

BOARD AGENDA AND BOARD PAPERS

DATE AND TIME: 12th February 2014, 15:00-17:30

VENUE: Alconbury Enterprise Zone, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

| Item | Brief description | Time allocated | Access/circulation prior to board meeting |
|--|---|------------------|---|
| 1. Minutes and actions from previous board meetings | Minutes from board meeting 10th December | 15:00 10 mins | Board Corporate Members |
| 2. Update on progress by business area | Team and sub-group updates (GN) | 15:10 20 mins | Board Corporate Members |
| 3. Finance | Financial Return 2012/13 Update on 2013/14 Core Funding Budget 2014/15 (Confidential Paper) (GN) | 15:30 40 mins | Board Members |
| 4. Local Growth Strategy and European Funding Strategy | An update will be provided on the final EU Bid submission and on the SEP which was submitted at the end of last year (AC) | 16:10 40 mins | Board Corporate Members |
| 5. Governance | Update on Governance issues LA Leaders Committee Terms of Reference (GN) | 16:50 30 mins | Board Corporate Members |
| 6. AOB | | 17:20 | |

DATE OF NEXT BOARD MEETING: 10th March 2014

SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

| Agenda item no. | Action | LEAD | ACTIONED Y/N? / STATUS |
|-----------------|---|-------|--|
| 1 | Railway Champion – Adrian to provide written record of meeting. | AC | Priority has been Local Strategic Plan to be complete by Board Meeting Feb 2014 |
| 2 | Communications & Engagement Strategy – Board Members to provide feedback via email following Presentation at the Meeting. | ALL | Comments have been received and strategy Updated |
| | Enterprise Zone - Cllr Jason Ablewhite and Grahame Nix to meet with Urban ad Civic to inform them of the Board Concern about potential occupancy. | JA/GN | Meeting Held on 22 nd January. |
| 3 | Governance – The specification for the Business Board Member was approved subject to amendment and the recruitment process was to be put in hand. | GN | Specification has been amended and the adverts will go out week commencing 10 th February |
| 5 | Local Growth Strategy and European Funding Strategy Update – SEP to be updated following Board Comments and submitted. A further update to be provided at February Board `meeting. | AC | SEP was submitted on time. An update is provided at Item 5 of the agenda |

ITEM 2: PROGRESS IN CORE BUSINESS AREAS

FOR INFORMATION

Board members are asked to note the progress in the following areas of core business and to raise any queries or points of clarification at the board meeting.

RECRUITMENT

The advertisement for the Business Board member will be launched on Monday 10th February with a closing date of 31st March 2014. Further information can be found at www.yourlocalenterprisepartnership.co.uk/yourlep/recruitment.

COMMUNICATIONS AND ENGAGEMENT

Over the past eight weeks, the following communications and engagement activities have been undertaken, including:

- The Eastern Agri-Tech Initiative and Growing Places Round 2 were both successfully launched.
- Further promotion of the Skills Survey, including two large scale mailouts to businesses.
- Stakeholder engagement work continued, including GN spoke at the Connecting Cambridgeshire supplier's event, GN spoke at and AC chaired a session at the Housing & Economic Growth Summit in Bury St Edmunds, MC attended an HMA Breakfast event, and LWH spoke at the NCVO event in Bury St Edmunds.
- Helping to promote a wide variety of business related events and successes, including the Centre for Cities Economic Outlook report, Rutland Growth Summit, and HMA Breakfast event.
- Continuing to run our on-going social media activities and website updates.
- Attended the Enterprise Zone Communications Network event at MIRA.

These activities resulted in the LEP:

- Gaining media coverage in a range of publications, including: Business Weekly, The LEP Network bulletin, BBC Radio Cambs, Cambridge News, and Rutland Mercury.
- Continuing social media engagement via Twitter (1607 followers) and LinkedIn (444 members).

Forward look - over the coming weeks, our communications and engagement activity will be focused on the following projects:

- Delivering the agreed Communications & Engagement Strategy.
- Launching Local Skills Team in the north of the LEP area.
- Developing a marketing strategy for the Year of Exporting with Opportunity Peterborough and TK.

In relation to the Growth Deal, we are trying to arrange an event at the House of Commons to brief all local MPs on the SEP and get their support. Jonathan Djanogly MP has offered to sponsor the event and we are working with his team to identify a potential date.

RGF AGRI-TECH

A detailed budget has been developed that includes the funding being provided as part of the RGF fund plus the committed contributions from GCGP, New Anglia, Cambridgeshire County Council and Norfolk County Council.

The two funds (Growth Fund and R&D/Prototyping Fund), worth a combined £2.5m were launched on 16 January, press release issued and key partners notified. Expressions of interest and requests for more information have been received from a number of businesses, which hopefully will lead to applications completed and sent.

Governance arrangements: Investment Panel (chaired by Grahame Nix with representatives from the financial sector) and Delivery Board (chaired by Mark Reeve with representatives from the agriculture and research community) now established.

Innovation Centre: 2 bids received (Fenland and the other East Cambridgeshire). Both bids currently being appraised and will be submitted to Investment Panel and Delivery Board for scrutiny and decision on which one will be supported.

ENTERPRISE ZONE

It had been intended to have a presentation from Urban and Civic at this Board Meeting however due to with the recent announcement of additional funding and some staff issues at U&C, this has been postponed to the next Board meeting.

Planning

Progress continues to be made on the Outline Planning Application for Alconbury Weald, with HDC's Development Management Panel and Full Council agreeing resolution to grant on 9 December 2013; the decision by the Secretary of State not to call in the application in January; and firm progress being made on the S106 agreement with a target date of the end of February for conclusion. This will mark full approval of the Outline. Detailed applications are being assembled to follow on from this to enable demolition, infrastructuring of individual plots and landscaping to enhance phase 1 commercial delivery and facilitate phase 1 residential development from summer 2014.

Local Infrastructure Fund: Southern Access

Urban&Civic continue to develop design work and discussions with County Council and statutory partners. Design work, planning and procurement remain on track for start late summer 2014.

Public Funding Streams

It has been confirmed that Alconbury has been shortlisted (subject to due diligence) for the Capital Grants Fund application (Building Foundations for Growth) of £5m. This will support bringing forward infrastructure for commercial phase 1 and creation of serviced plots to accelerate market demand bringing forward delivery for 40 acres of development by about 3 years.

Tenants and Enquiries

There continues to be good interest in both the Incubator and new builds on the Campus, with detailed lease discussions with 5 companies. Further uplift is expected in response to the mail out of literature and publicity on the planning and building progress.

Marketing and Communications

Growth Minister, Kris Hopkins, has been confirmed to open the Incubator formally on 25th February. Other announcements due include becoming the first private sector-led National Skills Academy for Construction – mandating contractors to deliver apprenticeships, training and job opportunities to local people; signing the S106, and feature articles on existing tenants within specialist media.

GROWING PLACE FUND

In general growing places round one continues as advertised. We received a letter from the Future Business Centre at the end of last year asking for an extension to the repayment date 31st March 2014 on some of their £1m fund. We have replied explaining the importance of the timing of the repayments to support our Round two funding and have since received confirmation that they intend repay on time.

The formal launch of our 2nd round of funding took place in January with a bid response date of 7th March.

Because of funding timings it is likely that our GPF could go cash negative at some points in the next financial year therefore agreement has been reached with Cambridgeshire County Council as the accountable body to cover this. Interest will be paid at 0.5% over base on negative balances

INWARD INVESTMENT AND INTERNATIONAL TRADE

Grahame Nix (GN) and Laura Welham-Halsted (LWH) met with Graham Thomas and Tom Hennessy (TH) from Cambridgeshire County Council to get an update on the Think Cambridge inward investment project. Think Cambridge has been created as an inward investment brand for the Greater Cambridge area, which covers all of Cambridgeshire, North Hertfordshire, Uttlesford, West Suffolk and West Norfolk.

The branding has now been agreed (having been worked up with a range of partners including SIIC) and LWH is working with TH to finalise work on the Think Cambridge website. TH is working closely with the LEP, Cambridge Network, local authorities and Cambridge Ahead to plan a launch programme and future marketing strategy. The LEP will ensure that this strategy fits alongside the promotion of the whole LEP area, and that LEP marketing and communications promotes both Think Cambridge and the wider LEP area via Opportunity Peterborough and Rutland County Council's own activities as well.

SKILLS

Local Skills Teams Project

Recruitment underway with advertisements in newspapers across the project geography and online via REED.

Enterprise Zone Skills Plan and Projects

Individual projects now underway with partners successfully delegated with responsibility for work programmes. A successful business event was held in December to help inform projects and build engagement.

LEP Wide Skills Survey

Macro Survey is progressing well and will be complete by end of February. Micro-survey underway and 150 twenty-minute interviews with businesses carried out. Complete results will be available by March board meeting.

VSE AND SOCIAL ENTERPRISE

Having successfully completed Round 1 of the LEP Prize Challenge, a meeting has now been held to discuss how to fine-tune Round 2 in terms of criteria, scoring and process; and organise publicity, workshops and other promotional activities. Big Society Funding CIC and Cambridgeshire Community Foundation are currently drawing up an action-focused paper on Round 2, which will be brought to the Board in April.

A workshop was organised by Big Society Funding CIC with NCVO and Peterborough CVS in December (Apex, Bury St Edmunds); both GCGP EP and NALEP made presentations to the assembled 34 VCSE organisations attending. The workshop focused on locally EU-funded programmes and projects; and explored social inclusion proposals for the future.

A significant VCSE event (***Opportunities for European Funding***) is now planned for February 28th co-ordinated by NCVO in partnership with Big Society Funding CIC, Cambridge CVS and Peterborough CVS. It will be held at Poets House, Ely. So far 40 VCSE organisations have booked to attend, with target of 70 attendees.

Further work has been undertaken to reach out to VCSE organisations in both West Norfolk and West Suffolk, with meetings held with West Norfolk Voluntary & Community Action (Chief Officer), Suffolk Community Foundation (Chief Executive), Community Action Suffolk (Chief Executive); and in Peterborough (with 18 organisations – a list can be provided on request). The latter also includes the organisation (again with Peterborough CVS) of a

special event designed to better inform disadvantaged groups and communities in Peterborough of both Lottery, LEP Prize Challenge and EU structural funding, and this will include a presentation by GCGP EP representative.

In collaboration with GCGP EP Big Society Funding CIC is undertaking further work to ensure inclusion of minority ethnic groups, and this work is separately funded by the Big Lottery Fund; with input from the Government's Office for Civil Society. Meetings have been held (or arranged) with representatives from the Polish newspaper in the East of England; Peterborough based 'Promoting African Refugees Community Association', Suffolk Council for Racial Equality and King's Lynn Area Resettlement Support (KLARS).

SUBGROUPS - BANKING

Following the verbal update provided by Neil Darwin at December's Board Meeting, there is no further update. The date of the next Banking Group Meeting is to be confirmed.

SUB GROUPS SKILLS STRATEGY

Full meeting of the group held on 24 January; workshop held on building the 2014-15 skills programme of work. Next Policy Committee to be held on 6 February at which the work programme will be refined.

SUBGROUPS - SIIC

A meeting was held on 29th January. A presentation on the LEPs SEP was given by Grahame Nix. There was strong support for the programme of activity and members of SIIC offered their help in providing evidence and support during the negotiation phase.

It was suggested that the LEP as a priority should work to get visible letters of support from key members of the business community.

SUBGROUPS – GREATER CAMBRIDGE

The next meeting is scheduled for 19th February. The ToR for this group is included in Item 5 of this agenda.

SUBGROUPS – VSE

With the new VSE Board member now in place it is anticipated that a formal VSE Sub Group meeting could be held in March.

ITEM 4: UPDATE ON EU FUNDING AND STRATEGIC ECONOMIC PLAN

SUMMARY: FOR INFORMATION

- 1) To note the submission of the Draft Strategic Economic Plan, the Final European Structural and Investment Fund strategy, and the Government's process for approval.**

MORE DETAIL ON THE POLICY AND PROCESS

- 2) The Draft Strategic Economic Plan (SEP) was submitted to Government by the December deadline. This set out our bid for £389m of Government investment over the period to 2020, across six themes of Accelerating Business Growth; Digital Exploitation; Transport Connectivity; Commercial Property; Skills Barriers and the Enterprise Zone.
- 3) The Final European Structural and Investment Fund (ESIF) was submitted to Government by the January deadline. This sets out how we intend our allocation of European funding to be delivered over the period to 2021. If approved by Government (and ultimately the European Commission) this will unlock £72m of European funding, which will be matched by a mixture of public and private funding to deliver a £144m programme. The Final ESIF was rewritten to express our funding ask in line with the strategic interventions of the Draft SEP, plus additional EU themes of Low Carbon and Social Inclusion.
- 4) We expect feedback on the Final ESIF in March, and by the end of April the Government would like to approve all ESIFs and put them within an Operational Plan to be agreed by the European Commission. We anticipate that the Commission will agree the Operational Plan over the summer and the ability for projects to draw down funds in line with our ESIF will be confirmed by late summer/autumn. Please note that Government will remain the accountable body for the funding – not the LEP.
- 5) The Government is considering the governance of the ESIF programme. We have expressed concerns over the lack of clarity over the ongoing LEP role and resourcing. At the national level there is a working group between Government and representative LEPs which is looking at this issue. Government has also arranged a March workshop for all LEPs. We made an offer to Government to assist in co-designing a governance structure that reflects our local needs, but this there has been limited engagement on this so far.
- 6) As part of the governance process, it is highly likely that we will need to establish a local mechanism for advising the Government on the fit of project proposals with our ESIF strategy. It is envisaged that this will be part of the Board's sub-group structure.

- 7) Formal feedback on the Draft SEP was expected by the end of January – we have a meeting scheduled with BIS Local early in February so will provide a verbal update to the Board. We had also anticipated a ‘challenge meeting’ with Government Ministers early in January to set out our case for investment, however, this was rescheduled by Government and will now take place on the 24th February.
- 8) Further work is being undertaken to flesh out more detail around the specific SEP interventions, including building in relevant programmes from the ESIF strategy.
- 9) We are aware from informal feedback that the focused prioritisation of the SEP on key deliverables has created a potential issue around the housing agenda. Government is likely to press us on why we do not have a Strategic Intervention Package specifically targeted at housing. The SEP does acknowledge the key role that housing will play in underpinning economic growth across the LEP. There is also a specific housing ask within the Greater Cambridge City Deal. Whilst we would argue that our strategic interventions will contribute towards housing issues (such as tackling transport infrastructure holding back sites) the Board position has been that the housing agenda is being principally led by our local authority partners, and that Government has not to date provided specific levers over which the Board could exert delivery influence. However, to clearly show how we are collectively tackling this we are preparing a position paper.
- 10) The deadline for submission of the Final SEP is the end of March 2014. This starts a formal period of Government appraisal, with approval of an offer in July 2014.

ITEM 5: GOVERNANCE

SUMMARY: FOR INFORMATION

- 1) **LA Leaders Draft Terms of Reference for Review**
- 2) **Greater Cambridge Sub Group Terms of Reference for Approval**
- 3) **Members Agreement – For information**

LA Leaders Committee Terms of Reference

- 4) At the Board meeting of 13th August 2013 it was noted that as part of the Government's response to Lord Heseltine's Report "No Stone Unturned" that there was a requirement in the response for clearer accountability between LEPs who have Strategic Ownership of the Growth Strategy and Local Authorities who are deemed by Government to have accountability for the funds and delivery.
- 5) It was noted that the minimum acceptable structure envisaged by Government was a LA Leaders Committee, which enable all Local Authorities in a LEP area to demonstrate commitment to the Growth Strategy and shared working in its delivery. The relevant extract from the Government's response is included below.

LEPs will:

- *Remain high level, business-led, strategic bodies, bringing together local leaders and businesses;*
- *Shape priorities within an area by leading the development of a strategic plan, including as part of this an investment strategy for EU Structural and Investment Funds (the EU SI Funds);*
- *Consult with all relevant local actors in compiling their strategic plan – including local businesses, local business groups, universities, further education colleges and local community groups;*
- *Retain the right to review their boundaries in light of experience and the increased responsibilities that will be placed on them; and*
- *Strengthen links with their constituent local authorities, and look to their local authority members to deliver the LEP strategy and EU SI Funds investment strategy.*

Local authorities will:

- *Use these new levers to enable them to prioritise growth alongside service delivery;*
- *Support the LEP(s) they are part of, and demonstrate their commitment to making collective strategic decisions, including delivering the agreed investment plans and delivering efficiencies;*
- *Pool strategic economic development spend and functions, and support LEPs in securing match funding for EU SI Funds;*
- *Co-ordinate land use planning functions and align adopted local plans, including the use of Local Development Orders, across local authorities in a LEP area;*
- *Manage and account for the localised funds through binding and long lived decision making structures such as a joint leaders committee as a minimum, or combined authority (preferable), or other similar arrangement; and*
- *Collect and report publicly on key economic development metrics and conduct evaluations.*

- 6) An action was placed on the LEPS advisors Alex Plant and Neil Darwin to draft up a suggested Terms of Reference for the Leaders Committee.
- 7) The draft ToR was submitted to the last LA Leaders Committee on the 9th December 2013 and following some discussion, was supported by those attending.
- 8) At the End of January the Draft ToR was circulated to the Board in advance of this meeting.

Greater Cambridge Sub Group

- 9) At the Board Meeting of 12th November 2013, the Terms of Reference for the various LEP Sub Groups were submitted to the Board for Approval. It was noted that no ToR was available for the Greater Cambridge Sub Group.
- 10) An action was placed to identify a ToR and submit it for approval. The ToR is detailed below.

Terms of Reference

GREATER CAMBRIDGE BUSINESS FORUM Terms of Reference, Membership & Procedures

Following consultation among businesses and local authorities on behalf of the Greater Cambridge-Greater Peterborough Enterprise Partnership (the LEP), this memorandum sets out the role, objectives, membership and terms of reference of the Cambridge Business Forum (the Forum).

The Forum, which is business-led, exists to provide the LEP and any other relevant authority with impartial advice on economic and commercial issues affecting the Cambridge travel-to-work area. The Forum has no formal legal status, funds or leadership. Its continued existence depends entirely on the goodwill of its members and its effectiveness in identifying salient issues and influencing LEP policy to deal with them. It is outcome-oriented.

Role and Objectives of the Forum

The Forum exists to be a voice of the diverse Greater Cambridge business sector; support the LEP through canvassing and sifting relevant information, advice and opinion on economic and commercial issues; promote industry and business within the LEP at national and international level.

Where appropriate, it will make formal recommendations to the LEP on opportunities for assisting business growth, to guide the commissioning of LEP activities and the endorsement of LEP-approved organisations.

Operational Guidelines

The Forum will meet three times a year, in January, May and September. It is envisaged that the September meeting shall be held in an accessible public place (such as council chamber or lecture theatre) to facilitate wider public engagement.

At each meeting, the date and agenda of the subsequent meeting shall be determined. The Forum's guiding principle shall be to set a sensible agenda for action.

Members may invite one of their number to act as spokesman, to chair the meeting and report back to the LEP as expedient, for instance at a LEP board meeting.

Communication with the LEP is expected to cover without limitation:

- Ensuring that the board of the LEP is aware of the issues and policy recommendations identified by the Forum.
- Lobbying on industry concerns, such as access to finance or quality of infrastructure.

The Forum may invite members to form working groups tasked to deliver specific actions. Working groups may co-opt third parties.

In addition to LEP board members who are also members of the Forum, directors of the LEP are welcome to attend meetings of the Forum as observers.

Membership

As a private-sector led but public-sector supported group, the Forum will ensure that the ratio of private to public membership shall equal or exceed 3:1; and total membership shall not exceed 12, to enhance focus and cohesion. All members - private businesses, business organisations and the public sector - are encouraged to interpret their role not as 'representatives' of special interest groups but as 'advocates' for business in general.

Membership will be reviewed regularly to ensure that it remains inclusive and dynamic. Its initial composition will be considered by the Forum no later one year after its inception.

The Forum may by consensus decide to appoint honorary Presidents, prominent figures in the commercial world committed to promoting industry and business within the LEP at national and international level, and to influencing government as appropriate.

For the avoidance of doubt, the Forum is not able to reimburse expenses incurred by members or otherwise occurring.

Articles of Association and Members Framework Agreement

11) The LEPs Memorandum and Articles and the Members Framework Agreement. Were submitted and approved by the Board Meeting 9th September 2013 subject to amendments, which have been made.

- 12) These will be submitted to the next Leaders Committee Meeting on 21st February for approval.
- 13) There is a requirement to submit an Annual Return to Companies House in April and the articles and framework will need to be approved prior to that.
- 14) It should be noted that we are still awaiting signed letters of appointment from five directors.