Present:

Board
Jonathan Browning: Chairman
John Latham: Coventry University
Sean Farnell: C & W Chamber of Commerce/FSB
Izzi Seccombe: Warwickshire County Council
Pete Richings: Jaguar Land Rover
Nick Abell: Wright Hassall
Cllr Chris Saint: Stratford District Council
Catherine Mallyon: Royal Shakespeare Company
Cllr Kevin Maton: Coventry City Council
Cllr June Tandy: Warwickshire County Council
George Gillespie: Horiba MIRA
Richard Hutchins: WMG
Cllr Andrew Mobbs: Warwick District Council

Leaders in Attendance
Cllr Dennis Harvey: Nuneaton & Bedworth BC

Executives in Attendance:
Martin Yardley: CWLEP
Paula Deas: CWLEP
Roger Dowthwaite: CWLEP
Andy Williams: CWLEP
Monica Fogarty: Warwickshire County Council
Steve Maxey: North Warwickshire BC
Louise Bennett: C&W Chamber of Commerce
Linsey Luke: Federation of Small Businesses
Steve Atkinson: Hinckley & Bosworth Borough Council
Craig Humphrey: CW Growth Hub

In Attendance:
Andrea Whitworth: C&LoG Team
Adam Dent: Advent Communications

Apologies:
Cllr Ann Lucas: Coventry City Council
Paul Kehoe: Birmingham International Airport
Karl Eddy: Grant Thornton
Marion Plant: NW&H College
1. **Welcome & Apologies**  
Apologies were received from Ann Lucas, Paul Kehoe, Karl Eddy, Marion Plant. Cllr Dennis Harvey was welcomed to the meeting. It was noted that all District Leaders had been invited to attend.

2. **Call for Declarations of Interest**  
John Latham declared an interest in respect of anything now and in the future relating to his appointment to the National Growth Board. George Gillespie a declared a potential conflict of interest in relation to his board membership of Leicester & Leicestershire LEP and Agenda Item 8.

3. **Approval of Minutes and actions from last meeting**  
All actions from previous meeting were complete or are underway. The minutes of the 5th October 2015 meeting were agreed as a true record except for Minute 10.3 where, for clarity, it should be noted that all Universities in the Midlands are part of the Midlands Engine but not all universities in the Midlands are part of the ‘M6 Group’.

4. **Board Matters & Chairman’s Briefing**  
The Chairman remarked on the unfortunate and sudden passing of Cllr Phil Townshend, Deputy Leader of Coventry City Council and noted the outstanding efforts he had made on behalf of the economy of C&W. The WMCA and Devolution Deal had been announced by George Osborne and Sajid Javid on 17th November during a visit to the Institute of Advanced Manufacturing & Engineering at Unipart in Coventry. CWLEP had participated in a Round Table event organized by Warwickshire County Council where the discussion was about how partners, post WMCA, could work better across the Coventry and Warwickshire geography. The Jobs Fair held at the Ricoh Arena had been an even greater success than the previous year. Although final detailed numbers and outcomes were still to be determined the overall number of participants and exhibitors were greater than in 2014. A meeting had been held with the Leader and Chief Executive of North Warwickshire BC with constructive discussions and agreements on steps to ensure the right level of engagement and open communications between Districts and the Board. All Leaders had been invited to attend Board meetings now and in the future.

5. **Planning & Housing Business Group Report**  
The board received a presentation on the work of the Group. The ensuing discussion covered the Planning Protocol, the effect of HS2, the need to improve access to employment sites, access to power, broadband and other utilities. The Transport & Infrastructure Business Group had received a presentation from the UK Central team and it was clear that Business Groups needed to communicate and coordinate closely with each other. The responsibilities of the various planning groups that meet was now clear and this group has overall responsibility for coordinating planning strategy across Coventry & Warwickshire. The appointment of consultants to help to understand how a Single Spatial Plan across Coventry & Warwickshire could be achieved was raised. It was pointed out that commitments given by the Joint Committee/shadow EPB in both City Deal and Growth Deal could only be delivered by the creation of a Single Spatial Plan and that element of both deals was currently rated red (High risk that the project will be delayed or not delivered to time and/or budget). The Planning & Housing Business Group, with representatives from all planning authorities as members, are only arranging work to advise the shadow EPB how a Single Spatial Plan could be delivered. There was also some confusion as to how a Single Spatial Plan related to the Infrastructure Plan (IP) developed by Warwickshire County Council. It was clarified that the IP was a snap-shot of infrastructure schemes/plans at a point in time and was to inform and not be a forward looking strategy.

Presentation to be circulated - RD
The CWLEP Board noted the work programme of the Business Group:

- MoU on meeting Employment Land requirements  Q2 2016
- Single Spatial Strategy – framework for LEP wide initiatives and investment and to support for local plan reviews  Q1 2017
- Infrastructure investment and match with growth proposals – including electricity capacity, water supply, broadband provision  Q1 2016
- Alignment of SEP review with key strategies  Q1 2016

6. C&W Growth Hub

A presentation was received by the board on the performance and future of the Growth Hub. It was acknowledged as a success story in Coventry & Warwickshire and is de-facto becoming an important interface between business and the CWLEP. The future financing and scope of the Growth Hub were issues where time needed to be taken before any decisions could be made.

The CWLEP Board noted the progress of the Growth Hub and asked for the Growth Hub to return to the board in January for further consideration of the issues raised.

7. Progress on Delivery of Growth Deal 1 & Extension

The board received information on the problems at Kenilworth Station in being able to draw down Growth Deal Funding and the steps being undertaken to resolve the issue. The Coventry University Innovation Space project had been re-formulated and will deliver with some adjustment in the spending profile in 2015/16 which will be accommodated in other projects. The issue at the North-South Rail and Coventry Station Package is one of overall funding and not related to the spending profile in 2015/16.

The CWLEP Board:

7.1 Noted the progress being made on the overall implementation of the Growth Deal;
7.2 Endorsed the actions taken by the Growth Deal Implementation sub-committee at its meeting on 5 November (and detailed in Board Paper 7) to ensure the programme spends the full 2015/16 allocation of Growth Deal funding including re-allocating funding to approved schemes if necessary and delegating to the Chief Executive of the LEP the authority to sign off growth deal approvals on specified schemes, after due diligence had been completed, to expedite delivery.

8. Finance & Governance Report

The Chairman of the F&G Committee reported that the committee had met the previous week and there were no matters of normal business to be brought to the Boards attention. The F&G Committee reconsidered the application from Hinckley & Bosworth BC to join CWLEP which had been held over to this board meeting for a final decision. The situation for H&BBC had somewhat changed; the application had previously been conditional on joining the WMCA but this was no longer the case since H&BBC had decided at this stage not to join the Combined Authority. Notwithstanding that the committee recommends to the board that the Articles of CWLEP Ltd should be developed to introduce a new class of ‘Associate Member’ that could include any neighbouring authority who may want to join CWLEP in the furtherance of cross-border working, and to invite H&BBC to join CWLEP as an Associate Member.

The CWLEP Board:

8.1 Further consideration and refinement by the F&G Committee of the concept of ‘Associate Member’
8.2 Amendment of the Articles of the Company at an EGM to incorporate ‘Associate Member’.
8.3 The Chairman to write to his counterpart in Leicester & Leicestershire LEP to inform them formally of this decision.

Letter to be drafted - RD

Agenda item for January Board - RD
8.4 The Chairman to write a courtesy letter to the SoS, Greg Clark and Minister, Anna Soubry, informing them of the nature of the changes and what impact this has on the board composition (if any), operations and finances (in terms of allocating LGF and other monies) of the LEP.

9. **Strategic Economic Plan (SEP) Refresh**
   The CWLEP Board noted the update on the SEP Refresh

10. **West Midlands Combined Authority - Update**
    The document sets out the terms of a proposed agreement between the West Midlands Combined Authority Shadow Board and the government to move forward with a radical devolution of funding, powers and responsibilities. Coventry City Council is participating in the WMCA as a constituent member and CWLEP as a non-constituent member.

    **The CWLEP Board**
   10.1 Agreed to invite Cllr Bob Sleigh of Solihull MBC to attend the board meeting in January to explain the governance structure of the WMCA and the benefits of non-constituent membership to the Local Authorities;
   10.2 Noted work being undertaken on the SuperSEP and the Dynamic Economic Impact Model;
   10.3 Agreed to engage widely with the private sector about the Devolution Deal and CWLEP
   10.4 Agreed to encourage that Innovation and Culture should be raised higher on the agenda.
   10.5 Expressed regret that the DfE were not engaged in the devolution process.

11. **The Midlands Engine - Update**
    An update on the Midlands Engine was given, an initiative akin to the Northern Powerhouse championed by George Osborne. The ME covers c24 Local Authorities, 11 LEP’s and 21 Universities. Sajid Javid is due to launch a prospectus that is being prepared on 4 December. Richard Hutchins is on the Senior Steering Group responsible for the prospectus representing CWLEP and co-leading on the skills theme.

**Next Meeting: Monday 25 January 2016**

**Venue: tbc**