>
<p><b>4.</b></p>	<p><b><u>Board Matters &amp; Chairman’s Briefing</u></b></p> <p>The board have been kept informed about CovPress and it is pleasing that the company has been bought out of administration and has a bright future under Liberty House group, its new owners. The Government has recently launched the Industrial Strategy Green Paper and Coventry &amp; Warwickshire is at the heart of its development. This is a vital document that will lay out government priorities and related future funding. The Annual conversation with government that took place in December was very positive. The overall assessment by DBEIS is that government have a high degree of confidence in the ability of CWLEP to deliver projects that meet the aims of the SEP and that help to deliver the government’s overall growth ambitions.</p> <p>The WMCA resources allocation process has supported financially the delivery of Coventry City Centre South, an original component of Devolution Deal 1. Other significant decisions taken locally include JLR who have received planning consent from Coventry City Council for Whitley South. There is expected to be an imminent announcement that a major player in the burgeoning gaming industry, Ubisoft, will be opening in Leamington Spa. In terms of the Midlands Engine there remains work to do in understanding its role and its emerging strategy.</p> <p>The Chairman attended a meeting with Lee Barron from the TUC prior to Christmas. This was helpful in closing the gap on communications between CWLEP and the TUC and to share some common concerns about skill/jobs/power/infrastructure, and follow on meetings will be arranged.</p> <p>Champions will be holding an event in Birmingham on 10 February to which over 200 people are expect to celebrate all that’s good about Coventry &amp; Warwickshire and mark the 5th anniversary of Champions.</p>	<p>Follow-up meetings with TUC to be arranged 3-monthly basis (JB/MY)</p>
<p><b>5.</b></p>	<p><b><u>Proposed changes to CWLEP Constitution</u></b></p> <p>The position of Coventry City Council, the only outstanding issue that prevented the changes from being implemented at the last board meeting, has been resolved and at the CCC Full Council Meeting on 24 January 2017 it was agreed to reduce their current representation from two to one director. The private sector members of the board have identified a suitable candidate, Paul Tennant, previously Chief Executive of Orbit Housing and now a consultant, to take the additional private sector board vacancy that now arises. Marion Plant on behalf of the FE Principles stated that they were disappointed, whilst understanding of the reasons why, that the FE Sector would not have a voting place on the board.</p> <p><b>To implement the changes, the CWLEP Board agreed:</b></p> <p>5.1 That an EGM should be called to implement the changes and that the Articles of the company should be changed as appropriate;</p> <p>5.2 That nominations from the Local Authorities to the CWLEP Board should be formally requested;</p>	<p>Letter from Chair (RD)</p> <p>Legal Advice to be taken MY/RD</p> <p>Write and meet Councils (MY/PD)</p>

## Minutes C&W LEP Board Meeting 30<sup>th</sup> January 2017

	<p>5.3 That consultation with the Local Authority Chief Executives on the single 'Executive Board' should take place.</p> <p>5.4 To implement the re-configuration of CWLEP Business Groups to better reflect the updated SEP and also to revisit membership of the Groups</p> <p><b>The board</b> also reviewed the tenure of the Chairman which is due to expire at the end of March 2017. The Chairman left the room for this discussion but had indicated that he would continue in the role for an additional 12 months until the end of March 2018, if asked. This was unanimously accepted and agreed.</p> <p><b>6. <u>CWLEP Assurance Framework 2017</u></b></p> <p>CWLEP will be required to comply with the revised framework for funding awarded in April for the 2017/18 funding year. There are several additions to this year's document and for CWLEP to action to ensure compliance. Certain actions that seek a named director to be held accountable (e.g. for 'value for money') would be absorbed in to the F&amp;G Board. The costs of audit and compliance will need to be managed going forward and the use of peer-to-peer reviews considered.</p> <p><b>The CWLEP Board:</b></p> <p>6.1 Endorsed again the principle of attaining 'best in class';</p> <p>6.2 Noted the process and timescales outlined in the paper;</p> <p>6.3 Delegated authority to the Finance and Governance Board to sign-off the revised Assurance Framework on its behalf when it is completed according to the timescales proposed, with a final version circulated by email to the board prior to submission;</p> <p>6.4 Asked the F&amp;G Board to consider whether members of the public, at the discretion of the Chairman, should be allowed to attend board meetings and for assurance that gender, pay, and anti-slavery legislation is taken cognisance of in awarding contracts;</p> <p><b>7. <u>Growth Deal 3 Update</u></b></p> <p>Government offered CWLEP, on 1 December 2016 and following the 2016 Autumn Statement, a final conditional allocation of <b>£42.44m</b> subject to CWLEP providing prioritised indicative projects /schemes that would be funded. Although substantially less than desired, it was suggested that this was in the upper echelons of GD3 per capita across all LEP's. The Government intends to make formal announcements shortly, but given the time that has passed since the Open Call for projects took place it has been made clear that due diligence and ability to deliver has to be worked through with potential projects to see what is now deliverable. A comment was made that there is a need to take projects/schemes up a level to see how they contribute to the aspiration of 'Knowledge Capital' and there are instances (e.g. some of the use of skills capital) where projects have not lined up with priorities. It was also noted that the ability of some organisations (that are not LA's, Universities or FE Colleges) to be able to meet business case deadlines which are often short notice is very difficult. Other sources of funding may also be available to projects (e.g. using National Apprenticeship Levy or Institute of Technology resources)</p> <p>The CWLEP Board:</p> <p>7.1. Formally noted the responses received through written procedure confirming support to the principles that have been applied to arrive at a set of projects and programmes for GD3 (13 positive responses, 2 no-replies and 1 negative, from Cllr Saint, who objected to the process used);</p> <p>7.2. Agreed for further consultation to take place with those projects/programmes identified as potentially to receive GD3 funding;</p> <p>7.3. Endorsed the principle that local procurement should be encouraged in delivery of projects;</p> <p>7.4. Asked the F&amp;G Board to consider a 'seed-capital' fund to develop projects using GD underspends;</p> <p>7.5. Asked that a paper be produced for the next board meeting describing the process and criteria used in assessing projects;</p>	<p>Write to Chief Exec's (MY/PD) Phone Board Leads (MY/PD)</p> <p>Presentation to be circulated (RD )</p> <p>Circulate Assurance Framework to board prior to final submission (AW)</p> <p>F&amp;G Board to consider (RD/AW)</p> <p>Contribution to be addressed (AW)</p> <p>(AW)</p> <p>(AW)</p> <p>Funding Board to consider (AW) Paper (AW)</p>
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