

BOARD AGENDA AND BOARD PAPERS

DATE AND TIME: 27th October 2014, 9.30am - 11.30am

VENUE: The Incubator, Alconbury Enterprise Zone, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Welcome and Introductions		9.30 5 mins	
2. Chief Executive Update	Verbal update	9.35 15 mins	Board & Corporate Members
3. Growth Deal Update	Paper Attached Decision required: to agree submission to Government	9.50 45 mins	Board Members
4. GCGP Growth hub proposal	Paper Attached Decision required: to agree approach to GCGP Growth Hub	10.35 20 mins	Board & Corporate Members
5. Local Transport Board conversion into LEP group	Paper Attached Decision required: to agree a GCGP Board lead to Chair the Transport Panel	10.55 15 mins	Board & Corporate Members
6. Establishment of European Structural and Investments Funds Committee	Paper Attached Decision required: to approve the membership of the ESIF Committee	11.10 5 mins	Board & Corporate Members
7. Minutes and actions from previous board meeting	Minutes from Board Meeting held on 9 th September 2014.	11.15 5 mins	Board & Corporate Members
8. AOB		11.20	

DATE OF NEXT FULL BOARD MEETING: 15:00 on 3rd December 2014

ITEM 4: DEVELOPING THE GCGP GROWTH HUB

Decision required:

- a) **To agree an approach to the development of GCGP Growth Hub**

Issue

The Board will recall that we GCGP were awarded £300,000 to develop a Growth Hub in 2015/16. This paper sets out a proposal for the establishment of a sustainable Growth Hub.

Proposed action

Business support goes on around the UK day in day out, typically through banks, accountants, lawyers and property agents. Despite public sector interventions nothing has challenged private sector delivery. As a result a model that engages the private sector ecosystem is likely to be a more engaging and sustainable model.

Using a pilot in Bury St Edmunds to test the approach we are seeking to bring together key players in their ecosystem to shape a programme that would provide a broader range of advice, in doing this we will be able to ensure connection with other key initiatives such as exporting and skills. This will enable the approach to build on the credibility of private sector advice. The premise being that the private sector advisors will be able to connect with their existing client base more effectively than simply providing on-the-ground 'Advisors'. This approach has a number of advantages;

1. It is cost effective as a GCGP does not need to appoint a team of advisors
2. It is sustainable as the private sector model will continue to exist
3. Funds will be focused upon gaps or provide specialist responses where they are needed.
4. GCGP can work with a number of eco-systems across the geographic area.
5. The approach requires close working with Local Authority's, Colleges, Universities, UKTI and others to ensure we could provide a comprehensive solution.

Other options

A number of Growth hubs are now in operation across the country, with a first phase supporting Wave 1 City Deals. As a result we have evidence of number of approaches. These include;

- LEP funding advisors to provide signposting and advice (New Anglia have adopted this model and employ 9 advisors with funds supplemented through Enterprise Zone receipts).
- LEP sub contract third party delivery (adopted in majority of LEPs)

Next Steps

Initial conversations have taken place within Bury St Edmunds where there has been a positive reaction to the proposal. Once initial discussions are concluded we will be able to formulate support structures that can address issues in each location.

A number of eco-systems are evident across GCGP, in all cases we will be looking for local leadership with the LEP performing its convenor role. Recognised eco-systems (with their immediate surrounding areas) include;

Bury St Edmunds, Cambridge, Ely, Oakham, Huntingdon, Peterborough, Wisbech, Kings Lynn, Newmarket, Royston and St Neots

Work will be prioritised where there is strong local support, with a clear and agreed lead partner. The work would also be developed over three phases following the successful demonstration that this approach receives traction in Bury St Edmunds.

ITEM 5: PROPOSED TRANSITION OF THE LOCAL TRANSPORT BOARD TO LEP TRANSPORT PANEL

Decision required:

- a) Identification of a private sector GCGP Board member to Chair the new Local Transport Panel**

Issue

GCGP Board has previously received detail concerning the transfer of the Shadow Local Transport Board into a formal panel within the GCGP structure.

The Shadow LTB provides a mechanism to advise on transport priorities and manage the delivery of priority schemes. As Growth Deal and LTB funds are now to be combined and moved to be the direct responsibility of GCGP, the GCGP Board has previously stated it wished to build upon the strengths of the LTB by incorporating it formally within its governance structure. At its meeting of 7th March 2014, the Shadow LTB agreed to transition to a sub-group of GCGP. This approach was reaffirmed following a review of the draft Terms of Reference (see Appendix A for information) at the LTB meeting on 15 October 2014.

Proposed action: Panel structure

- i) Currently the membership is 6 local government elected members and 1 GCGP representative (from the Executive at this stage). It is proposed going forward that the Chairperson would in the first instance be a GCGP Board private sector representative, as this provides continuity with the GCGP Board.
- ii) Geography: this would remain as current Transport authorities with adjoining authorities and LEPs invited as observers where appropriate.
- iii) Accountable Body: remains as Cambridgeshire County Council.
- iv) Administration: a review will be needed of the funding arrangements for the new Panel.

Next steps

The Shadow LTB is content with the proposed transfer to the GCGP governance structure. Current work following the 15 October LTB meeting is;

- i) a legal review to ensure accountability arrangements are fully in place – with comments back by end of November
- ii) GCGP identifying a private sector representative to join (and Chair the Panel). It is understood that conversation had taken place with John Bridge to add the Panel to wider responsibilities within the LEP's Transport portfolio.

ITEM 6 LOCAL ESIF COMMITTEE MEMBERSHIP

Decision required:

- a) The Board is asked to agree nominations for membership of the GCGP area ESIF Committee;
- b) The Board is asked to note that the ESIF committee will hold its first meeting in November 2014, at which the Chair of the Committee will be appointed from within the membership.

Issue

The GCGP area received an indicative allocation of £72 million, comprising £32 million each for ERDF and ESF and £8 million for EAFRD.

ESIF Strategies form the basis for Operational Programmes for each of the funds that will be signed off by the European Commission before funding can be launched, anticipated in Spring 2015.

Next steps

Nominations for places on the Committee have been received and are set out below:

Sector / Interest	No. of places allocated (total)	Source of nominations:	Members:
LEP Board	2 (private sector)	<ul style="list-style-type: none"> • GCGP Board 	Mark Reeve Claire Higgins
LEP Executive	2 (non-members)	<ul style="list-style-type: none"> • Internal process 	Michael Barnes Mark Cooper
Local Authority	4	<ul style="list-style-type: none"> • Local Authority Leaders Board 	Paul Phillipson – Rutland Ostap Paparega – KLWN Adrian Chapman – P’boro Guy Mills – Cambs CC (See * below)
Private Sector	3 (including one member from a social enterprise)	<ul style="list-style-type: none"> • SIIC • Business Representative Bodies Forum • VSE sub-group 	David Gill – St John’s IC David Blair – ICA Caroline Hyde – Allia/FBC
Voluntary	1	<ul style="list-style-type: none"> • VSE sub-group 	Julie Farrow – Hunts Forum
Environment	1	<ul style="list-style-type: none"> • SD Alliance 	Aled Jones – Alliance for SD
Equalities	1	<ul style="list-style-type: none"> • DWP 	Julia Nix – DWP
Trade Union	1	<ul style="list-style-type: none"> • TUC Southern and Eastern branch 	TBC
Education, skills and employment	2 (1 FE/HE, 1 Other)	<ul style="list-style-type: none"> • Skills Strategy Sub-Group • GCGP area Colleges 	Richard Andrews - ARU Andrew Thomson – ACER
Rural (and EAFRD MA role)	1	<ul style="list-style-type: none"> • DEFRA 	TBC
Managing Authorities	3 (2 members, 1 secretariat)	<ul style="list-style-type: none"> • DCLG (2) • DEFRA 	Michelle Burdett Jonathan Gill Robin Healey
BIS	1	<ul style="list-style-type: none"> • BIS Local 	Pete Northover

*Nicole Kritzinger (South Cambs) and Amy Wilson (Fenland) to act as deputies

ITEM 7: MINUTES AND ACTIONS FROM PREVIOUS BOARD MEETINGS

MINUTES OF THE GCGPLEP BOARD MEETING HELD AT

ALCONBURY WEALD ENTERPRISE CAMPUS

ON TUESDAY 9TH SEPTEMBER 2014

Present: Mark Reeve (Chairman)
Cllr Jason Ablewhite
John Bridge
Cllr Steve Count
Claire Higgins
David Gill
Terry King
Mark Read
Cllr James Waters

In attendance: Steve Bowyer – Board Advisor
Neil Darwin – Enterprise & skills Director
Adrian Cannard – Strategy and Planning Director
Graham Hughes – Board Advisor
Nigel McCurdy – Hunts CC Observer
Lewis Herbert – Cambs CC Observer
Michael Tolond – Company Secretary

The Chairman welcomed Directors and confirmed that the meeting was quorate and could proceed to business.

MINUTE NO.		ACTION
1.	APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Marco Cereste, Trevor Ellis, Prof Mike Thorne and Prof Ian White.	
2.	BOARD MEMBERS The Chairman formally welcomed Cllr Steve Count, David Gill and Cllr James Waters to their first Board meeting. The resignation of Grahame Nix as a Director and Chief Executive was noted.	
3.	APPROVAL OF MINUTES The minutes of the meeting held on 2 nd July 2014 were noted as an accurate record of the discussions.	
4.	MATTERS ARISING	

	The various action points from the previous meeting were noted as having been actioned since the last meeting or currently underway.	
5.	<p>CEO OVERVIEW</p> <p>Neil Darwin reported on his initial findings with the LEP management team and the specific needs to build relationships with the local business community and with the Government funding bodies. The LEP would continue to work with local authority members and its partner organisations including the Chamber of Commerce and St John's Innovation Centre. The key project would be the promotion and development of the Enterprise Zone and there was a clear need to improve productivity and focus within the LEP team.</p>	
6.	<p>GCGP STRATEGIC DIRECTION</p> <p>The Board reviewed the GCGP Strategic Plan which was based on a vision that the area would be renowned as a globally leading area for technological innovation, production and commercialisation. The area would be supported by a physical infrastructure and workforce that ensured continued economic growth. The Partnership's emphasis would be on exercising its strategic economic growth remit, in order to influence and shape growth and to act as a convenor to encourage collaboration and sharing across the area. The Strategic Pillars, Projects, Milestones and Outcomes were discussed and it was agreed that there should be some specific deliverables based on the indicated outcomes included in the plan in the future. The plan would also include focus on the LEP's technology 'brand' across the whole of the LEP area. The inputs required to fulfil the strong economic base would be generated by collaboration with partners within the LEP area. Further proposals to develop the strategic Plan would continue to be reviewed by the Board.</p>	
7.	<p>FORWARD WORK PROGRAMMES</p> <p>Neil Darwin reported on the progress made in the areas of core business as follows: Strategy and Planning, Growing Places Fund, European Structural and Investment Funds, Communications and Engagement, Skills Work Programme, Eastern Agri-Tech Growth Initiative and VSE Work Programme. The Enterprise Zone activity would be included in future as a specific area of activity. Any positive progress and any exceptions would be reported to Directors on a monthly basis and reviewed at Board meetings.</p>	ND
8	<p>GROWTH DEAL UPDATE</p> <p>Adrian Cannard reported on the process for bidding for grant funding by the LEP from Government. It was expected that subject to any further requirements and resources indicated by Government block grant funding would be available next year. There was currently a judicial review based on environmental issues submitted by an environmental campaigner for which the LEP was named as an interested party. It was agreed that the proposed review of Round One would be subsumed into Round Two and governance issues would be addressed through the development of the Implementation Plan and adoption of the Local Transport Panel Terms of Reference.</p> <p>It was also agreed that David Gill would participate in the Round Two process on behalf of the Board. It was expected that significant funds would be available to LEPs and that a number of strong bids would therefore be prepared ready for submission to Government as required. The Round Two process would be developed using sponsors and assistance from the local authorities in the LEP area. The LEP would ensure that local MPs were fully informed on the LEP's proposed bids so that Government could be informed on the LEP's requirements. It was agreed that all local authorities within the LEP area would be invited to future meetings of the Growth Strategy Group and the Round Two timetable was noted with submission to Government by the end of October. There would be a need to communicate with local businesses in the area to ensure that future bids reflected private sector needs as well as</p>	

	local authorities. It was agreed that there would be continuing requirement for the LEP to fully engage with the local business community.	
9.	<p>CURRENT PROGRAMME HIGHLIGHTS</p> <p>Jason Ablewhite reported on a positive meeting held to discuss the Enterprise Zone progress. Government monies had been paid to Urban and Civic to develop buildings on the Zone, and to Also fund a second Incubator building. There were advanced talks on the provision of the railway hub at Alconbury which was expected to be operational by 2018/19.</p> <p>The first 400 houses at Alconbury Weald had been given planning approval with building expected to start in 2015 and several businesses had expressed strong interest in relocating to the site. A leisure facility would also be built by Urban and Civic on the site</p> <p>Neil Darwin undertook to resolve issues relating to the funding of the Agri-Tech initiative.</p>	ND
10.	<p>2014/15 FINANCE POSITION UPDATE</p> <p>Neil Darwin reported on the current financial position which indicated a strong situation within the LEP. At future meetings Neil would report on the proposed outsourcing of the financial management of the LEP's funds.</p>	ND
11.	<p>FUTURE EVENTS CALENDAR</p> <p>The Future Events Calendar was noted. Board members would be welcome to attend any events where LEP staff were involved.</p>	
12.	<p>ANY OTHER BUSINESS</p> <p>1. <u>Horseracing Museum</u></p> <p>Neil Darwin agreed to follow up issues relating to the Museum in Newmarket.</p>	ND
13.	<p>DATE OF NEXT MEETING</p> <p>This would be advised once Directors had confirmed their preferred date in week commencing 27th October.</p>	

The meeting closed at 16.55pm