

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF GREATER CAMBRIDGE  
GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP HELD AT ALCONBURY WEALD  
ENTERPRISE CAMPUS ON TUESDAY 18<sup>TH</sup> JULY 2017**

Present: Mark Reeve (Chair)  
John Bridge  
Trevor Ellis  
Steve Elsom  
David Gill  
Cllr Oliver Hemsley  
Claire Higgins  
Cllr John Holdich  
Cllr Robin Howe  
Prof Iain Martin  
Prof Andy Neely  
Mark Read  
Cllr James Waters

In attendance: Adrian Cannard (GCGP)  
Karl Gardiner (GCGP)  
Paul Sayles (GCGP)  
Laura Welham-Halstead (GCGP)  
Michael Tolond (Company Secretary)  
Pete Northover (BEIS)  
Stella Cockerill (GCGP) for Minute 2017/57

MINUTE NO.		ACTION
2017/52	<p><b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Board Members Peter Abel, Cllr Steve Count and Terry Elphick, and Board Observers Steve Bowyer, Cllr Lewis Herbert, Graham Hughes and Chris Malyon.</p> <p>The Chairman noted that Steve Bowyer had stood down as a Board Advisor, and thanked him for his support during his time in this role.</p>	
2017/53	<p><b>DECLARATIONS OF INTEREST</b> Mark Read declared an interest in item 6 on the agenda (Skills Briefing).</p> <p>Cllrs Holdich and Howe declared general interests as members of the Combined Authority on all items on the agenda.</p> <p>Cllr Holdich declared a specific interest on item 6 (Skills Briefing), given his role as Board Member of Opportunity Peterborough.</p>	
2017/54	<p><b>CHAIRMAN'S UPDATE</b> Mark Reeve reported that further queries from a local MP had been received by Cambridgeshire County Council regarding LEP funds and their allocation, including</p>	

	<p>contract awards and the tender process associated with them. The LEP Executive had provided the information required to Cambridgeshire County Council and will continue to support them with their responses as required.</p> <p>Mark Reeve referred to the letter sent by John Bridge to the Secretary of State at BEIS (which was shared with the Board at the time) and his subsequent television interview with BBC Sunday Politics East on issues relating to the Combined Authority, both initiated by him in his position as Chief Executive of the Cambridgeshire Chamber of Commerce.</p> <p>Cllr Howe expressed his concern at the perceived rift between the Combined Authority and the LEP. He stated that he wished for the LEP to continue as an independent entity to create jobs and add value in the local economy, and seek to avoid concentrating efforts on infrastructure projects. He added that there could be a case to be made for a shared Chief Executive between the Combined Authority and the LEP in 12 months' time.</p> <p>Mark Reeve shared his view that private sector voices needed to be heard as part of the Combined Authority debate, and it was important that the LEP continued to provide this private sector led response and add more value and more depth to any consultation process that is undertaken. He also emphasised the need for the LEP as a private sector led organisation to ensure that the private sector 'voice' was clear in the development of the LEP strategy in the future. He proposed that the LEP clearly set out its mission and strategy directly to the Combined Authority, a proposal that was agreed by Board Members. MR will therefore draft a letter to the CA and share the letter in advance of it being sent.</p> <p>John Bridge stated that the Board had previously agreed to appoint an independent Chief Executive and that the recruitment process would proceed, subject to the approval of the Terms of Reference for the Remuneration and Nominations Committee.</p> <p>Mark Reeve reported on an 17% year on year increase locally in Foreign Direct Investment in the GCGP area, the successful LEP Summit, and the appointment of Jake Berry MP as the new LEP Minister who had made a public statement on LEPs which emphasised their accountability, their role in local business strategy and the role of the private sector.</p>	MR
2017/55	<p><b>GOVERNANCE DECISIONS</b></p> <p>a) <u>Board Directors</u> The Board approved the re-appointment of Claire Higgins, Mark Read and David Gill as Third and Private Sector Directors for further 3-year periods.</p> <p>The Board approved the appointment of Cllr Oliver Hemsley, proposed by Cllr Holdich and seconded by Cllr Howe, as a Public Sector Director until October 2018.</p> <p>The Board approved the re-appointment of Cllr Steve Count and Cllr James Waters as Public Sector Directors until July 2020 – proposed by Cllr Howe and seconded by John Bridge.</p> <p>The Board noted the appointment of Prof Andy Neely from the University of</p>	

	<p>Cambridge as an Education Sector Director.</p> <p>The Board agreed the recruitment of a Further Education Board Director, which is to be managed by the Remuneration &amp; Nominations Committee – proposed by Cllr Howe and seconded by Cllr Holdich.</p> <p>b) <u>Remuneration &amp; Nominations Committee – Terms of Reference</u> The Board approved the Terms of Reference for the Remuneration &amp; Nominations Committee. It was confirmed that the Committee would now proceed to recruit the new Chief Executive for the LEP.</p> <p>c) <u>Agri-Tech Scheme of Delegation</u> The Board approved the amendment to the Scheme of Delegation as it related to the Eastern Agri-Tech Growth Initiative to enable the Executive Director: Investment to sign off official letters and funding approvals.</p> <p>d) <u>Science, Innovation &amp; Industry Council (SIIC) Terms of Reference</u> Mark Reeve outlined the strategic input and advice role of the SIIC in the field of innovation for the LEP and the SIIC range of activities.</p> <p>The Board endorsed the updated Terms of Reference for the Science, Innovation and Industry Council.</p>	
2017/56	<p>SEEB/STRATEGY PLAN WORKSHOP</p> <p>Adrian Cannard provided a presentation to the Board, based on the Strategic Economic Evidence Base, and clearly outlining the areas of focus for the LEP going forward to drive business led economic growth and job creation.</p> <p>The presentation highlighted that the GCGP economy has a GVA of £36bn, outlined the existing economic strategy and activities and performance since 2014, before moving on to look at the progress within priority sectors and long term economic forecasts relating to productivity jobs and GVA.</p> <p>The key business disruptors and drivers were identified for the future particularly in relation to the ‘fourth age of industrial revolution’. The importance of skills and digital connectivity for the future were also emphasised.</p> <p>The key priority activities identified for the LEP as lead activities were Innovation, Inward Investment, Business Growth and the Digitised Economy; as a shared activity Skills was agreed. The LEP would also retain an influencing role for housing, health and social care and the strategic infrastructure work.</p> <p>The toolkit of potential GCGP interventions to deliver these priorities was outlined and the Board considered the approaches that would be needed for business growth and productivity across the GCGP area, the role for innovation, funding and finance tools and leveraging funding. These were agreed as sustainable objectives and activities.</p> <p>In the discussion, Trevor Ellis emphasised the significant changes to the retail sector which would drastically affect economic activity, jobs and property locally and nationally, that were worthy of further consideration.</p>	

	<p>John Bridge stated that the LEP would need to look at its short-term, medium-term and long-term plans in respect of economic strategy in the LEP area. He added that the strategy relating to 'place' rather than sectors was becoming an increasing part of the Industrial Strategy nationally and locally.</p> <p>Directors emphasised the importance of innovation and developing incubation+ space for new SMEs (to enable businesses to move on from Incubation Space into larger premises to enable growth and thus also freeing up early stage space at the same time) and the need to ensure that businesses remained within the LEP area once they had moved beyond their initial growth stage, retention of jobs within the LEP area, activities that the LEP could engage in to strategically inform businesses and the need to engage with the largest businesses in the LEP area.</p> <p>Board Members agreed with and fully endorsed all aspects of the overall direction of travel, as set out in the presentation, that will enable the Executive Team to develop an Investment Prospectus to bring to the next Board Meeting.</p> <p>The September Board meeting would discuss the outline Investment Prospectus for intervention activity and the Strategic Economic narrative (drawing from the SEEB) to drive the influencing role. This would lead to the launch of the prospectus after the October Board meeting.</p>	<b>AC</b>
2017/57	<p><b>SKILLS BRIEFING</b></p> <p>Stella Cockerill presented a briefing on the direction of travel for the LEP's Skills Strategy, including match funding for the Careers &amp; Enterprise Company contract the LEP had successfully secured and the proposed short-term extension of the current Signpost 2 Skills contract and the LEP's overall strategy and approach to skills.</p> <p>The complexity of the Skills landscape across the UK and the GCGP area was emphasised before Stella provided an overview of the LEP's Signpost 2 Skills brand (Skills Hub), including key achievements to date, pipeline activity, external funding and the skills vision to be developed through four themes.</p> <p>Cllr Holdich remained in the room, but did not participate in the discussions relating to funding for the Signpost 2 Skills service delivered by Opportunity Peterborough.</p> <p>Mark Read remained in the room, but did not have a conflict of interest in the two items requesting funding, therefore could participate in the discussion and agreement.</p> <p>The Board endorsed the outline direction of travel for Skills as presented, drawing together a range of activities under the skills hub, and agreed to provide £155,000 of match funding per annum via a 3-year contract with the Careers &amp; Enterprise Company for the continued development of strategic careers and employer engagement plans with schools across the LEP area.</p> <p>A detailed operational plan would be developed and further requests for funding would be submitted to the Board in September.</p> <p>The Board agreed to the temporary extension of the existing Signpost 2 Skills contract at a cost of £265,000 with Opportunity Peterborough for one year. Thereafter the contract would be put out to an open tender process, which would be fully compliant</p>	<b>SC</b>

	<p>with the LEP's Procurement Process and Assurance Framework.</p> <p>The Board recorded their thanks to Stella and her team for their excellent work in developing and promoting the Skills Strategy for the LEP.</p>	
2017/58	<p><b>GROWTH DEAL UPDATE</b></p> <p>Adrian Cannard presented the Growth Deal update to the Board (based on highlighting items of exception / particular risk from the paper) and reported that the Medtech Accelerator, a joint venture between GCGP, New Anglia LEP and the Eastern Academic Health Science Network, had announced its first three pioneering projects that would share £200,000 in early stage financial support.</p>	
2017/59	<p><b>APPROVAL OF MINUTES</b></p> <p>The minutes of the meeting held on 6<sup>th</sup> June 2017 were approved.</p> <p>The various action points were noted as having been actioned with additional points reported as follows:</p> <ul style="list-style-type: none"> <li>a) Mark Reeve confirmed that £26,000 had been spent on external legal advice to date in respect of governance and responses to queries about funding and LEP governance to date this year.</li> <li>b) Details relating to LEP funding issues had been reported to Directors.</li> </ul>	
2017/60	<p><b>ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>1) It was agreed that detailed quarterly financial reports would be circulated to Directors.</li> </ul>	<b>PS</b>
2017/61	<p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting was fixed for Tuesday 19<sup>th</sup> September 2017 at 3pm at Alconbury Weald Enterprise Campus.</p>	