

Meeting Minutes

Meeting title				GFirst LEP Board Meeting			
Date/time/venue				10/10/2017 @ 08:30 to 10:30. Headspace/Oxstalls Campus			
Attendees				<p><u>Members:</u> Diane Savory (DS) (Chair), Adam Starkey (AS), David Owen (DO), Neill Ricketts (NR), Roman Cooper (RC), Stephen Marston (SM), Mark Hawthorne (MH), Rob Loveday (RL), Stephen Jordan (SJ), Mike Warner (MW) & Russell Marchant (RM)</p> <p><u>In attendance:</u> Lynn Stacey (Minutes), Dev Chakraborty (DC), Katie Jenkins (KJ), Tony Bray (TB), Nigel Riglar (Nigel R), Steve Lydon (SL), Barry Bodin-Jones (BBJ) for item 5 & Neil Hopwood (NH) for items 6, 7 & 8</p>			
Apologies							
No.	Item			Action	By		
1)	<p><u>Welcome & introduction</u> DS welcomed all Board Members. DS/DO thanked the Board Members for their input on last week's Annual review and confirmed they have received lots of positive feedback.</p>						
2)	<p><u>Minutes of Last Meeting 25 April 2017 & Matters Arising</u> The minutes were approved as a true and accurate record of the meeting on 25th April 2017. There were no outstanding actions.</p>						
3)	<p><u>Declarations of Interest</u> DS/DO highlighted the need for the Board to declare any pecuniary or personal interests relating to specific matters on the agenda and to inform LS of any amendments to the Register Interests. RM to update LS.</p> <p>DO reiterated the need for transparency, we need to ensure we are robust and clear and if there is any conflict of interest in these meetings, then members may be asked to leave the room.</p>			RM	ASAP		
4)	<p><u>Update from Government</u> Tony Bray, Area Director of South West England & West Midlands, Cities & Local Growth Unit, gave an update, which included areas that the LEP should be focussing on.</p> <p>A discussion took place on the difference between a Strategic Economic Plan (SEP) and a Local Industrial Strategy and DO confirmed a draft strategy would be completed, using external resources, but is keen to know what the expectation is from Govt. Industrial Strategy White Paper due to be launched on or around Autumn Budget, November 22nd. TB confirmed he will keep us informed.</p>			TB			
5)	<p><u>Growth Hub Network Projects – approval to proceed Due Diligence stage (see supporting paperwork)</u> The Board is asked to:</p> <ul style="list-style-type: none"> i) Approve the additional funding for the Gloucestershire Libraries for the Digital Signage. ii) Formally approve the additional funding (£80,069) for the increased floor space for the Growth Hub at Tewkesbury Borough Council. 						

- iii) Advise on how to progress with the Due Diligence for Tewkesbury Borough Council due to the outstanding matters that the report highlights. The Growth Hub Management Board have been contacted and provided a copy of the Due Diligence Report and asked to feedback further recommendations to include as conditions in the Funding Agreement.
- iv) Approve the proposals for Stroud, Cheltenham and the Forest of Dean to progress to the next stage in the procurement process – Due Diligence.
- v) The LEP Board is asked to approve the £200k capital investment to be spent against the proposed enhancements. If approved the LEP will engage the University of Gloucestershire procurement team to ensure compliance with EU / ERDF procurement guidelines so that the capital match can be used against the current ERDF core Growth Hub contract.
- vi) Approve the continuation of James Brown's role as Senior Project Manager. The LEP believes there is clear rationale for the extension of James's contract in terms of speed, continuity and consistency for the project both as we finalise the developments of phase 1 and ensure coordination with phase 2. The Accountable Body has stated that if the LEP Board is happy to endorse the contract extension based on this rationale they are comfortable that this will meet procurement criteria.

BBJ gave an update on the Growth Hub Network Projects. There was concern on the budget for the libraries and DO confirmed the new additional spend will enhance what is being offered.

i) Decision: The Board unanimously agreed the additional funding (£12,720) for the Gloucestershire Libraries for the Digital Signage.

ii) BBJ explained the rationale for the additional funding for the Tewkesbury Borough Council Growth Hub and confirmed this has gone through Due Diligence.

Decision: The Board unanimously agreed the additional funding (£80,069) to pay for the increased floor space for the Growth Hub at Tewkesbury Borough Council. This is on the basis that any queries raised from the Due Diligence process have been answered to our satisfaction.

iii) BBJ raised the issue on how we progress the Due Diligence for Tewkesbury Borough Council Growth Hub due to the outstanding matters that the report highlights. The Growth Hub Management Board has been contacted and BBJ has asked for additional comments and recommendations, which can then be included as conditions within the Funding Agreement.

Action: BBJ to issue a paper with more detail to distribute to the Board and will ask for approval to move to the Funding Agreement stage.

iv) BBJ detailed the various proposals for Stroud, Cheltenham and the Forest of Dean. There have been some reservations from the Sub Group, but these can be explored through the Due Diligence process. The Board would like to give more support/mentoring, but DO confirmed this would raise a conflict of interest. It was stated the focus must be on the outputs, which can be delivered. Any issues from the Due Diligence will be highlighted to the Board. The cost of the Due Diligence Assessment will be borne by the promoters.

Decision: The Board agreed to the proposals for Stroud, Cheltenham and the Forest of Dean to progress to the next stage in the procurement process including Due Diligence.

Note: RM abstained.

BBJ

	<p>v) BBJ asked the Board to support the proposal from The Growth Hub Management Board for further investment in the digital offer. This investment would include:</p> <ul style="list-style-type: none"> • A benchmarking index to drive productivity by allowing businesses to anonymously compare their performance with other business in their region / nationally and/or sector. • A procurement portal allowing businesses to submit and view contract opportunities, a tool in demand from businesses and business membership groups in the county. • An SME Digital Maturity Index, allowing businesses to assess their level of digital maturity and to map a course of action to evolve in line with their needs. <p>DO stated, we have the potential of rolling this out to other LEPs. NR asked to see the KPI's and ensure this is reviewed quarterly. Action: BBJ to review the KPI's and to distribute to the Board. Decision: The Board agreed to support the proposal of The Growth Hub Management Board for further investment (£200,000) in the digital offer. Note: SM and RM declared an interest.</p> <p>vi) BBJ asked the Board to support the proposal to extend James Brown's contract (Senior Project Manager, Growth Hub Digital Infrastructure). Decision: The Board agreed to support the proposal.</p>	BBJ	
6)	<p><u>Growth Deal Funding Decisions (see supporting paperwork)</u> DC gave an introduction and confirmed positive feedback had been given from the Investment Panel for all the schemes being proposed. These schemes being; The UK Digital High Street Innovation Centre and the A419 corridor (Stonehouse) Improvements.</p> <p>i) <i>UK Digital High Street Innovation Centre</i> NH updated the Board on the UK Digital High Street Innovation Centre with the opportunity to extend this to the wider area. A discussion took place on the strategy for this topic, which NH will take forward.</p> <p>Decision: The Board approved, with the caveat this is done in a format similar to the National Catapult centres, the funding award of £400,000 post Due Diligence, and approve the preparation of the final funding agreement for the UK Digital High Street Innovation Centre project. Note: MH abstained.</p> <p>ii) <i>A419 corridor (Stonehouse) Improvements</i> NH explained the A419 corridor (Stonehouse) Improvements and confirmed significant feedback has been received from the public. A question was raised over the 60 year timeframe in relation to the value for money calculation if driverless vehicles become commonplace, but it was stated the assessment was completed in accordance with latest WebTAG guidelines. The road is over capacity presently at peak times and a 'do nothing' option will prevent any further development on the corridor.</p> <p>Decision: The Board approved the offer of a formal funding award of £4.36M, post Due Diligence, and business case assessment, for the A419 corridor (Stonehouse) Improvements project. The Board</p>	NH	

	<p>authorised GCC as the Accountable Body to prepare the final Heads of Terms for the release of the funding, in line with the Delegated Scheme Agreement between the LEP and GCC and noting the conditions and recommendations indicated in the summary paper presented to the Board. Note: MH declared an interest.</p>		
7)	<p><u>Reallocation of Funds: outstanding decision (see supporting paperwork)</u> NH gave details on the three remaining schemes and whether the Board wish to confirm indicative funding for these. These schemes being; The Advanced Renewable Research Centre proposal, the St Barnabas Roundabout proposal and the A4063 Staverton Bridge Junction proposal.</p> <p><u>Decision:</u> The Board approved the following:</p> <ul style="list-style-type: none"> • The Advanced Renewable Research Centre proposal to proceed to full Due Diligence, in order to be presented to the Investment Panel meeting due 28-11-17 and LEP Board meeting due 12-12-17 for consideration for full funding approval. Note: if the supporting ESIF revenue funding is not approved, the University has indicated the scheme will not go ahead. Post meeting note: timing is dependent on agreeing an acceptable spend/commitment profile with the accountable body. • A38 Access to Berkeley proposal will not go ahead, withdrawn by promoter. • St Barnabas Roundabout proposal – agreed to proceed to full business case • A4063 Staverton Bridge Junction proposal – agreed to proceed to full business case • A board sub-group (AS, RL & DS) will take responsibility for the assessment and ranking of revised/exceptional bids (in line with assurance framework process) for the agreed total of funds that are to be re-allocated. <p>Note: SM declared an interest and left the meeting whilst the discussion and approval took place.</p>		
8)	<p><u>Update on Forward Look (see supporting paperwork)</u> NH gave an update on the Growth Deal programme. Action: NH to include a RAG rating alongside each project on the Forward Look as additional information. Next revision will be published for the November Investment Panel.</p>	NH	28.11.17
9)	<p><u>GIIF Programme Update (see supporting paperwork)</u> DC gave an update. The LEP is looking to lead a bid to secure ESIF revenue funding to establish a dedicated inward investment team for the county, in partnership with the County Council and the six District Councils. Match funding is required. £100k has been secured from existing salaries from Economic Development teams and a funding request for £200,000 from the GIIF revenue fund has been considered by the LEP Investment Panel. A discussion took place on how this would encourage additional businesses to come to the county and how this new team dovetail this with other activity, including Growth Hub Business Guides and DiT's inward investment team. Further potential match funding would be sought from other partners including the private sector and HE/FE if possible. It was agreed if the £200k funding is approved, then a sub-group would be formed to help assist with securing this further potential match. Action: DC to keep the Board informed and if relevant ask for volunteers for a sub-group</p> <p><u>Decision:</u> The Board approved the principle of releasing £200,000 from the Growing Places (GIIF) programme revenue fund to support the Inward Investment</p>	DC	

	proposal as a 'one off' request, to serve as a financial contribution towards raising the required match funding to enable the LEP and local partners to support the development of an EU bid, specifically targeted at supporting the growth of the local economy through inward investment activity and the activities of the LEP Investment Panel. Note: NR abstained		
10)	<u>LEP Board Membership Recruitment Update</u> DO confirmed the LEP received nearly 100 expressions of interests from potential candidates. This has been shortlisted to 9 candidates against the criteria and interviews to be held ahead of the next Board meeting in December Action: DO to update the Board	DO	12.12.17
11)	<u>AOB</u> MH raised the 'Great South West' concept and the broader issue of regional identity in relationship to Gloucestershire. It was agreed that the issue would need to be discussed with Leadership Gloucestershire. It was also agreed that a sub group of MH, DO, NR and one other Board member would propose an LEP position on regional identity. Action: LS to ask for one Board member volunteer for the sub-group	LS	ASAP

Dates of Next Meetings:

- Tuesday 12th December 2017 @ 8:30
- Tuesday 20th February 2018 @ 8:30
- Tuesday 17th April 2018 @ 8:30
- Tuesday 5th June 2018 @ 8:30
- Tuesday 11th September 2018 @ 8:30
- Tuesday 4th December 2018 @ 8:30