

Meeting Minutes

Meeting title		GFirst LEP Board Meeting	
Date/time/venue		09/08/2016 @ 08:30 to 10:30, Oxstalls Board Room	
Attendees		<p><u>Members:</u> Diane Savory (DS) (<i>Chair</i>), David Owen (DO), Mark Hawthorne (MH), Stephen Jordan (SJ), Mike Warner (MW), Adam Starkey (AS), Stephen Marston (SM) & Rob Loveday (RL).</p> <p><u>In attendance:</u> Lynn Stacey (Minutes), Pete Carr (PC), Katie Jenkins (KJ) (with Billy Roden who is shadowing Katie), Roger Mortlock (RM), Mally Findlater (MF), Nigel Riglar (Nigel R) & Peter Holmes (PH) for Item 4</p>	
Apologies		Roman Cooper, Neill Ricketts, Claire Mould & Matthew Burgess	
No.	Item	Action	By
1.	<u>Welcome & Introduction</u> DS welcomed all Board Members and guests.		
2.	<u>Minutes of Last Meeting 21 June 2016 & Matters Arising</u> The minutes were approved as a true and accurate record of the meeting on 21 June. DO confirmed the transport infrastructure, presentation and discussion under item 7, will be covered at the next Board Meeting in October.	DO	4.10.16
3.	<u>Declarations of Interest (see standard record)</u> No additional declarations were made.		
4.	<p><u>Skills</u> <u>Skills policy paper</u> PH outlined his draft skills policy for Gloucestershire, which has been presented to the Gloucestershire Economic Growth Joint Committee. PH confirmed once this document has been finalised and signed off by the Joint cttee, an Employment & Skills Board will be created with the objective of developing a detailed skills strategy in line with the final policy.</p> <p>PH sought feedback from the LEP Board for any final changes/additions to the policy paper and to seek the LEP Board's commitment to the policy. A discussion took place on this draft policy, in particular with regards apprenticeships, careers guidance and the attitude of both young people and schools. PH will incorporate feedback from the LEP Board in the final version of the policy paper and will be discussed further by the E & S Board.</p> <p>It was stated the 2050 Vision is part of this plus we can utilise Kathryn Wagstaff, Strategic Alliance Project Manager, as an important resource.</p> <p><u>Gloucestershire, Swindon and Wiltshire Post-16 Area Review update</u> PC gave an update and confirmed the review for our area will start in mid-September and asked for any feedback/issues about this from the Board to be fed through to him. PC will keep the Board updated accordingly.</p>	PC	

5.	<p><u>Growth Deal and 2050 vision</u> <u>Growth Deal 3 submission</u> Special thanks were given to the LEP team, in particular to MF & PC, for their hard work on this. KJ confirmed an assessment process is now taking place on all submissions and announcements will be made in the Autumn.</p> <p>The business cases require more work, before they are published. It was agreed we need transparency and to publish the business cases.</p> <p><u>Lessons learned from management of current Growth Deal</u> PC confirmed he had prepared a paper on this with input from the Programme Management Group (LEP & GCC) and will add the point raised above with regards to transparency. PC was asked to seek additional feedback from project promoters to further enhance the value of the lessons learned.</p> <p><u>2050 vision</u> DO updated the Board on this project plus the KPMG, David Marlow & HEFCE/University projects. The 2050 Vision will be mentioned in our Annual Review with further update end of November.</p> <p>Future funding was raised and whether there is a risk with the referendum. DO confirmed this is being looked at nationally and PC has done some work on this and will update the Board when appropriate.</p>	PC PC PC	
6.	<p><u>Growth Hub Network and Expansion Projects</u></p> <p><u>Network</u> DO confirmed we had a good response with a shortlist of 5 proposals for the Network Centres. The Stroud proposal will be looked at by the Sub Group and we do expect to receive more expression of interest.</p> <p><u>Growth Hub Expansion</u> The Board noted the contents of the paper (Growth Hub Expansion Progression meeting – 28th July 2016) and the progress made.</p> <p>Decision: The Board approved of the LEP Sub group decision of the following:</p> <ul style="list-style-type: none"> a) Disposal clauses and repayment conditions will apply for a 12 year period. b) The expectation is that the facility will continue to be used for the purpose outlined in the funding agreement for the full period of 12 years. Should circumstances change such that the University of Gloucestershire deems it necessary or desirable to significantly change this purpose, the LEP Board and Accountable Body must be notified, and agree to the proposed changes. 		
7.	<p><u>LEP local match funding</u> Nigel highlighted the challenges of local match funding between the LEP and GCC and the need to find a solution from April 2018. This led to a discussion on this topic, which Nigel will take forward with District colleagues and the LEP.</p> <p>DS highlighted that LEP responsibilities and workload is continuing to grow without any extra money to fund this activity.</p>	Nigel R	
8.	<p><u>High streets/retail update</u> DS gave an update and confirmed Gloucestershire is running a pilot on this, which is supported by Stroud, Glos and Chelt.</p>		

	DS is very much involved and working closely with the Govt on this agenda, which allows her to expand the influence the LEP has on the high street/retail agenda.		
9.	<p><u>Local Nature Partnership (LNP) paper and presentation</u> RM gave a presentation on how we can build a case for environmental growth in Gloucestershire, which led to a discussion on how we can get the message across businesses. RM to take the points raised forward.</p> <p>DO gave his view of the LNP Board and the need for more discussions to impact various business decisions. It was agreed it would be useful if RM was part of the 2050 Vision Group.</p>	RM DO	
10.	<p><u>Forward look</u> <u>Local Transport Plan presentation and Q&A</u> This item to be on the next Board Agenda.</p> <p><u>Annual Review on 16th September</u> All Board Members will have a greater involvement in this year's LEP Annual Review and will be contacted with a project for a 3 minute presentation. KJ will also be bringing between 10/15 of her work colleagues to this event, which will include a tour around the county.</p>	ALL	
11	<p><u>AOB</u> Nigel to discuss the recently commissioned export report from Shared Intelligence in next Board meeting.</p>		

Dates of Next Meetings:

- Tuesday 4th October 2016 @ 08:30
- Tuesday 13th December 2016 @ 08:30
- Tuesday 14th February 2017 @ 8:30
- Tuesday 25th April 2017 @ 8:30
- Tuesday 20th June 2017 @ 8:30
- Tuesday 8th August 017 @ 8:30
- Tuesday 10th October 2017 @ 8:30
- Tuesday 12th December 2017 @ 8:30