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| Meeting title | GFirst LEP Board |
| Date/time/venue | 05/05/2020 @ 9:00 to 10:30 Via Zoom |
| Attendees | <p><u>Members:</u> Diane Savory (DS) (Chair), Adam Starkey (AS), Neill Ricketts (NR), Rob Loveday (RL), Deborah Potts (DP), Mike Warner (MW), Ian Mean (IM), Russell Marchant (RM), Stephen Jordan (SJ), Jenny Raymond (JR), Emma Hanby (EH), Lorrin White (LW), Ruth Dooley (RD), Jim Grant (JG) & Mark Hawthorne (MH)</p> <p><u>In attendance:</u> David Owen (DO), Lynn Stacey (minutes), Dev Chakraborty (Dev), Doina Cornell (DC), Karen Leigh (KL), Clare Edwards (CE) Mally Findlater (MF), Barry Bodin-Jones (BBJ), Steve Mawson (SM), Sarah Danson (SD) & Patrick Forde (PF)</p> |

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| Apologies | |
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| No. | Item | By | Action |
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| 1) | <p><u>Welcome & introduction</u></p> <p>DS gave an update on her work as part of the recovery process not only for Gloucestershire but also across the UK (further details below). The key message emerging from this process is the need for local strategies and the LEPs to play a key part. Our Local Industrial Strategy (LIS) will need to be amended to include the recovery plan.</p> <p><u>Verbal update from Karen Leigh</u></p> <p>KL gave an update and outlined a new discretionary fund for Local Authorities (LA) for small businesses. The exact amount for each LA is yet to be determined, but the criteria will be for businesses that have under 50 employees (further information to follow).</p> | | |
| 2) | <p><u>Minutes of:</u></p> <p>Minutes of the last LEP Board meeting on 25 February 2020 were approved as a true and accurate record, with the exception of a typo in item 2, section 4 in the last bullet point stating ‘bucket’ point 4 instead of ‘bullet’ point.</p> <p><u>UK-DRIC</u></p> <p>DO gave an update of his and Dev’s meeting with Gloucester City Council on 28th February. This project is looking more positive now and DO will obtain further updates in due course.</p> <p><u>GFirst Chair / Vice Chair update</u></p> <p>Due to the difficulties of recruiting for a new Chair and Vice Chair in the present climate, it has been agreed by Stephen Jones to extend both DS and AS roles until 31.3.2021, subject to formal confirmation.</p> <p><u>Risk Register</u></p> <p>The risk register is regularly reviewed by the Risk Champion and LEP executive. The next session is to take place immediately after this Board meeting to update all risks, and also importantly to take into account the extra risks associated with the Covid-19 crisis. The Board was informed of a current risk that some of the LGF funds</p> | | |

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| | <p>may not be spent within the programme (ends March 2021). This is due in part to construction delays attributed to Covid-19, but also other complexities. The implications of this risk and mitigating actions are all being discussed with KL as Government policy is developed. The Board will be informed of any escalation of this or any other risks.</p> <p>DS confirmed the LEP Network has also raised this issue and is waiting for a response.</p> | | |
| 3) | <p><u>Declarations of interest available on the GFirst LEP website -</u> https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/ DS highlighted the need for ALL to let LS know of any pecuniary or personal interests relating to specific matters discussed in these meetings.</p> <p>LW declared a declaration of interest in any discussions in relation to the Indectron Data Centre. DO stated no decision is required for this item and it is for information only.</p> | | |
| 4) | <p><u>Verbal update from David Owen:</u></p> <p><u>Western Gateway</u> DO confirmed the Western Gateway Board are making good progress and a paper will soon be issued to partners. MH agreed with DO but stated we do need to see more details of the Gov't requirement. DO confirmed GFirst LEP would be leading on the 'innovation' work strand.</p> <p><u>GIIF Shield House Data Centre (paper)</u> DO informed the Board of a requested extension to the final repayment date of the GIIF loan awarded to Indectron. This had been reviewed and approved by the Investment Panel.</p> <p><u>Recovery plan process</u> DO explained our approach to dealing with the Covid-19 pandemic. This is split into four phases:</p> <ol style="list-style-type: none"> 1. Provide Emergency Support - Deal with the immediate economic implications and provide support and guidance to businesses. This phase has been in action since mid-March. 2. Analyse the economic shock – build an understanding of the potential impact on Gloucestershire. This phase has been in action since mid-March. 3. Create an Economic Recovery Plan – develop a strategy and actions that deal with the short/medium term economic shock. This phase began at the end of April. 4. Build Economic Resilience – review and update long-term strategies to build resilience in the economy and to deliver to the 'new normal'. This phase will begin shortly with a review of the Local Industrial Strategy. <p>In order to deliver the four phases of recovery, DO highlighted some of the actions we have implemented:</p> <ul style="list-style-type: none"> ➤ Daily calls are held with the BEIS Area Lead (Karen Leigh) to receive and transmit relevant Covid-19 updates. | | |

- The LEP business survey has produced invaluable data on the impact on Gloucestershire.
- The LEP and Growth Hub teams have been directly contacting those businesses who require support.
- The LEP team have embarked on a campaign to directly contact the most significant businesses in the county to gain further market intelligence.
- The Chair and Chief Executive join weekly LEP Network Supra-Region meetings to plan the network-wide strategic approach.
- The Chair and Chief Executive join fortnightly LEP Network Supra-Region meetings with Ministers Simon Clarke and Nadheem Zahawi.
- The Chair has joined the National Economic Recovery Task Force (which meets fortnightly), chaired by Minister Simon Clarke (membership is 2 LEP Chairs, 4 Elected Mayors, 1 Chair of a Combined Authority, 5 Representatives of the Local Government Association).
- The Deputy CEO meets weekly with finance leads from all seven local authorities.
- Gloucestershire Economic Recovery Meeting group has been established to work with the GFirst LEP executive team on recovery planning and implementation.
- The LEP Board will strategically oversee the development and implementation of an Economic Recovery Strategy for Gloucestershire. It was agreed the Board will meet on a monthly basis for an initial three-month period to fulfil this task.
- The LEP has appointed Nick Holyoake to lead on development of the recovery plan and are currently commissioning further work to analyse the impact of the economic shock on Gloucestershire.
- Partnership with glosjobs.co.uk to create a 'one stop shop' for all things recruitment – jobs, freelancing, and business volunteering.
- The LIS will be reviewed.

A general discussion took place on the recovery process with the following points raised:

- Cyber-tech doing very well with the shift for remote working.
- The 2-metre rule is not going away, which will add implications for all.
- SJ stated on their funding, they now have 5% for the discretionary fund and waiting for Gov't guidance on this. SJ to liaise with KL.
- SJ also asked if we are supporting the #RaiseTheBar campaign and will send a copy of their draft recovery plan to DO/DS.
- SM gave an update on his area and looking at the practicalities of recovery and will update DO shortly.
- It was mentioned a couple of times of the need for co-ordination of the various recovery plans.
- More data is sought on the scale of furloughing in the county. KL to take this forward.
- In our long-term strategy, we need to ensure the large infrastructure schemes are delivered.
- Funds from the county's Business Rates Pool will be utilised to help deliver the recovery plan.
- DO/DS/Dev/SD gave our local MPs an update on our progress and a letter to the business community from the MPs will be issued shortly.

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| | <ul style="list-style-type: none"> ➤ RM highlighted the impact on the social distancing within our colleges and universities. ➤ DS stated there will be a joint letter from the LEPs to support the universities. ➤ JG stated the further education sector are working with ministers and agreed with RM the social distancing will be an issue. We will require clear advice on the practicalities as soon possible. ➤ NR gave an update on his area with mask and visors being the key products produced at present. NR suggested the need to “buy in Gloucestershire” and for the Health Trust to be involved in the need to buy locally. ➤ Furloughing was mentioned again and with the May payroll looming, companies will need clarification going forward on this scheme. ➤ There is concern that employees may be reluctant to go back to their workspace. ➤ Visitor economy/Tourism is a concern, but there may be opportunities if more people are taking their holidays in the UK. <p>KL to take forward this feedback</p> | | KL |
| 5) | <p><u>BEIS quarterly data submission ('Dashboard') for Q4 (paper)</u></p> <p>BBJ went through the data submission paper and highlighted the £450k of non-allocated funding. RD clarified the difference between contract commitment, out turn and actual spend. Out turn and contractual commitment are both in line with the programme, but there is a current challenge with regard to actual spend due to construction delays and project complexities.</p> <p><u>Decision:</u> The Board approved the GFirst LEP Q4 2019-20 data for submission to BEIS/CLoG as per the BEIS dashboard.</p> | | BBJ |
| 6) | <p><u>New developments since last Informal Board Update</u></p> <p>Covered under item 4</p> | | |
| 7) | <p><u>AOB</u></p> <ul style="list-style-type: none"> ➤ AS highlighted in 2 months we have made changes using existing technology that would of taken years to implement without a crisis. Examples of these changes were given and the need of additional training, the Growth Hub webinars a good example. Freelancing will also increase and we need to demonstrate how our county is a great place for this. ➤ Vision 2050 and the LIS youth survey feedback highlighted their perception of the future is very much in line with the current increase usage of technology and the flexible working. We must not lose this going forward. ➤ A more reliable broadband is the biggest challenge. DS to take this forward to National Economic Recovery Task Force. ➤ Remembering the importance of mental health will be part of our recovery and the flexible working will be expanded in our LIS. ➤ We need to think of those who have an underlying health issue, and how they can be a market opportunity. | | DS |

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| | DS stated future board meetings will be via Zoom and the September Board away day is currently on hold. | | |
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Dates for 2020:

- Tuesday 9th June 2020 @ 9:00
- Tuesday 14th July 2020 @ 9:00
- Tuesday 18th August 2020@ 9:00
- Tuesday 8th December 2020 @ 8:30

GFirst LEP Board Meeting & Away Day

- 15th September 2020 – date on hold at present