

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF GREATER CAMBRIDGE  
GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP HELD AT ALCONBURY WEALD  
ENTERPRISE CAMPUS ON TUESDAY 25<sup>TH</sup> APRIL 2017**

Present: Mark Reeve (Chair)  
Peter Abel  
John Bridge  
Cllr Steve Count  
Steve Elsom  
Terry Elphick  
David Gill  
Cllr Oliver Hemsley  
Claire Higgins  
Cllr John Holdich  
Cllr Robin Howe  
Prof Iain Martin  
Mark Read  
Cllr James Waters

In attendance: Adrian Cannard (GCGP)  
Karl Gardiner (GCGP)  
Paul Sayles (GCGP)  
Laura Welham-Halstead (GCGP)  
Steven Bishop (Independent Assessor, Steer Davies Gleave)  
Graham Hughes (Cambs County Council)  
Chris Malyon (Cambs County Council – Section 151 Officer)  
Pete Northover (BEIS)

MINUTE NO.		ACTION
2017/33	<p><b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Board Members Trevor Ellis and Prof Andy Neely (the new University of Cambridge representative), Board Observer Cllr Lewis Herbert and Board Advisor Steve Bowyer.</p>	
2017/34	<p><b>DECLARATIONS OF INTEREST</b> Mark Read declared an interest in respect of item 6 – Skills Area Review as he is the proposed Chair of the East Cambridgeshire Skills Forum.</p> <p>Steve Elsom declared an interest as an employee of Lloyds Bank in respect of the statement made by the Chairman relating to the financial position of the LEP.</p>	

2017/35	<p><b>CHAIRMAN'S UPDATE</b></p> <p>Mark Reeve updated Directors to inform them that the Chief Executive's period of secondment to the Greater Cambridge Greater Peterborough LEP from Peterborough City Council was due to expire at the end of March, but it was extended until 28th April. MR noted that any settlement costs should Neil Darwin's employment end during his secondment period would be the liability of the LEP. Appropriate external legal advice had been sought on this matter.</p> <p>The Executive Director: Investment, Executive Director: Finance &amp; Operations and Head of Communications &amp; Connectivity of the LEP had assumed responsibility for the management of the business. It was agreed that a new Chief Executive would be recruited using external agencies where appropriate and the process would be run by the LEP HR Lead working with the Remuneration and Nominations Committee chaired by a private sector Board Director. It was also agreed that an interim Chief Executive would be recruited using outside recruitment agencies and, where appropriate, recommendations from Board members.</p> <p>Mark Reeve reported that a Learning Outcomes Review would be undertaken following allegations made by a whistleblower relating to statements allegedly made by the Chief Executive in respect of certain individuals based within the LEP area. In the light of these allegations it was agreed that a Learning Outcomes Review would be made by an independent external organisation and quotations would be sought from three organisations before the work was commissioned to enable the Board to be fully appraise of the situation.</p> <p>The Board fully supported the requirement for the investigation taking into account that this would entail additional expenditure even though payment of the LEP's core funding had been delayed.</p>	
2017/36	<p><b>PROGRESS REVIEW OF GOVERNANCE ISSUES</b></p> <p>Mark Reeve reported that Kris Krasnowski, Deputy Director of the Cities and Local Growth Unit, provided feedback to the LEP following a desktop review of the LEP's Governance. The following areas were flagged for improvement:</p> <ul style="list-style-type: none"> <li>• <b>Transparency</b> – the LEP is now required to publish Board papers in advance of meetings, alongside the timely publication of minutes of meetings, including ensuring decision points and discussion points are fully evidenced.</li> <li>• <b>Conflict of Interest</b> – GCGP's management of conflicts of interest required an overhaul, including the immediate development of a comprehensive policy that is accessible, transparent and builds on LEP and local government best practice.</li> <li>• <b>Compliance with the National Assurance Framework</b> – whilst the Board and Section 151 Officer signed off on GCGP's Assurance Framework as compliant, based on the amendments required above, the LEP's Assurance Framework does not currently fully comply with the National Assurance Framework.</li> </ul>	

	<p>Mark Reeve stated that given the correspondence from the Cities and Local Growth Unit team highlighted that the LEP was currently non-compliant with the National Assurance Framework, Government had decided to delay payment of both the LEP’s Local Growth Fund allocation and core funding for 2017-18. The funds would be transferred once the LEP had provided written evidence that the issues raised had been addressed and that the LEP was fully compliant with Government’s Assurance Framework.</p> <p>The Board reviewed the following amendment to the LEP’s Assurance Framework:          “The agenda and papers for meetings of the Board will be published on the LEP’s website at least five clear working days before the date of the meeting of the Board. Any material which is confidential or exempt shall be marked as such by officers of the LEP and shall not be published on the LEP’s website. When the Board meets they shall decide whether the material marked confidential or exempt by the officers should remain unpublished, and if so, they shall record in the minutes why the material is not to be published. All decisions of the Board will be recorded in the minutes and will be published on the LEP’s website within five clear working days of the date of the meeting.”</p> <p>The Board were happy with the amendment, subject to a clause that could allow for urgent Board papers for decision by Directors to be tabled at meetings with the Chairman’s approval being added. LWH to update the clause and have it reviewed by the lawyers before circulating by email to the Directors for final Board agreement.</p> <p>The updated Scheme of Delegation was reviewed and it was agreed that the Board would appoint a Vice-Chair in accordance with its Articles of Association. Any references to Board approval for pay awards would be replaced by ‘remuneration committee approval’. The Scheme would be updated and circulated electronically for any further comments before final agreement.</p> <p>The Board reviewed the Register of Interests and Conflicts of Interest Policy that had been tabled at the meeting and approved the policy subject to the following amendments:</p> <ul style="list-style-type: none"> <li>• <b>The Declaration of Interests</b> – second line paragraph one and fourth line paragraph two, insert ‘and the way in which it relates to an agenda item’. Procedure for Managing Conflicts – third line paragraph one, insert ‘discussion, debate’ prior to ‘vote’ paragraph to delete item no 3.</li> <li>• Terry Elphick requested that Board members should receive advice and formal training on governance and legal issues from external legal advisers and this was agreed by the Board. MR noted that this was the next item for approval by the Board. The Board approved the recommendation for training from the LEP’s lawyers.</li> </ul> <p>The Board formally agreed to the proposal submitted by Cllr Holdich to put on hold the proposed independent Governance Review in the light of work</p>	<p>LWH</p> <p>LWH</p> <p>LWH</p>
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	<p>undertaken by Government and ongoing conversations with the NAO, but with the option to reinstate it - with Board approval – in the future if required, as per the paper.</p> <p>Mark Reeve reported that a meeting would take place with the National Audit Office on Tuesday 2<sup>nd</sup> May to discuss governance issues relating to the LEP. It was confirmed by the Board that if any individual conflicts of interest relating to Directors were not identified by either the NAO or DCLG investigations, these could be investigated by the Board itself if it so wished, as per the recommendation from Cllr Holdich noted above.</p> <p>It was agreed that Kris Krasnowski of the Cities and Local Growth Unit would be invited as an Observer to the next Board meeting and that the relevant representative of NAO would also be invited to a Board meeting once their investigation had been completed.</p>	
2017/37	<p><b>SKILLS AREA REVIEW UPDATE</b></p> <p>The papers were taken as read and it was agreed that discussion of this item would be deferred until the next meeting.</p>	
2017/38	<p><b>GROWTH DEAL UPDATE</b></p> <p>Adrian Cannard presented the Growth Deal and SEP update and reported on progress as per the paper.</p> <p>Cllr Count stated that Cambridgeshire and Peterborough local authority Chief Executives had received a presentation on progress with the refresh of the SEP and had raised concerns over whether the outcome would be fit for purpose. Adrian Cannard reported that a meeting had been arranged with the consultants undertaking the work to discuss those concerns, and in addition there was a workshop scheduled for the 16<sup>th</sup> May at which all local authorities would be present to discuss the emerging SEP vision and scenarios. The Board noted that a discussion on the emerging SEP was already programmed for the June Board meeting. The issues raised by Directors during the meeting would be discussed by the LEP Executive with local authority Chief Executives to ensure that they are addressed before a revised plan was prepared.</p>	<b>AC</b>
2017/39	<p><b>CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEETINGS</b></p> <p>It was agreed that the Vice-Chair of the Board when appointed in due course would be the alternate LEP representative if and when the Chair is unable to attend Cambridgeshire and Peterborough Combined Authority meetings.</p> <p>Mark Reeve confirmed that he would circulate details of the voting rights of the LEP delegate at these meetings.</p>	<b>MR</b>
2017/40	<p><b>APPROVAL OF MINUTES AND MATTERS ARISING</b></p> <p>The minutes of the meeting held on 7<sup>th</sup> March 2017 were approved and the various matters arising were noted as having been actioned or were in</p>	

	progress.	
2017/41	<p>ANY OTHER BUSINESS</p> <p>1. <u>Wisbech Rail Reconnection</u></p> <p>The Board considered an item regarding Wisbech Rail Reconnection as an urgency item under AOB. The item was added to the agenda given a pressing deadline for the submission of a bid for Garden Town feasibility funding.</p> <p>Adrian Cannard reported that the Board had previously funded feasibility work into the Wisbech rail connection. This had taken it to Network Rail’s “GRIP stage 2” of feasibility. Subsequently, Network Rail had raised concerns over assumptions regarding the reuse of Level Crossings on the route, suggesting their base position was closure of all the Level Crossings. Further work had been undertaken with Network Rail looking at options for each Level Crossing. Following this Cambridgeshire County Council had revised the business case, which was considered by the Local Transport Panel. £3.6m was being sought for the GRIP3 and further business case development. The panel had recommended that further clarity was required before it could provide advice to the Board.</p> <p>John Bridge as Chairman of the Panel confirmed that the Local Transport Panel had identified a number of critical areas that needed answers, such as the prospect of funding the capital cost. He also highlighted the lack of an operator and potential operating losses.</p> <p>It was noted that under our revised Assurance Framework the proposal should be signed off by the Section 151 Officer as a value for money proposition prior to any Board decision, clarity would be required on the capital and revenue implications.</p> <p>Cllr Count and Graham Hughes presented a case for the Board to consider the proposal at the meeting, and referred to correspondence issued the previous day as providing answers to the Local Transport Panel issues. Cllr Count recorded his concern that a full paper had not been submitted to the Board after discussion by the Local Transport Panel. Cllr Count stated that notwithstanding the assessment of the proposal the creation of the Wisbech Garden Town was inextricably linked with the provision of the rail connection. He stated that this investment was also directly linked to the LEP’s mission to generate economic growth in its area.</p> <p>John Bridge stated that the Panel had clearly indicated the proposal was not ready to be considered by the Board. Other Directors expressed concern that they were being asked to consider an investment decision under the urgency item that did not follow the process of the revised Assurance Framework.</p>	

	<p>At the request of the Board, Steven Bishop from Steer Davies Gleave, the LEP’s independent consultant, summarised the ‘5 cases’ assessment process that had fed into the conclusions of the Local Transport Panel. The relatively low value for money score of the scheme was such that it would be needed to be considered under the “compelling case” exceptions clause in the revised Assurance Framework.</p> <p>The Board discussed the relationship between this request for feasibility funding of the rail scheme and a prospective bid from Fenland District Council for £2m of Garden Town feasibility funding from DCLG. Whilst a positive decision on the rail feasibility funding would strengthen that bid as and when submitted, DCLG have confirmed that there is no current set deadline for the submission of funding bids.</p> <p>The Board formally noted their continued support for the Wisbech Garden Town initiative.</p> <p>As the provision of funding was not time critical and to take full account of the LEP’s Governance processes and Assurance Framework, it was agreed that a full proposal would be submitted to the next appropriate Board meeting after collation of all information and provision of advice by the Local Transport Panel, including that any criteria for a compelling case for the investment had been satisfied.</p> <p>Appropriate time would be allocated at the relevant Board meeting for review of the proposed investment.</p> <p>2. <u>Directors’ Terms of Office</u> Michael Tolond reported that the initial three-year term of office of Claire Higgins had expired and that of Mark Read would expire by the next meeting. Approval of the Board for their re-election would be sought by circulation to the Board.</p>	<p><b>AC</b></p> <p><b>MR</b></p> <p><b>MR/MT</b></p>
2017/42	<p><b>DATE OF NEXT MEETING</b> The date of the next meeting was fixed for Tuesday 6<sup>th</sup> June 2017 at 3pm at Alconbury Weald Enterprise Campus.</p>	