



Greater Cambridge
Greater Peterborough
Enterprise Partnership

LEP BOARD MEETING

**Minutes from the meeting held on
25th April 2012 from 13.00 to 16.40
at Unisurge, Newmarket**

Board Members Present

Neville Reyner CBE DL (NR) Chairman
Allan Arnott OBE (AA)
John Bridge OBE (JB)
Mark Reeve (MR)
Dr Robert Swann (RS)
Cllr Nick Clarke (NC)
Cllr Terry King (TK)
Cllr Sian Reid (SR)
Dr Lynn Morgan (LM)
Cllr Jason Ablewhite (JA)

Apologies

Prof Mike Thorne PhD
Prof Sir Richard Friend FRS FREng
Trevor Ellis
Cllr Marco Cereste

Also in attendance

Alex Plant (AP)	Strategic Director
Neil Darwin (ND)	Operations Director
Laura Welham-Halstead (LWH)	Communications and Engagement Lead (Minutes)
Glenn Athey (GA)	Economic Strategy and Investment Lead
Mark Cooper (MC)	Skills and Business Growth Lead
Natalie Blaken (NB)	Infrastructure and Funding Lead
Matthew Moon	Finance Director of Unisurge (Item 1 only)
Cllr James Waters	Leader of Forest Heath District Council (Items 1 & 2 only)
Ian Gallin	Chief Executive of Forest Heath District & St Edmundsbury Borough Council's (Items 1 & 2 only)
Kirsten Corrigan	Method Creative (Item 10 c only)

1. Presentation from Unisurge International

Matthew Moon, Finance Director of Unisurge, provided the Board with an overview of Unisurge International, which sources medical devices and creates bespoke, sterilised packages for hospitals



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based on their individual requirements.

2. Introduction from Forest Heath District Council

Cllr James Waters, Leader of Forest Heath District Council welcomed the Board and provided a brief introduction to the local area. The District is currently home to 65,000 people, with three key towns across its area - Newmarket, Brandon and Mildenhall. The key message is that they are open for business and open to growth.

3. Item 5. Welcome and declarations of interest

NR thanked Unisurge for hosting our Board meeting, and welcomed all of the Board Members to the meeting.

TK expressed an interest in Item 8 on the agenda as a Rutland Councillor.

Minutes of the last meeting and matters arising

An amendment was made to the minutes to accurately express Boards members on the Science Innovation and Industry were members of the group to represent their own individual areas of expertise, rather than as LEP Board members.

LWH

Update on LEP Team

NR proceeded to update the Board on the LEP Executive Team. After thanking both Alex Plant and Neil Darwin for their extensive work to date, NR noted that their current roles as Strategic and Operations Directors would change from 1st June. Glenn Athey will become Interim Executive Director working four days per week, whilst AP and ND will remain engaged in advisory roles to allow them to spend more time on their core roles.

It was agreed that any formal recruitment decisions would be taken to the Board in the future, and that the proposal was a sensible one given the level of funding the LEP currently receives.

With regards to the LEP address, we will continue to use two addresses - Opportunity Peterborough in Peterborough and The Hauser Forum in Cambridge. The Board discussed both the geographic bases of the LEP and the locations of Board meetings, which currently rotate around the area and are hosted by businesses. GA was asked to take onboard all of the views and bring a proposal back to a future Board meeting.

GA



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SR noted that the Judge Business Institute has offered to host a future Board meeting, and also are keen to engage with the LEP about potential student projects.

4. Item 6. Allowances

Held for the arrival of Cllr Clarke.

5. Item 7. Accountants

LWH introduced the paper outlining two proposals received from local firms to provide accountancy services to the LEP.

The Board agreed the recommendation to appoint Ensors as the LEP's accountants with immediate effect, and to undertake an annual audit of LEP finances (which is a voluntary measure).

6. Item 9. Inward Investment Sub-group

ND introduced the paper proposing a LEP Inward Investment Sub-group. The group would comprise a representative each from the International Relations Forum, Opportunity Peterborough, Rutland County Council, the Borough of King's Lynn and West Norfolk, UKTI and a LEP team representative, and would meet three times a year to discuss strategy inward investment related matters.

The Board were keen to establish a strong feedback mechanism, which was agreed to be a presentation from ND or a LEP Team representative following each sub-group meeting.

The Board then discussed the level of UKTI enquiries we have received to date, and how we can increase these levels. GA outlined a piece of work he is undertaking with the Local Authorities and neighbouring LEPs to see how Inward Investment queries have changed under the current arrangements. GA to bring back findings to a future meeting. GA

The Board agreed the formation of the group.

7. Item 10. Business Plan

GA introduced the draft Business Plan, which has been written in the context of our resource and finance constraints.

The Board had a wide ranging discussion about the Plan, with a core message of remembering our strategic areas of focus, delivering projects that will have a direct impact on these four areas, and removing other projects that are more tangential at this



moment in time. Clear, measurable objectives must be built in.

The progress of Sub-groups should also be prioritised against out four Strategic Objectives.

All of this work needs to be underpinned by the Project Plans with realistic delivery dates and individual accountabilities to make it easier to track progress and bring updates back to the Board. The requirement for communications and engagement also suggested to be our fifth strategic objective.

The importance of the LEP being an accountable and transparent organisation was also key, with NR noting that we had built in mechanisms to ensure democratic accountability and are working hard to address any accountability and engagement concerns.

NR requested Board members send any detailed further feedback direct to GA. GA

Campaigns

LWH introduced the topic of campaigns to the Board as part of the future Communications and Engagement Plan. As a part of the team's work they will be identifying policy constraints and key issues that need to be raised at a national level, and Board Members were asked to keep this in mind and feedback any suggestions to LWH and GA in the future.

The Board also discussed the use of the Visioning tool created for the LEP. Final amendments are being undertaken at the moment with a view to carrying out a formal launch at the LEP Summit on 28th May, with fly throughs uploaded onto the website as well. LWH

Board members were keen to see the tool in action amongst businesses as well as the public sector, and requested we consider ways in which other organisations could submit data sets to the tool. LWH/
GA/ NB

8. Item 8. Growing Places Fund allocations

MR introduced the paper as the Chair of the Investment Group that reviewed the project bids and puts forward a set of recommendations to the Board.

RS noted that projects fell into three categories:

1. Projects that met the criteria and were deliverable within



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- the financial year
2. Projects that met the criteria, but would not deliver within the financial year
 3. Projects that failed to meet the criteria and/or state aid guidelines

The Board discussed the short listing criteria and process used for the recommendations, and agreed that it was robust enough to make decisions for this round because we were able to put forward all category one projects. It was agreed that the lessons learnt from this first funding round be inputted into the process for the next round, including the potential creation of a funding form and more detailed information from all bids.

Projects that have fallen into category 2 can be considered for the next round of funding, alongside any other new projects that come forward.

The Board were keen to ensure that all proposals went through the appropriate due diligence processes, including being taken through a local authorities cabinet or committee where required.

The details of the agreement are being worked up with Cambridgeshire County Council, who have helped to implement a rolling fund mechanism with Cambridgeshire Horizons in the past. Advice is being sought on interest levels and repayment terms.

NR proposed that subject to due diligence and the terms and conditions of the agreements being finalised that the Board agreed to the recommendations put before them by the Investment Group.

The Board agreed this proposal.

NB/ AP

Further work around due diligence and funding terms to be undertaken by NB and AP.

LWH

Communications relating to these decisions will not be made until at least after Purdah and further due diligence has been undertaken.

9. **Item 6. Allowances**

NR and all other non-Board members were asked to leave the room for the discussion (aside from the Minute Taker).



The Board agreed that NR's current role as Chair commenced in March 2011 and will run for a two year term from that date. By that date they are minded to review the conditions for remuneration at the end of the 1st term (March 2013).

A verbal report from the Chair will also be added to future LEP Board Agendas. LWH

NR and wider team returned to the meeting.

10. Item 10 - Website

Kirsten Corrigan and LWH presented the working draft website to the Board to update them on progress and test key areas of functionality within the site.

The Board provided feedback on the navigation mechanisms, with a desire to improve the interactive map, give careful consideration to the creation of content to maximise SEO, to test the interact element of the site to encourage greater engagement with businesses, and to use images that not only denote industry within our area, but also the quality of life it offers.

LWH to work with Method Creative to further develop the site. Board Members will have a further opportunity to review a populated version of the test site once these amendments have been made. LWH

11. Item 11. Any other business

The Board noted that it was important to get businesses views on what the LEP is, and how they want to engage with it. We should use Board meetings as an opportunity to ask these questions in greater detail. LWH building this work into the broader Communications and Engagement Strategy for the LEP. LWH

TK informed the Board of EU plans to create an open bidding process that need to be considered within any EU Funding work. GA

Meeting closed at 16.40.