

## Meeting Minutes

<b>Meeting title</b>	GFirst LEP Board
<b>Date/time/venue</b>	26/03/2019 @ 8:30 to 10:30 Oxstalls Campus – Board Room
<b>Attendees</b>	<u>Members:</u> Diane Savory (DS) (Chair), Adam Starkey (AS), Neill Ricketts (NR), Rob Loveday (RL), Stephen Jordan (SJ), Russell Marchant (RM), Jenny Raymond (JR), Deborah Potts (DP), Mark Hawthorne (MH), Mike Warner (MW), Ian Mean (IM) & Jim Grant (JG) <u>In attendance:</u> Carl Creswell (CC), David Owen (DO), Lynn Stacey (minutes), Dev Chakraborty (DC), Katie Jenkins (KJ), Claire Edwards (CE), Barry Bodin-Jones for item 5, Mally Findlater for item 8 & Ali Chafekar/Chris Lau for item 10.
<b>Apologies</b>	Doina Cornell & Colin Chick

No.	Item	Action	By
1)	<p><b><u>Welcome &amp; introduction</u></b></p> <p>DS welcomed all Board Members and apologies as noted above were given. A special welcome to Carl Creswell who is our Government Senior Sponsor (note: Carl will be moving into a new role and details will follow).</p> <p>DS stated she was delighted with our annual performance review grading with 'Good' for Governance and Strategy and 'Exceptional' for Delivery, which puts us in the top 5 LEP's. DS thanked ALL for their hard work.</p> <p>GFirst road trip 2019 - last year road trips were overwhelmingly positive and we are keen get another date in the diary for 2019. The Board, the Accountable Body and Carl Creswell are more than welcome and a date will be arranged for November 2019 and details will follow.</p> <p>KJ confirmed her secondment to GFirst LEP takes effect from 16<sup>th</sup> April and her successor is Ollie Hindle. Introductions will be made to the GFirst team.</p> <p>Note for the minutes: the decision to cancel the January Board meeting was made by the Executive team and approved by the Chair as we met in December and felt the January Board meeting was no longer required</p>	<p>LS</p> <p>KJ</p>	<p>Done</p>
2)	<p><b><u>Minutes of:</u></b></p> <p><u>Minutes of the last Board meeting on 4 December 2018</u> - were approved as a true and accurate record. Page 2 – Employment &amp; Skills Paper, DO confirmed Jason Dunsford of Gloucestershire Gateway Trust is the GVCSA representation on the Employment &amp; Skills Board.</p> <p><u>Minutes of the written procedure re BEIS CLoG data submission for Q3 of financial year 2018-19</u> – were approved as a true and accurate record and noted by the Board</p>		

3)	<p><b><u>Declarations of interest available on the GFirst LEP website -</u></b>  <a href="https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/">https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/</a>  DS asked ALL to declare any pecuniary or personal interests relating to specific matters on the agenda.</p>		
4)	<p><b><u>CEO's verbal update:</u></b>  Regional collaboration – DO confirmed a discussion is taking place for greater LEP collaboration along the M4 corridor to build a functional economic area that can compete with existing areas, such as the Midlands Engine. A joint paper for all 4 LEP Boards will be circulated in June with further discussion in July's Board Meeting.</p> <p>MH raised the issue we need to ensure all bodies are in line with each other, including the Sub Regional Transport Board DO confirmed West of England Combined Authority is involved in the discussions on the regional collaboration.</p>	DO/LS	
5)	<p><b><u>Stroud Growth Hub procurement</u></b>  IM declared an interest.</p> <p>BBJ gave background information on the various organisations that showed an interest to deliver a Stroud Growth Hub and confirmed that the sub group have selected South Gloucestershire and Stroud College (SGS) as the potential project promoter. The separate paper (commercially sensitive) with the agenda gives details of the changes they are doing to accommodate this and includes the diary dates which must be met. The intention is for this Growth Hub to open in October 2019.</p> <p>IM highlighted the parking problems at SGS and BBJ will take this issue forward.</p> <p><b><u>Decision:</u></b>  The Board approved the SGS College Stroud Growth Hub Proposal to progress to the next stage in the Procurement Process – Due Diligence.</p>	BBJ  BBJ	
6)	<p><b><u>Infrastructure Projects: Innsworth Gateway and West of Cheltenham Transport Improvement Scheme – UK Cyber Business Park (WCTIS – UKCBP)</u></b>  CE gave an update on these two projects but stated she was not representing the promoter of the projects directly, but was offering a view on progress from an Accountable Body perspective only.</p> <p><u>Innsworth Gateway</u> – CE explained how work to deliver this project is proceeding well, but stated that the legal aspect is complex. However the Accountable Body is satisfied with the external legal advice given, which will ensure that the next stages of the project's development are completed in a compliant manner. Board members will receive notification by written procedure shortly informing them of a formal change of project promoter from Tewkesbury Borough Council to Robert Hitchens Ltd. She confirmed that the Accountable Body views this initiative positively, subject to agreement of draft heads of terms for the final LGF grant agreement.</p>	CE	End April 2019

	<p><u>West of Cheltenham Transport Improvement Scheme</u> - this project is progressing well with the Outline Business Case for all 4 phases being close to completion. Work has also been commissioned on further transport modelling, topographical, geotechnical and environmental surveys to inform the Full Business Cases for Phases 1 and 2 of the scheme, which it is envisaged, will be ready for LEP Board approval in October. The scheme promoter has also developed a Communications Plan which includes the provision for Public Share Events for Phase 1 in April/May. At this time, further communications (webpage, press release and potentially radio) will also be rolled out.</p>		8/10/19
7)	<p><b><u>Cyber Business Park – verbal update</u></b>  SJ gave an update and confirmed the £22m funding is to get the enabling infrastructure in place for the site, which will also allow for the housing development in West Cheltenham to be delivered. The upgrading of J10 on the M5, the subject of a Housing Infrastructure Fund (HIF) is of critical importance to the full delivery of both.</p> <p>A Cyber Central Joint Strategic Development Board meeting took place last week to ensure all key representatives are all involved, including the education sector. This proved very useful and to ensure the partnerships are working together on one big project rather than different projects and to get everybody around one table. They also discussed land acquisition and planning, further details will follow.</p> <p>MW highlighted his concerns about the slow process of getting planning for employment land and it was confirmed this is a 5 year process. SW confirmed this project is top priority.</p> <p>IM highlighted his concern that the public most likely think this project is happening sooner rather than the proposed timetable. MH stated how vital this project is to the county and we must not rush it.</p> <p>KJ stated this project must be part of the Local Industrial Strategy (LIS) and raised the issue of Highways England with the various issues of the county roadworks. CE confirmed their relationship with them has improved and they will try and work around each other.</p> <p>It was agreed the LEP needs to push the HIF bid and to lobby for this. MH confirmed this is being done at their end through Amanda Lawson-Smith.</p> <p>DS thanked CE and the Accountable Body for their assistance with this project.</p>		
8)	<p><b><u>Assurance Framework refresh</u></b>  MF confirmed to the Board that the Assurance Framework for the Strategic Economic Plan (SEP) has been revised and updated as required by Government, and following their detailed guidance. Full copies were provided in advance. The following points were highlighted for information, noting or decisions:</p> <ul style="list-style-type: none"> <li>➤ Board Membership - proposed amendments to the LEP Articles of association. This includes a more formal recruitment selection for Chair/Deputy.</li> </ul>		

- Diversity Champion – MF asked for volunteers but it was agreed a separate brief on this role will be issued on what is expected from the champion.
- Risk Management Champion – again a volunteer was asked and further details will be issued by MF
- Role of the S151 officer – has been refreshed and will take a more active role in line with Government guidance. The current arrangement is for CE or Kaye Turner to attend our Board meeting as nominee. It was noted that Kaye Turner supports the s151 officer with LEP related responsibilities, ensuring compliance and proper oversight.

In summary the refresh is more for an update as we do most of what is asked and we do have an excellent relationship with our Accountable Body. In future our Annual Report will include a financial statement.

**Decision:**

The Board approved the following amendments:

**Board Membership** - proposed amendments to the LEP Articles of association, the defined term of office for both the Chair and Deputy Chair is 3 years with an option to extend for 3 years. In addition that there is an option to extend for a further 3 years in exceptional circumstances if approved by the Board. Plus the option to co-opt an additional five Board members with specialist knowledge on a one year basis

**Diversity** – MF to issue a brief on the role of the Diversity Champion and seek nominations, in the meantime, A clear Diversity Statement has been published on the GFirst website. A report will to be presented to the LEP Board annually discussing progress in encouraging diversity and how improvements can be made.

**Risk Management** – MF to issue a brief on the role of the risk champion and seek nominations. This role will ensure that the risks associated with the operation of the LEP and its delivery programme are managed in accordance with the Assurance Framework, and to satisfy the Board that these processes are delivering an appropriate level of risk management.

**Role of the S151 Officer** – The detail on this role and that of the Accountable Body have been thoroughly refreshed to satisfy the requirements detailed in the guidance. Specifically, the S151 officer (or their representative) will take a more active role in ensuring good governance. This will include attendance by the S151 officer (or their nominee) at LEP Board meetings, regular meetings with the Chief Executive or his deputy, and an oversight of all documentation relating to Board decision making and management.

**Delivery Plans and Annual Reports** will be published at the beginning of each financial year. The first Delivery Plan will be drafted by the end of April 2019, to be published by the end of May 2019.

9)	<p><b><u>DCEO’s verbal update:</u></b> DC gave an update on the LIS timetable plus we have now employed a new Senior Research Manager (Jute Blackmon), who will work with the</p>		
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	<p>Evidence Base Group on collating, reviewing and analysing the evidence that will underpin the LIS.. A key engagement consultation period will take place between May and November with completion in March 2020.</p> <p>DC highlighted the new Capital Investment Pipeline and a call to all our partners and an expression of interest can be found on the LEP website: <a href="https://www.gfirstlep.com/project-pipeline/">https://www.gfirstlep.com/project-pipeline/</a>. There is no immediate funding but we do need a strong project pipeline. It was agreed this would be a good exercise and allows for a bigger vision.</p> <p>Productivity in our county was discussed and it was agreed this is our key challenge. The ONS data was discussed and it was agreed we cannot get bogged down in the details of the data and need to focus on what is good for the county and how to improve it. The LIS will look into this in more detail with more focus on the future and to gain businesses view. A comment was made we need a joined up thinking on this area, which is part of John Baker's role (Gloucestershire's Strategic Planning Co-ordinator). It was agreed the LEP Board needs to be involved and DC will take this forward.</p> <p>DC stated some LEP's have completed their LIS and once these are published, DC will circulate to the Board</p> <p>LIS will now be a standing item on future Board meeting agendas.</p>			
10)	<p><b><u>Presentation from Inward Investment Team</u></b>  Ali Chafekar (Head of Inward Investment) and Chris Lau (Inward Investment Manager) gave a presentation outlining the £1 million project that has been supported by ERDF funding. They outlined their strategy and objectives and DS reiterated the importance of this new team.</p> <p>This led to a discussion on a number of subjects including; the funding criteria, job displacement, the China market, business tourism, branding plus project outputs over the next 3 years.</p> <p>There was not enough time for all the questions and it was agreed the team will meet the Board separately to obtain their valuable feedback.</p>			AC/CL
11)	<p><b><u>AOB</u></b>  MW asked for an update on the activities across the Growth Hub Network project. BBJ to action</p>			BBJ Done by email

#### Dates for 2019:

- Tuesday 2<sup>nd</sup> July 2019 - GFirst LEP Board Away Day @ Mitsubishi Motors, Watermoor, Cirencester. GL7 1LF. Time confirmed as 9:30 to 16:00
- Tuesday 8th October 2019 @ 8:30
- Tuesday 10<sup>th</sup> December 2019 @ 8:30