



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

4.	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
5.	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
6.	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review



## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## ENTERPRISE ZONE

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## GROWING PLACES FUND

4. A report is provided at Item 5 of the agenda

## INWARD INVESTMENT AND INTERNATIONAL TRADE

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## SUBGROUPS - SKILLS

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## SUBGROUPS – VSE

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## SUBGROUPS: BANKING

9. Nothing to report.

## RGF AGRITECH

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## Provisional Delivery Structure

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.



## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



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## BOARD AGENDA AND BOARD PAPERS

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**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

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Cllr Tim Bick (TB)	
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Cllr Terry King (TK)	
Allan Arnott (AA)	
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Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

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Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
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<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
<b>5.</b>	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
<b>6.</b>	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda



4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## ENTERPRISE ZONE

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## GROWING PLACES FUND

4. A report is provided at Item 5 of the agenda

## INWARD INVESTMENT AND INTERNATIONAL TRADE

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## SUBGROUPS - SKILLS

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## SUBGROUPS – VSE

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## SUBGROUPS: BANKING

9. Nothing to report.

## RGF AGRITECH

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## Provisional Delivery Structure

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal



Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

4.	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
5.	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
6.	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH



The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## **ENTERPRISE ZONE**

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## **GROWING PLACES FUND**

4. A report is provided at Item 5 of the agenda

## **INWARD INVESTMENT AND INTERNATIONAL TRADE**

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## **SUBGROUPS - SKILLS**

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## **SUBGROUPS – VSE**

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## **SUBGROUPS: BANKING**

9. Nothing to report.

## **RGF AGRITECH**

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## **Provisional Delivery Structure**

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**



## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
<b>5.</b>	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
<b>6.</b>	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	



	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## **ENTERPRISE ZONE**

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## **GROWING PLACES FUND**

4. A report is provided at Item 5 of the agenda

## **INWARD INVESTMENT AND INTERNATIONAL TRADE**

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## **SUBGROUPS - SKILLS**

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## **SUBGROUPS – VSE**

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## **SUBGROUPS: BANKING**

9. Nothing to report.

## **RGF AGRITECH**

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## **Provisional Delivery Structure**

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>



## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>



<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
<b>5.</b>	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
<b>6.</b>	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## **ENTERPRISE ZONE**

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## **GROWING PLACES FUND**

4. A report is provided at Item 5 of the agenda

## **INWARD INVESTMENT AND INTERNATIONAL TRADE**

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## **SUBGROUPS - SKILLS**

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## **SUBGROUPS – VSE**

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## **SUBGROUPS: BANKING**

9. Nothing to report.

## **RGF AGRITECH**

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## **Provisional Delivery Structure**

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.



## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	



3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
<b>5.</b>	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
<b>6.</b>	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## ENTERPRISE ZONE

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## GROWING PLACES FUND

4. A report is provided at Item 5 of the agenda

## INWARD INVESTMENT AND INTERNATIONAL TRADE

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## SUBGROUPS - SKILLS

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## SUBGROUPS – VSE

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## SUBGROUPS: BANKING

9. Nothing to report.

## RGF AGRITECH

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## Provisional Delivery Structure

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers



## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead



Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

4.	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
5.	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
6.	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## ENTERPRISE ZONE

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## GROWING PLACES FUND

4. A report is provided at Item 5 of the agenda

## INWARD INVESTMENT AND INTERNATIONAL TRADE

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## SUBGROUPS - SKILLS

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## SUBGROUPS – VSE

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## SUBGROUPS: BANKING

9. Nothing to report.

## RGF AGRITECH

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## Provisional Delivery Structure

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.



The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013



## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the 'LEP Achievements' document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers' site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC's paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN's paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
<b>5.</b>	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
<b>6.</b>	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)



## **ENTERPRISE ZONE**

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## **GROWING PLACES FUND**

4. A report is provided at Item 5 of the agenda

## **INWARD INVESTMENT AND INTERNATIONAL TRADE**

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## **SUBGROUPS - SKILLS**

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## **SUBGROUPS – VSE**

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## **SUBGROUPS: BANKING**

9. Nothing to report.

## **RGF AGRITECH**

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## **Provisional Delivery Structure**

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**





GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

4.	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
5.	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
6.	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review



## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## **ENTERPRISE ZONE**

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## **GROWING PLACES FUND**

4. A report is provided at Item 5 of the agenda

## **INWARD INVESTMENT AND INTERNATIONAL TRADE**

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## **SUBGROUPS - SKILLS**

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## **SUBGROUPS – VSE**

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## **SUBGROUPS: BANKING**

9. Nothing to report.

## **RGF AGRITECH**

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## **Provisional Delivery Structure**

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.



## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
<b>5.</b>	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
<b>6.</b>	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	GN  GN  GN
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH

The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

Agenda item no.	Action	LEAD	ACTIONED Y/N? / STATUS
2	Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion.	GN	In progress. Meeting with Jonathan Denby of Greater Anglia being arranged for September
	Base closures – AC to bring back a paper to a future Board meeting.	AC	In progress
	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda



4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## ENTERPRISE ZONE

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## GROWING PLACES FUND

4. A report is provided at Item 5 of the agenda

## INWARD INVESTMENT AND INTERNATIONAL TRADE

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## SUBGROUPS - SKILLS

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## SUBGROUPS – VSE

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## SUBGROUPS: BANKING

9. Nothing to report.

## RGF AGRITECH

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## Provisional Delivery Structure

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**

## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal



Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**



GREATER CAMBRIDGE  
GREATER PETERBOROUGH

ENTERPRISE PARTNERSHIP

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 9<sup>th</sup> September 2013, 15:00

**VENUE:** Alconbury Enterprise Zone, Urban&Civic Limited, Building 56, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes from previous board meetings	Minutes from board meeting 8 <sup>th</sup> August 2013	15:00 10 mins	Board Corporate Members
2. Update on progress by business area	Team update	15:10 20 mins	Board Corporate Members
3. Presentation by Highways Agency	Update presentation on the schemes for the A14 Upgrade prior to public consultation (Mike Evans)	15:30 30 mins	Board Corporate Members
4. Growth Strategy, EU Funds	Update and presentation (Adrian Cannard)	16:00 30 mins	Board Corporate Members
5. Governance	Review and Approval of revised Mem and Arts and Members Agreement (Grahame Nix)	16:30 15 mins	Board Corporate Members
6. Growing Places Update	Update on Growing Places Funding activity (Michael Barnes)	16:45 15 mins	Board
7. AOB/Close		17:00	

**DATE OF NEXT BOARD MEETING:** 13<sup>th</sup> October 2013

## LEP Board Meeting

Minutes from the meeting held on 13<sup>th</sup> August 2013 from 15.00 to 17.30

Held at Building 56, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive Officer
John Bridge (JB)	
Cllr Tim Bick (TB)	
Prof Mike Thorne (MT)	
Cllr Terry King (TK)	
Allan Arnott (AA)	
Cllr Jason Ablewhite (JA)	

### Apologies

Cllr Marco Cereste (MC)
Cllr Martin Curtis (MCu)
Dr Robert Swann (RS)
Prof Sir Richard Friend (RF)
Trevor Ellis (TE)

### Also in attendance

Michelle Crosse (MCr)	Executive Assistant - Minutes
Alex Plant (AP)	Board Advisor
Neil Darwin (ND)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead

Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Barnes (MB)	Programme Manager
Peter Northover (PN)	BIS Local

<b>1.</b>	<b>Appointment of Interim Non-Exec Chair</b>	
	<p>MR opened the meeting and asked GN to update the Board on the recent round of recruitment. GN stated that he has now officially stood down as Chair, and MR has taken over the position with immediate effect.</p> <p>JB asked the Board if they were happy with his letter to them all, advising of the change of position. The Board agreed. MR thanked the Board for their support.</p>	
<b>2.</b>	<b>Minutes from Previous Board Meeting</b>	
	<p>No amendments were made; therefore the minutes were officially signed off by the Board and MR.</p> <p><b>Actions</b></p> <p>Railway Champion – GN offered to cover this role, and the Board agreed. GN to work closely with JB as airport champion. GN</p> <p>Base closures – AC to bring back a paper to a future Board meeting. AC</p> <p>Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use. GN</p> <p>Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow. LWH</p> <p>Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ BH</p> <p>Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles. MR/ GN</p> <p>GN advised the Board that he met with consultant Paul Hay, who has offered some support on pro bono basis. The Board welcomed this.</p>	

3.	<b>Update on progress by business area</b>	
	<p><b>Communications and engagement</b></p> <p>The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.</p> <p>An amendment to the ‘LEP Achievements’ document to improve funding for skills in the Commitments Made section was requested and agreed.</p> <p><b>A14</b></p> <p>AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30<sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.</p> <p><b>Enterprise Zone</b></p> <p>Board Members were asked to note that an application has been submitted to locate a travellers’ site by the entrance of the Enterprise Zone. U&amp;C are opposing the application, and the LEP is supporting them.</p> <p><b>Skills</b></p> <p>The Board noted MC’s paper. MC added that he has been speaking to PN about the other recommendations within the Heseltine Report that we have not yet received further information about. PN to provide information as soon as it is available.</p> <p><b>VSE sub-group</b></p> <p>All applications for the LEP Prize Challenge have now been received with first stage shortlisting taking place on 3<sup>rd</sup> Sept.</p> <p><b>Grants4Growth</b></p> <p>The Board noted the paper, and GN advised the Board that Kurt is currently ahead of his targets.</p> <p><b>Business Rep forum</b></p> <p>GN provided the Board with a verbal update. The recent meeting was well attended, with good engagement and offers of help and support. Actions from the meeting are being followed up by GN/AC.</p> <p><b>Local Transport Board</b></p> <p>The Board noted GN’s paper. GN will provide Board with updates as things progress.</p>	<p>LWH</p> <p>AC</p> <p>PN</p>

<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>AC provided a short presentation to the Board (attached), outlining the work that needs to be undertaken to deliver both strategies.</p> <p>The Board debated the task that needs to be undertaken (within such a short timeframe), including the importance of utilising the Operational Plan and existing data, whilst adding creativity to the process.</p> <p>Board Members also had a detailed discussion about where the Local Growth Strategy funding was coming from. The funding is reallocation of existing funds, and includes the New Homes Bonus, and the potential impact on local authorities who have already budgeted for this income.</p> <p>AC and MB to bring back a further update to the September Board Meeting.</p>	AC/ MB
<b>5.</b>	<b>International Investment and International Trade</b>	
	<p>ND introduced his paper, outlining future opportunities to increase Inward Investment and exporting opportunities for the LEP area.</p> <p>The Board then discussed the proposed action plans, welcoming the work that ND had carried out to date with partners. The work of UKTI was discussed, including the fall in enquiries during the year to date and its focus on emerging markets.</p> <p>The Board felt that the LEP could add value to the process, working with public and private sector partners to raise awareness of the LEP, improving the process for handling inward investment opportunities and launching a Year of Export for 2014.</p> <p>MT supported by other made the point that the area needs to develop a clear narrative so that there is an easy to understanding articulation of what the whole region has to offer to those interested in locating in the area particularly international audiences</p> <p>The recommendations in the report were welcomed as practical steps to achieving a more coordinated approach, however it was also noted that there was an ambition to build on this work to create an more comprehensive approach.</p> <p>ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.</p>	ND, GN & LWH
<b>6.</b>	<b>Agri-tech</b>	
	<p>The Board welcomed news that the LEP had been allocated £3.2m of Regional Growth Funding (RGF) to support an agri-tech initiative working with partners including the local authorities and New Anglia LEP.</p> <p>Consultant, George Bennett, has been taken on to manage the due diligence</p>	

	<p>paperwork. AP has offered his expertise to oversee the project and will take on the role of Project Director.</p> <p>The LEP has committed to providing £100,000 match funding, and an update on this will be brought to the Board in the future.</p> <p>The Board then discussed the governance arrangements of the funding, the project outputs and next steps, including who will deliver the project.</p> <p>GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.</p>	GN & AP
<b>7.</b>	<b>Governance and Admin</b>	
	<p>GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.</p> <p>GN is continuing to work with the lawyers to update the Mem &amp; Arts, and chasing up Local Authorities who are yet to take them through their full approval process.</p> <p>GN let the Board know that following a low attendance at the recent LA Leaders Meeting he had written to LA Leaders, highlighting how the Government is expecting local authorities to have a formal mechanism for discussion. The letter suggests that Leaders send substitutes when they are unavailable and that Chief Executives also be included. Initial feedback has been positive and we hope to see good attendance at the meeting booked for 4<sup>th</sup> September.</p> <p><b>Finance</b></p> <p>GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.</p> <p><b>Funding</b></p> <p>The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4<sup>th</sup> September.</p>	<p>GN</p> <p>GN</p> <p>GN</p>
<b>8.</b>	<b>AOB/Close</b>	
	<p><b>VSE Board representative</b></p> <p>The Board discussed a proposal for a new VSE Board Member. A suggestion was put forward, but the individual could only commit to bi-monthly meetings. The Board were keen to have a new member that could attend all meetings, and in the meantime a job spec and advertisement would be put together to recruit a new Board Member.</p>	LWH



The meeting closed at 17:26.

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

### 20 MAY BOARD MEETING

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	Alconbury Enterprise Zone – The Board welcomed the updated report layout. GN to clarify the use of the word ‘depot’ in the report given previously agreed land use.	GN	
	Business Engagement Strategy – LWH is working with businesses on EU Funding Strategy workshops. Full strategy to follow.	LWH	
	Enterprise Zone Inward Investment report – Ben Hooson is putting together a report for the Board on examples of Inward Investment from Scotland and Wales that might be helpful for the Alconbury EZ.	BH	BH Action ongoing BH has been on leave but action should be completed for the next meeting
	Temporary increase in Board Size – GN stated that due to change of roles, GN/MR would meet to discuss what is required for the additional roles.	GA	Ongoing – Due to holidays MR and GN are yet to meet
3	The Board noted the paper. LWH requested clarification on wording within the appointments press release, which the Board provided. LWH to issue this week.	LWH	Complete
	AC provided an update to the Board on a meeting he and LWH had with Highways Agency (HA) on 30 <sup>th</sup> July to discuss the A14. The HA have offered to speak at the next meeting, which the Board welcomed. AC to organise.	AC/PN	Item 3 of this meeting’s agenda

4	Local Growth Strategy - AC and MB to bring back a further update to the September Board Meeting.	AC/MB	Item 4 of this meeting's agenda
5	ND, GN and LWH to work together to move forward the action plan, and report back to Board in the future.	ND/GN/LWH	Ongoing. Follow up meeting arranged for 24 <sup>th</sup> September
6	GN and AP will keep the Board up-to-date with the due diligence process and further progress on this project.	GN/AP	
7	GN introduced the paper on Governance and Admin. JB confirmed that the LEP has a Company Secretary in place, and the Board requested GN speak to him about future provision of services.	GN	Complete
	GN is continuing to work with the lawyers to update the Mem & Arts, and chasing up Local Authorities who are yet to take them through their full approval process.	GN	Item 5 of this meeting's agenda
	GN is working with the LEP accountants, Ensors, to improve our financial monitoring and plans to bring back regular finance updates to each Board meeting. He has also commissioned the accountants to produce the end of year accounts for the LEP.	GN	Ensors now have all necessary financial information, financial position is now clearer and full reports will be available at the next meeting. A short form report is included in agenda item 3
	The issue of how local authority funding levels were set was raised. The Board agreed that this was an issue for the Leaders Meeting to debate on 4 <sup>th</sup> September.	GN	On agenda for 4 <sup>th</sup> September meeting
8	VSE Member job spec and advertisement would be put together to recruit a new Board Member.	LWH	Ongoing – this is being developed and will be forwarded to the Nominations Committee for review

## **ITEM 2: PROGRESS IN CORE BUSINESS AREAS**

### **FOR INFORMATION**

1. 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.

### **OPERATIONAL PLAN**

1. Nothing to report.

### **RECRUITMENT / HR AND OPERATIONAL ROLES/SERVICES**

2. Nothing to report.

### **COMMUNICATIONS AND ENGAGEMENT**

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

- Running two successful European Funding Strategy Workshops in Peterborough and Cambridge.
- PR announcement regarding recent LEP appointments.
- Stakeholder engagement work, including LWH meeting with Ixion, Grahame met with Cambridge Biomedical Campus and John met with the Joint Strategic Planning Unit.
- Helping to promote a wide variety of business related events and successes, including Ixion's funding for workplace learning, COWA's Train for Tomorrow conference and the Grants4Growth Tender Bid for technical support.
- Continuing to run our on-going social media activities.
- Starting work on the next round of consultation events required for both the European Funding and Local Growth Strategies.

These activities resulted in the LEP:

- 150 delegates attending the European Funding Strategy workshops in Peterborough and Cambridge
- Gaining media coverage in a range of publications, including: BBC Radio Cambridgeshire and the Cambridge News. Grahame has also recently had in-depth interviews with Jenny Chapman from Cambridge News/ Cambridge Business and Nicola Culley from Insider Business.
- Continuing social media engagement via Twitter (1417 followers with good levels of engagement) and LinkedIn (406 members), with a peak of engagement around the European Funding Strategy events.

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

- In-depth media interviews with local media to raise Grahame's profile as Chief Executive and provide an opportunity to share details of the LEP's successes to date
- Creating a communications and engagement strategy to support the European Funding Strategy and Local Growth Strategy work
- Creating short marketing document outlining the LEPs key achievements to date and key facts about the LEP area
- Exhibiting at the Cambs B2B Show in Cambridge
- Organising Local Growth Strategy events throughout October and November
- Starting the transition from @yourlocalenterprisepartnership.co.uk to @gcgp.co.uk (both will be active for a period of time)

## ENTERPRISE ZONE

3. The next Enterprise Steering Group meeting group has been moved to 19th September. A brief verbal update will be provided at the meeting.

## GROWING PLACES FUND

4. A report is provided at Item 5 of the agenda

## INWARD INVESTMENT AND INTERNATIONAL TRADE

5. A follow up meeting for GN and LWH to meet with ND has been arranged for 24<sup>th</sup> September to discuss the actions plans and Year of Exporting.

## SUBGROUPS - SKILLS

6. Mark to provide a verbal update following on from the Skills Strategy Group Policy Committee meeting taking place on 4<sup>th</sup> September 2013.

## SUBGROUPS – VSE

7. Prize Challenge
  - The Voluntary and Social Enterprise sub-group remains focused on promotion of the Prize Challenge
  - The first review of applications took place on 3<sup>rd</sup> September, and 12 applications have been shortlisted. The applicants will now receive free support from Big Society Funding to develop their business plans that will be submitted for the final review of applications later this year.
8. European Funding Meeting
  - A VSE Group meeting is being held on 17<sup>th</sup> September to engage with the VSE community on European Funding Strategy and Local Growth Strategy related work.

## SUBGROUPS: BANKING

9. Nothing to report.

## RGF AGRITECH

10. The LEP has now received the terms of the £3.2m award from RGF 4 for the Agri-tech Growth Initiative. This award was £1.2m less than targeted and work is underway to review and adjust the delivery plan.

Meetings have been held with BIS officials and that a process of due diligence, negotiation and work is now well underway on the documentation. This needs to be finalised with BIS officials on the 27<sup>th</sup> September.

## Provisional Delivery Structure

The scheme has three main component parts:

- A £2,000,000 **Agri-Tech Growth Fund** which will provide capital or revenue grants of £25,000 to £150,000 to enhance business and jobs growth, and support product development. Each recipient will have to demonstrate an ability to create and sustain at least one job for every £5,500 provided by the fund, during the lifetime of the fund's operation. The maximum intervention rate for the fund is 25%, enabling the fund to lever in at least £3 of funding for every £1 invested by the fund (minimum investment of £6m over the life of the fund).
- £500,000 will be available to establish an **Agri-Tech Innovation Centre** as the focal point for the translation of research concepts into the application in the agricultural and food processing sector.

The Centre will be developed in close partnership with industry with the aim of providing more sustainable and productive methods for crop and livestock production. It will provide a platform for training, specialist skills development and will ideally be located in the heart of the sector in the Norfolk / Cambridge fens. The final location will be selected by the Project Board following a competitive bidding competition.

- A £540,000 **Food industry Prototyping Fund** will provide financial assistance to attracting innovative and novel technologies into the area. Planned research critical to the development of new products or processes within the Agri-tech sector can be supported. Grants of up to £60,000 or 50% of costs will be available covered the costs of the research and development.

### Operation of the Scheme

Activity	Detail of Activity	Responsible Organisation
Marketing	<p>To publicise the scheme at a wide range of LEP and non LEP events, within sector focused publications, as well as undertaking TV and Radio interviews to promote the scheme.</p> <p>The Eastern England Agri-Tech Growth Initiative bring together leading agriculture, research, science and technology companies who will be encouraged to promote the scheme.</p>	GCGP - working closely with New Anglia LEP
Development of Applications and financial appraisal	Applications will be assessed through the completion of an Application Form, as well as through a comprehensive assessment of a Business Plan, which must be included as part of the application process.	Cambridge County Council
Approval of Applications	Oversee Programme Delivery Board meetings and ensure that eligible applications are approved and any terms and conditions required are agreed by the panel.	Chair of Programme Delivery Board
Grant Offers to applicants	The issuing of offer letters to successful applicants and oversee the handover from the development to the monitoring stage of the scheme. Offer letters will include general as well as project specific conditions, which must be met before any payments can be made to the applicant.	Cambridge County Council as Programme Managers on behalf of GCGPEP
Monitoring and reporting	Undertake annual monitoring of each business funded by the scheme as well as responsibility for monthly financial claims and reporting to DCLG.	Cambridge County Council as Programme Managers

## Provisional Timetable

- Set out below is an indicative timetable for the delivery of the programme.
- Q3 2013; Programme inception; Programme Delivery Board constituted and appoints a Programme Management Office; recruitment commences; grant schemes framework and guidance complete; Monitoring and evaluation framework contracted
- Q4 2013: Prospectus for programme elements finalised; Contracting out delivery partners; Support staff recruited; Monitoring and evaluation framework in place; SME grant schemes launched; R&D grant funds launched; R&D prototyping centre - property refurbishment grant guidance issued
- Q1 2014: Initial grant awards for SME support; initial smaller scale R&D grant applications assessed and awarded; R&D prototyping centre - property refurbishment grants applications assessed; Food cluster network established
- Q2 2014: Full implementation of all grant programmes; R&D prototyping centre - property refurbishment begins
- Q1 2015: Programme complete and evaluation initiated.

## Provisional Budget Allocation

<b>Fund</b>	<b>Lifetime total</b>
<b>RGF</b>	<b>£3,200,000</b>
<b>Beneficiary match funding (Agri-Tech Growth Fund)</b>	<b>£6,000,000</b>
<b>Beneficiary match funding (Agri-Tech Innovation Centre)</b>	<b>£500,000</b>
<b>Beneficiary match funding (Food Industry Prototyping Fund)</b>	<b>£540,000</b>
<b>GCGPEP &amp; Cambs CC (in kind)</b>	<b>£100,000</b>
<b>NewAnglia (in kind)</b>	<b>£100,000</b>
<b>Total</b>	<b>£10,440,000</b>

A letter has been sent out to a wide selection of Business Representative Bodies active in our area to ask for their support in setting up a forum which would be a vehicle through which those organisations can have an input to the LEP but also a conduit for getting our information out to their members. A good response has been received and we are working up a date in September for an initial meeting.

## FINANCE UPDATE

11. The LEP bank account is now officially open and £600,000 of funding has been transferred from the LEP holding account that Cambridgeshire County Council oversee (£250,000 HMT funding, £250,000 strategy development funding, £100,000 GPF revenue).
12. The existing CCC LEP bank account has a current balance of £208,375.
13. Invoices have been issued to Local Authorities requesting their annual contributions. Payments have been received from ten local authorities, with payments still outstanding from East Cambridgeshire District Council (who were to take the request via their Cabinet alongside the Members Agreement on 5<sup>th</sup> September), South Cambridgeshire District Council and Forest Heath District Council.
14. Since 1<sup>st</sup> April until 10<sup>th</sup> July 2013, the LEP spent the following:

<b>Expenditure</b>	<b>Amount</b>
Core team costs and expenses	£96,284.12
Marketing, communications & events	£1,278.00
Research & intelligence	£2,880.00
Other consultancy	£9,911.40
IT & software	£1,021.66
Administration	£3,078.62
GPF related consultancy costs	£8,910.00
EZ Skills related costs	£2,254.80
<b>TOTAL</b>	<b>£125,618.60</b>

## **ITEM 3: A14 Presentation from the Highways Agency**

### **FOR INFORMATION**

- 1. Note that GCGP together with Local Authorities made committed to local funding contributions totalling £100m which resulted in the Government announcement as part of the recent spending review that it would proceed with the A14 improvement programme.**
- 2. Note that AC and LWH met with the Highways Agency on 30th July to discuss the A14 and receive an update on how it was planned for the programme to be configured and delivered. However at that point Ministerial approval had been received.**
- 3. Note that the HA are due to commence a round of public consultation via exhibitions and are presenting their plans to the LEP Board in advance of that.**



## **ITEM 4: GROWTH STRATEGY AND EU FUNDING STRATEGY FOR INFORMATION AND DECISION**

- 1. To receive a presentation and take a view on the key elements of the emerging European Investment Plan**
- 2. To note progress on developing a draft Growth Strategy (Strategic Economic Plan)**

### **MORE DETAIL ON THE POLICY AND PROCESS**

1. This item will be preceded by a presentation on the latest progress with the Growth Strategy and EU Investment Plan.
2. The Board received a report at the last meeting on what needed to be done to deliver a draft Growth Strategy by December, and a draft EU Investment Plan by 7<sup>th</sup> October. It agreed that the priorities established in the Operational Plan should form the basis of our response, and that the two tasks should be seen as an integrated whole. Government has confirmed it wants a progress report on the Growth Strategy by 25th October.
3. Note that guidance on a third EU Fund (the Agricultural Fund for Rural Development) is still awaited.
4. Work has drawn on the resources of the whole Team (and partners) as we engage with Government as it evolves its guidance; our own sub-groups; local authority partners; and a wide range of organisations and businesses.
5. We ran two highly successful external engagement events to discuss EU Investment activities in the last week of August. The event held in Cambridge was oversubscribed (we maxed out at 80 attendees) and the Peterborough based event was well supported (about 60 attendees). These events looked at what activities might fit within our possible investment themes, and generated a wealth of project ideas to help shape the submission. The team were robust in challenging participants to articulate how their priorities would help deliver economic growth as well as other objectives.
6. At the events we tested the proposition that the EU Investment Plan should concentrate resources into Innovation/SMEs Competitiveness/Low Carbon Economy, plus Promoting Employment/Social Inclusion/Skills. We asked whether the theme of ICT might already be served by the current Broadband rollout, and whether the themes of Sustainable Development and Environmental Protection could be addressed through the other themes.
7. There was a broad degree of support for this approach, although the amount of interest in ICT issues beyond Broadband suggests that there is scope for this to be included.
8. We have received very positive feedback about the events and have encouraged participants to submit any additional ideas to us by the 6th September.
9. We have had our first meeting with one of the EU Investment Fund 'Opt-In' organisations (Skills Funding Agency) and hope to have at least initial discussions with the others before the Board meeting. These are very important as we would need to make specific provision within our EU Investment Plan if we are to opt-in to their offers.
10. Many more meetings will take place over the coming weeks. We are half way through a process of meeting each local authority to identify Growth Deal issues and priorities. We have agreed with business representatives groups that they will run sector specific engagement events on our behalf to feed into the Growth Strategy work. A number of cross-LEP meetings are also scheduled.
11. As reported at the last meeting the source of the initial round of the (not ring-fenced) Single Growth Pot funding for 2015/16 has been mostly drawn from resources that local authorities either controlled themselves or were allocated to them by Government (local transport schemes, and part of the New Homes Bonus). A Leaders' meeting will have taken place on the 4th September and we will report any implications of the funding changes. That meeting will also be considering the proposal that a formal

Joint Committee of Leaders' be examined as a way to satisfy the Government's requirements on local authorities governance.

12. This Agenda item allows time for the Board to discuss and agree the key emerging priorities of the Plans, based on an evolution of our current Operational Plan, the evidence base and initial feedback from stakeholders. Sign off of the draft EU Funding Plan will need to be taken by the Chairman as the deadline falls before the subsequent Board Meeting in October.

## **ITEM 5: GOVERNANCE FOR DECISION**

### **SUMMARY: FOR DECISION**

- **The Board is requested to approve the attached revision to the Company's Memoranda and Articles of Association**
- **The Board is asked to approve the attached Members Framework Agreement**

### **BACKGROUND**

10. Following a meeting with the Companies solicitors Taylor Vinters the Mem and Arts have been updated to reflect the latest changes discussed at recent Board Meetings.
11. The relationship between Members and Directors has been clarified. All directors of the Company other than the Chief Executive are members of the Company and as such subject to approval of the Members Framework Agreement at this meeting will need in due course to sign the document.
12. In addition to the Directors all 13 Local Authorities are also members and will need to sign and approve the Members Framework Agreement. As the document has changed all Local Authorities will need to sign the new document.

**Please see attached documents.**