

Minutes for Coventry & Warwickshire Growth Hub Subsidiary Board Meeting

Tuesday, 16th July 2019, 2 – 3.30pm.

Enterprise Centre, Coventry University Technology Park, Coventry CV1 2TT

Present:

- Martin Kane (Chairman)
- Phil Peak (o.b.o. Craig Humphrey)
- Les Ratcliffe
- Martyn Hollingsworth
- Iain Patrick
- Sarah Pagan

1. Welcome & Apologies

Apologies from Craig Humphrey, Louise Bennett, Monica Fogarty and Andy Williams, who will be replacing Martin Yardley as Coventry City Council representative going forward. WCC rep tbc.

2. Call for Declarations of Interest and items of A.o.B

No declarations of interest noted.

3. Approval of Minutes and actions from last meeting

Minutes read

Regarding outstanding action points:

Local Assurance framework item has been 90% actioned. IP to give update on this going forward. Terms of reference to be signed off as part of A.O.B item of this meeting.

AP: Sarah to copy in board to letter to BEIS and MPs regarding Brexit, next Brexit report planned early September

AP: SP to circulate Business Festival attendee list to SubBoard.

4. Chair's Briefing & Board Matters

Chair to raise issue he is concerned with under agenda item 8.

5. Action List

Update on the Careers and Enterprise Company

Focus on 8 of the Gadsby benchmarks (Gadsby benchmarks are now part of Ofsted Reports)

78 secondary schools and colleges to be engaged in the CEC programme in the region.

Funding structure is unclear – Growth Hub has not been approached to match-fund any of the additional roles. 4 Enterprise advisers in total will be put in place

Lack of Enterprise advisers. Looking for volunteers from industry to team up with schools for 12 months. Key challenge is matching businesses to schools.

Chair recognised a worry around the lack of business engagement.

LR: South Staffs council (no conflict) encouraging businesses to engage with schools in their area.

MH asked for clarification on the ask that was posed to the Growth Hub Subboard around this.

Chair pointed out the hierarchical nature of the organisation chart – Why do we need all the senior roles? There is also an opportunity to hook into CSR agenda.

LR: What are the frameworks? What are the alignments with the LEPs? What are the targets and how do they align? Shortage of skills with young people, where is the gap because schools are not getting a qualification? E.g. STEM.

Chair pointed out that targets are very ambitious. May be achievable but still miles away.

AP: Board to be updated again once objectives and framework of the Careers Hub are clear.

6. Growth Hub Update

End of Year Figures

Outline of Growth: less engagements but more qualitative.

Overall job creation – Safeguarding is key. Concentration on impact. Service is layered through support team. Impact is at top end

Next step is looking at business density in district (sector, profile sizes, business sizes).

AP: Phil to send report around that breaks down business engagement by districts

Start-ups have dropped from previous year but still leading the demand. Growth Hub is balancing between automation of enquiries and personal contact.

Councils are comfortable with performance of Growth Hub. Satisfactory amount of referrals

SLA with WCC

Programmes are becoming more accountable at WCC. SLA to be circulated.

Push back from Growth Hub to WCC: To signpost clients back to the Growth Hub once referral is made. Ask to get back on a quarterly basis to Growth Hub around what has happened with referrals.

SLA to be replicated with CCC, which is to be similar to WCC format.

District contributions are small compared to County and City → SLAs will give security.

WCC and CCC still being chased for Growth Hub contributions of this year.

Andy Williams is looking into future City Council budgeting for the Growth Hub moving forwards.

AP: Draft of SLA to be circulated

Thuringia

Had initial conversations with Thuringia reps. Thuringia very similar to Coventry. Region is reinventing themselves after the collapse of Soviet communism.

Would like to have event at Business Festival. Invited CWLEP Growth Hub over to Thuringia explore. Potentially enabling conduit for bilateral trade links. 5% unemployment rate.

Short scouting mission being planned by CW Invest to understand opportunities around what trade links can be brought in.

Included in discussions around EU regions in Germany and Ireland in the Invest Coventry & Warwickshire team

Lower cost, no language barrier. Invest C&W are aware of it.

Potential value/outcomes could be:

- Motivation to build links to the UK
- opportunity to offshore after Oct 31st
- Align regional strengths

AP: Any ask for potential delegation visit in September to Thuringia to be reported to Growth Hub

Future of the Growth Hub

BEIS: Karen Leigh overseeing treasury links for future funding of Growth Hubs. Looking for £12m.

Ask of us is to scope out where to give Growth Hubs money and use in a certain way. Growth Hubs need to be flexible – Integrating Account Management

Working group to discuss Growth Hubs funding and structure going forward.

Key account management and SME account management (Growth Hubs can pitch at different levels, dependent on need).

MH: Impact of Combined Authorities on the individual Growth Hubs?

PP: Growth Company (GC) to appoint account management. CWGH got involved with discussions – what will GC add?

Growth Company geared towards multi-site and foreign-owned businesses are ok, SMEs not sufficiently supported but Growth Hubs not included – reason is account management model in place in C&W but not across all of West Midlands.

JLR

Redundancy programme for JLR. Company with Penna. Culminated in a jobs fair at Gaydon motor museum.

JLR are refocussing their strategy. How can suppliers use their skills in other sectors? → How can we help businesses move into new areas of business.

HS2

Working with WMCA around supply chain. Started off as direct opportunities and upskilling to complete those opportunities. However: Far more indirect opportunities.

Factoring in connectivity projects, road changes, Midlands-wide transport links.

Conversations with BBV – main contractors – caterers, accommodation, vehicles, working yards (depots, about 103), about 150m£ enabling works need to be done. Construction has been delayed.

7. Business Festival

On track. 11th – 21st November. Event applications have started.

8. Coventry Congestion Charging Proposals

£1.1m for potential congestion charges affecting Severn Trent. Impact is significant. Costs will be going straight to employees. (Already paying 8 quid for parking. Going towards green parking schemes and travel to work support schemes.) Charges were discussed

Iain Patrick: Push back from Jim O'Boyle that there won't be congestion charge.

Overspilling in parking everywhere

9. Financials

CCC and WCC haven't paid yet. Works in process, to be paid in the next 28 days. Andy Williams said CCC payment won't come in until Autumn but in process in order to get budget for us in place. Rugby haven't paid yet, will need a reminder.

AP: IP to credit management recharge income against wages on Profit & loss

Some items in the current Management accounts need to be in last years provision

10. Confidentiality

An item was discussed regarding Business Festival which was agreed to be a confidential issue not to be minuted.

11. Any other Business

Change: under 2) Purpose: Promote C&W both locally, nationally and internationally

3) Responsibilities.

Compliance statement – what needs to be checked to see whether we are compliant.
Needs to be monitored.

KPIs need to be developed. What else outside of the end of year figures needs to be reported? Monitoring customer and stakeholder satisfaction. → Report to board that allows to monitor and review once a year

Sign-off of Growth Hub Business Plan? Not currently – Business Plan currently is not being signed off.

Business plan doesn't reflect owner requirement

Compliance statement needed. Policy that sets out what we need to do and compliance statement saying we are doing it.

Lone working policy? Staff hand book.

ToR- What needs to be included, what is redacted?

Equality & Diversity Policy?

What sits under the LEP and what do we need to agree on?

Make use of what's already available through CWLEP and fill gaps where required via sign off of LEP board.

AP: Look at being compliant regarding Terms of Reference. If we don't have any policies or guidelines available we need to review if we need to add something and whether it's a responsibility we want to take on.

Membership:

Directors may decide to stand for re-election ("May be invited to be re-elected")

AP: Who is on the board? What is the date of their appointment and how long should they stay?

AP: IP to renew confirmation statement at companies House due by the 24th July 2019.

Action List:

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