

# BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 1<sup>ST</sup> DECEMBER 2015, 15.00 - 17.30

**VENUE:** THE INCUBATOR, ALCONBURY WEALD ENTERPRISE CAMPUS, ALCONBURY, CAMBS PE28 4WX

| Item  | Brief description   | Time                            | Access/circulation prior to board meeting |
|---|---|---------------------------------|---|
| 1. Welcome and Introductions  | From Chairman, Mark Reeve   | 15.00<br>5 mins                 |   |
| 2. Chief Executive Update   | Verbal update<br>Update by Neil Darwin  | 15.05<br>15 mins                | Board & Corporate Members                 |
| 3. Transport Systems Catapult Update  | GCGP working with the Transport Systems Catapult<br>Presentation by Nick Jones, Business Development Director, TSC  | 15.20<br>30 mins                | Board & Corporate Members                 |
| 4. Devolution Update  | Verbal update by Mark Reeve/Neil Darwin   | 15.50<br>15 mins                | Board & Corporate Members                 |
| 5. GCGP Core Funding 2016/17  | To agree approach to take with LA's in 2016/17<br>Paper by Neil Darwin  | 16.05<br>10 mins                | Board & Corporate Members                 |
| 6. Skills Development<br>a) Skills Aspiration Agenda Proposal<br>b) Greater Peterborough Skills Service | a) Proposal that builds on the September 2015 board agreement to develop a scalable approach to the aspiration agenda Paper by Mark Cooper<br>b) Greater Peterborough Skills Service Presentation by Steve Bowyer | 16.15<br>10 mins<br><br>10 mins | Board & Corporate Members                 |
| 7. Growth Deal Update   | To review Growth Deal   | 16.35<br>30 mins                | Board & Corporate Members                 |
| 8. Governance Review  | Review of Articles; Paper by Michael Tolond   | 17.05<br>15 mins                | Board & Corporate Members                 |
| 9. Minutes from Board Meeting held on 27 <sup>th</sup> October 2015                                     | To agree Minutes  | 17.20<br>5 mins                 | Board & Corporate Members                 |
| 10. AOB   |   | 17.25<br>5 mins                 |   |

**DATE OF NEXT MEETING: 15:00 on Tuesday 26<sup>th</sup> January 2016**

## ITEM 5: GCGP CORE FUNDING 2016/17

## 1. DECISION REQUIRED:

This proposal is brought to the Board to consider mechanisms to secure core funding for 2016/17. The paper is written in an environment where our local authority partners are being severely challenged and also written around the headline announcement in the Comprehensive Spending Review that LEPs will need to secure local funding to match a national contribution. The Board is therefore asked to agree core principles to guide the 2016/17 approach.

- a) **Agree to seek a total contribution of £250,000 from Local authority partners – as has been the request for the previous 3 years.**
- b) **Agree the proportional approach (based on population) taken in 2014/15 and 15/16 as the preferred methodology to agree contributions**

## 2. A Joint Solution

The LEP recognises the difficult financial pressures facing our Local Authority colleagues. The Government is continuing to place further pressure on LEPS to find local matched contributions to demonstrate local commitment and leadership. The ability to demonstrate these two elements are now key to Government's further investment in LEPs. A clear message through the last Growth Deal process was around the ability of the LEP area to 'pull together' and share a common agenda. GCGP has taken steps to improve its relationship with Local Authority partners, with greater clarity being formed around individual and collective aspirations.

## 3. 2016/17 Proposal

This is likely to be the fourth year GCGP has been asked to demonstrate matched funding from local authorities. Prior to taking the proposal to Leaders, the GCGP board is asked to consider appropriate mechanisms and approach. The broad proposal for 2016/17 replicates that in previous years, to that end, the existing framework is presented, although Spending Review announcements have yet to confirm the details. The parameters within the framework uses population as the main determinant of the first figure (See table 1) with appropriate adjustments for shared district areas and finally a flat rate fee added. The result of these variables secures a total contribution of £250K, the figure GCGP requires to match a Government contribution of £250K.

Assuming GCGP is asked to confirm a contribution from Local Authority's, the previously adopted methodology will be used, leading to a position set out in Table 1.

**TABLE 1**

|                | <u>Actual</u><br><u>Population</u> | <u>Adjusted</u><br><u>Population*</u> | <u>Percentage</u><br><u>of whole</u> | <u>Share of</u><br><u>£152,500</u> | <u>Adjusted</u><br><u>Share**</u> | <u>Add Flat</u><br><u>Rate</u> | <u>Total</u><br><u>Contribution</u> |
|----------------|------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|--------------------------------|-------------------------------------|
| Rutland        | 37369                              | 37369                                 | 3.4%                                 | £5,159                             | £5,159                            | £7,500                         | <b>£12,659</b>                      |
| Peterborough   | 183631                             | 183631                                | 16.6%                                | £25,352                            | £25,352                           | £7,500                         | <b>£32,852</b>                      |
| Cambridgeshire | 621210                             | 621210                                | 56.2%                                | £85,764                            | £42,882                           | £7,500                         | <b>£50,382</b>                      |
| Uttlesford     | 79443                              | 39721.5                               | 3.6%                                 | £5,484                             | £5,484                            | £7,500                         | <b>£12,984</b>                      |
| North Herts    | 127114                             | 63557                                 | 5.8%                                 | £8,775                             | £8,775                            | £7,500                         | <b>£16,275</b>                      |
| Kings Lynn     | 147451                             | 73725.5                               | 6.7%                                 | £10,179                            | £10,179                           | £7,500                         | <b>£17,679</b>                      |
| Forest Heath   | 59748                              | 29874                                 | 2.7%                                 | £4,124                             | £4,124                            | £7,500                         | <b>£11,624</b>                      |
| St Edmundsbury | 111008                             | 55504                                 | 5.0%                                 | £7,663                             | £7,663                            | £7,500                         | <b>£15,163</b>                      |
| <b>TOTAL</b>   | <b>1366974</b>                     | <b>1104592</b>                        |                                      |                                    |                                   |                                | <b>£169,618</b>                     |

Cambridgeshire Second Tier

|                 | <u>Actual</u><br><u>Population</u> | <u>Percentage</u><br><u>of whole</u> | <u>Share of</u><br><u>£42,882</u> | <u>Add Flat</u><br><u>Rate</u> | <u>Total</u><br><u>Contribution</u> |
|-----------------|------------------------------------|--------------------------------------|-----------------------------------|--------------------------------|-------------------------------------|
| Cambridge City  | 123867                             | 19.94%                               | £8,551                            | 7500                           | <b>£16,051</b>                      |
| East Cambs      | 83818                              | 13.49%                               | £5,786                            | 7500                           | <b>£13,286</b>                      |
| Fenland         | 95262                              | 15.33%                               | £6,576                            | 7500                           | <b>£14,076</b>                      |
| Huntingdonshire | 169508                             | 27.29%                               | £11,701                           | 7500                           | <b>£19,201</b>                      |
| South Cambs     | 148755                             | 23.95%                               | £10,269                           | 7500                           | <b>£17,769</b>                      |
| <b>TOTAL</b>    | <b>621210</b>                      |                                      |                                   |                                | <b>£80,382</b>                      |

**TOTAL OF CONTRIBUTIONS      £250,000**

## ITEM 6: SKILLS ASPIRATION AGENDA PROPOSAL

### DECISION REQUIRED

1. **The Board is asked to agree delivery of a proposal that builds on the September 2015 Board agreement to continue to develop an approach to the aspiration agenda that effectively utilises the funding gained from the Careers Enterprise Company.**

### BACKGROUND

2. The GCGP Board agreed in its March 2013 Board meeting to fund the development of the 'Local Skills Teams' (LST) concept (branded as 'The Skills Service') with £651,211 of funding for a two-year pilot project covering the local authority districts of Rutland, Peterborough, Fenland, King's Lynn & West Norfolk.
3. The project has three outputs: 1) improve the economic awareness of young people; 2) increase the amount of businesses that plan and budget for training; and 3) collect data that can be utilised to access/align funding streams.
4. The project was contracted out to Opportunity Peterborough in order that existing expertise was not lost and could be used to build a new, far more focused model. Delivery commenced in April 2014 and will complete in March 2016.
5. The Board agreed to continuance of funding moving forward from year two based on the success of the LST pilot. This was also contingent on funds being available from business rates retention on Alconbury Weald Enterprise Campus.
6. Government, under significant pressure from LEPs and business organisations, has realised that more needs to be done to improve the careers aspiration of our young people. This has resulted in a more focused statutory duty in schools and improved measurement from Ofsted. There is now a clear set of benchmarks in the Ofsted audit around careers aspiration that is common to secondary and post-16 education and training. Sir Michael Wilshaw (Chief Inspector) continues to speak out regularly and strongly in favour of schools doing more. This has led to government funding being made available as part of its Careers Enterprise Company (CEC) project from which, GCGP has won £150,000 to develop a Careers Enterprise Advisor Network. These changes now put schools in the position where they need to develop a clear strategy and delivery mechanism in order to gain a 'good' or 'outstanding' rating under the new Ofsted framework. It is clear that our modus operandi should change to one of working with government policy and funding streams in order to achieve the best results for our LEP.

### BUILDING ON GCGPs CURRENT MODEL

There are several reasons to build on the existing model:

7. **Financial:** although GCGP has gained funding from CEC that will allow a strategic approach to the aspiration agenda with schools, gaining funding to cover the GCGP area with a 'full service' is not achievable in light of the slow progress on Alconbury Weald Enterprise Zone. The estimate cost of this service would be around c. £2.1 million per annum to give every secondary schools aged young person the level of input currently achieved by The Skills Service.
8. **Scalability:** the existing service has achieved success in delivering events that support school's agendas around careers information. However, across the Greater Peterborough area the metrics confirm 9,000 young people have received advice from a total of around 30,000 young people in target schools. Therefore, we are not yet getting the coverage needed to effect significant change. Penetration into schools at a strategic level is not yet sufficient.

9. Greater Cambridge Skills Service: in light of experience in Greater Peterborough this newly supported project is more focused in several areas: sectors are clearly defined and at the core of delivery; apprenticeship growth is a key performance indicator; links to business are clearly defined through governance and a partnership with Cambridge Ahead around a web based business connection tool.
10. Careers Enterprise Company: funding through this new mechanism this enables GCGP to take a strategic lead in developing schools careers aspiration curriculum plans and introduce a business advisor into each school at Senior Management Team level. It removes the need for our existing skills services to be a contracted offer to do this and enables an approach based on delivery of focused activities.
11. European Social Funding: linking with ESF will allow the development of a support package designed to get businesses more engaged in the training agenda and see the value to their bottom line through the development of their workforce c.£8 million.
12. Signpost2grow: our Growth hub is in a position now to take over the agenda for connecting businesses to training providers and removes the direct need for delivery in this area via the LST project.

## PROPOSED OUTLINE MODEL

13. Careers Enterprise Network Coordinators will develop strategic relationships between business leaders and schools with the aim of developing clear careers aspiration curricula and signpost to appropriate delivery mechanisms to support. The fundamental measure of success will be that 75% of schools engaged will achieve a 'good' or 'outstanding' level of performance under Ofsted inspection criteria.
14. GCGP will contract out a model of aspiration delivery that covers the GCGP geography (includes existing City Deal Service) that is completely focused on provision of activity to support the Careers Enterprise Network. It will be focused on key sectors and occupation based Labour Market Intelligence data and be proactive in its attraction of the right businesses. The key output will be a measurement of young people's responses to delivery activity, in programme, and annual surveys carried out through digital mechanisms to show effect.
15. The model will work proactively with existing connected delivery and strategic partners to deliver the outputs of the project but will not engage on a random basis unless there is a clear benefit to the project.
16. GCGP will continue to work on a social media based delivery system that can be used by education professionals, students, and parents to access careers aspiration material. Detail is covered by commercial confidence but an outline can be given verbally.
17. GCGP will continue to work with partners to identify specific initiatives to support our strategic aims.

## FINANCIAL

18. GCGP to match £150,000 of CEC funding with existing GCGP skills personnel and cash from core funds.
19. GCGP to provide up to £300,000pa to provide aspiration activity delivery to covers all areas not part of the City Deal Skills Service. GCGP will also bid into appropriate funding streams, including the new Careers Enterprise Company fund currently open to expressions of interest.,
20. Total cost for 2016-2017 would be c.£450,000 less any offset.

## DECISION

21. The Board to agree the proposed outline model (above)
22. The Board to agree the funding principle above for a three-year period.

## NEXT STEPS

23. Subject to a positive decision, GCGP will draw up tender documents for aspiration delivery to publish early January with a target award date of mid-February. Delivery will commence on 1<sup>st</sup> April 2016.
24. GCGP will recruit the Careers Enterprise Advisors needed as part of the CEC project ASAP and build a programme of work.
25. GCGP will bid into the Careers Enterprise Company fund which closes on 4<sup>th</sup> December 2015 to support the costs shown in Financials (above). This will be on the basis of an occupational and sectoral focused activity delivery model and will complement the CEC Enterprise Advisors programme. GCGP will aim to contract out this programme as a package of activities to delivery providers with a track record and capacity to deliver. Payment model will be by a combination of delivery and outcomes based on in activity surveys.

## ITEM 7: GROWTH DEAL UPDATE

### 7A INVESTMENT COMMITTEE, 7B TRANSPORT PANEL AND 7C iMET BUSINESS CASE

#### Recommendations

To endorse the funding recommendations as follows:

- a) agree the Business Case for £22m funding for the Ely Southern Bypass (£16m subject to Department of Transport approval);
- b) agree the Business Cases for Bourges Boulevard Phase 2 and King's Dyke Level Crossing replacement, to proceed to scheme delivery;
- c) to receive an update on Junction 20 A47/A15 Peterborough and approve if criteria met;
- d) agree the actions of Investment Committee as agreed at mtg of 17<sup>th</sup> Nov;
- e) agree the Business Case Submission for the iMET skills centre.
- f) to receive updates on Fletton Quays, Cambridge Science Park Innovation Centre, and CITB Simulators

#### Introduction

1. This report seeks approval for Growth Deal schemes, and also provides an update on deploying the £21.1m Growth Deal allocation for 2015/16.

#### Growth Deal financial performance

2. £2.443 was spent in Quarter 1 (April to Jun). A further £700k has been spent in Quarter 2 (July to Sept). This covers further technical work on transport schemes and the start of the TWI project. £2.0m is forecast for Quarter 3. This a revision of £800k down from the £2.8m forecast at the September Board, reflecting issues arising from the tender of the Highways Academy and the Food Centre of Excellence projects. The bulk of the programme (£16m) remains in Quarter 4. Annex A provides a scheme by scheme risk assessment (including for information the A14 Improvement project which is not a Growth Deal funded scheme).

#### Local Transport Panel

3. GCGP's Local Transport Panel met on the 16<sup>th</sup> November to consider the transport schemes in the Growth Deal. The Independent Assessment of Business Cases can be found here: <http://www.gcgp.co.uk/yourlep/our-groups/local-transport-panel/>
4. The Panel's recommendation to the Board was that three of the four schemes be approved to go forward into scheme delivery, namely Ely Southern Bypass, Bourges Boulevard Phase 2, and King's Dyke Level Crossing replacement. The fourth, Junction 20 of the A47/A15, was subject to clarification over the score of scheme benefit (although noting that the score was significantly higher than the minimum bar of a 'good' scheme). The Independent Assessor has been in contact with the promoter and a verbal update will be given to the Board on whether sufficient clarification has been made, so all four schemes can be recommended for approval.

5. The Local Transport Panel also confirmed that the transport spend needed to be reprofiled by moving £5.09m into 2016/17 from this year, reflecting delays in Business cases compared to the original profile submitted to Government in 2013.

### **Investment Committee**

6. GCGP's Investment Committee met on the 17<sup>th</sup> November to consider Growth Deal and Growing Places Fund projects. Recommendations for endorsement are set out in Annex B.
7. The Committee also received notification of three projects in development. The first, Fletton Quays is a mixed use scheme in the centre of Peterborough, which is the second highest priority scheme remaining after the Growth Deal Round 2 schemes (the highest being a waste water infrastructure project). A business case has been developed for this project, which can start early in 2016. This is currently being appraised. The second is an Innovation building on the Cambridge Science Park, and the third is purchase of Plant machinery simulators (a Growth Deal Round 2 project). Verbal updates will be given to the Board on progress with business cases.

### **iMet skills centre**

8. A presentation will be made to the Board on the Business Case for the iMET centre project, to agree submission to the Skills Funding Agency. This is a Growth Deal Round 1 project previously agreed by the Board but 'retained' by Government for its appraisal and decision, which under our Assurance process needs to be reconfirmed to enable us to submit the Full Business Case to Government.

### **Risk assessment and corrective action**

9. The largest uncommitted amount in Q4 is set against Ely Bypass (£3m). Achieving spend on Ely is subject to the speed at which Government signs off the Major Scheme Business Case (as this is a nationally retained scheme). Cambridgeshire CC will submit to Government immediately following the Board decision today.
10. As can be seen from the Investment Committee actions, the Haverhill Innovation Centre are still subject to Business Case approval (£1m of Growth Deal allocation) so remains at risk of not proceeding or spend taking place in 2016/17.
11. The TWI, Peterborough Regional College, and Alconbury Weald Technical Centre projects are all proceeding (the latter also a retained scheme for approval by Government).
12. Finally, good progress has been made on defraying the remaining RGF grant under the Eastern Agri-tech Growth Initiative. We have started to draw down against the Growth Deal funding for this programme. Although £1.5m of project spend would need to be committed this year, the pipeline of projects that have passed Pre-Qualification Questionnaire stage remains over £2m.



## Annex A: Progress and Risk Assessment Table

| Project/Programme  | Progress   | Major Risks   | Action to minimise Risk   |
|--|--|---|---|
| General issues   | ~  | (a) Programme spend profiled into 2016/17 not supported by Accountable Body<br><br>(b) Spending Review claws back underspends/non-committed funding                             | (a) Arrangement to cover 16/17 spend from general GCGP resources. Issue is a national lobbying point by LEP Network<br><br>(b) Working to get grant offer letters out asap                  |
| [INFRASTRUCTURE] A14 Cambridge to Huntingdon Improvement.<br><br>£1.5bn national infrastructure project, includes £50m funding from GCGP | Statutory Planning Inquiry completed Nov 2015.                                   | (a) Spending Review<br>(b) Failure of Development Consent Order / legal challenge.<br>(c) Two Local authority funding partners also objectors to elements of scheme             | (a) Continue to campaign for A14 Improvement scheme<br>(b) GCGP expressed support for scheme – no further GCGP action possible at this stage<br>(c) Watching brief on outcome of objections |
| [SKILLS] Technical and Vocational Centre, Alconbury Weald  | Building Design underway.<br><br>Draft Heads of terms prepared                   | (a) Requires submission of Major Scheme Business Case to Government before funding sign-off.<br>(B) Lack of certainty over learning offer<br>(c) Landowner withdraws land offer | (a) Agreed a deadline of December for production of Business Case.<br>(b) Curriculum plan being developed<br>(c) Landowner fully involved in scheme business case                           |
| [SKILLS] Food Centre of Excellence, Peterborough Regional College  | Board signed off funding.<br>Request for additional funding                      | (a) Normal scheme delivery risks – timing overruns etc  | (a) Monitoring process established<br>(b) Additional funding recommended  |
| [SKILLS] Highways Academy  | Planning application submitted.<br><br>Out to Tender                             | (a) Risk of Planning permission refused   | (a) Pre-application discussions positive  |
| [SKILLS] Institute of Advanced Construction (CITB)   | Bringing this project forward from later years – project ideas submitted by CITB | (a) Resolve whether individual projects fit GCGP aspirations<br>(b) Understand future of CITB site  | (a) Working with applicant to develop project on Crane Simulators   |
| [BUSINESS SUPPORT] Agri-tech Grant Initiative  | Programme underway.  | (a) Pipeline projects don't translate into viable approvals<br>(b) Funding reserved for GCGP single large project not used  | (a) Applications currently with Agri-tech Board would account for remaining RGF pot<br><br>(b) Facilitating discussions by interested parties   |

|   |  |  |   |
|---|--|--|---|
| [BUSINESS SUPPORT]<br>Signpost2Grow   | Events in pipeline. Roll-out of providers meetings across LEP area.  | (a) Sustaining project if ERDF bid not successful  | (a) Involving the right providers in the bid development<br>(b) Small Grants Project  |
| [DEVELOPMENT]<br>High Tech Company Expansion  | Board signed off grant.<br>Planning permission granted - underway  |  |   |
| [DEVELOPMENT]<br>Haverhill Innovation Centre  | Received proposal from landowner/Oxford Innovations on delivery model                                      | (a) Scheme proposal fails appraisal of operational deliverability<br>(b) Scheme slips into 16/17.  | (a) Business case to Nov Investment Committee<br>(b) Growth Deal reprofiled, still assumes a start in 15/16                                       |
| [DEVELOPMENT]<br>Cambridge Biomedical Centre  | Precision Medical Catapult will co-locate into same building.  | (a) Scheme spend slips onto 16/17 year   | (a) Business case to Nov Investment Committee   |
| [DEVELOPMENT]<br>Cambridge Science Park Innovation Centre                                     | Govt agreed to part fund this outside of Growth Deal.  | (a) Tender process thrown up large increase in project cost  | (a) considering direct GCGP support request   |
| [INFRASTRUCTURE]<br>Bourges Boulevard Phase 1   | Project completed.   | (a) Payment of claim dependent on passing Assurance tests.   | (a) Applicant and Accountable Body in dialogue  |
| [INFRASTRUCTURE]<br>Bourges Boulevard Phase 2   | Applicant working up Business Case.  | (a) Potential slippage due to political/business impact of works immediately after Phase 1 disruptions   | (a) Phase elements of the scheme to ensure 15/16 start without adverse traffic impacts<br>(b) Business Case to Nov LTP                            |
| [INFRASTRUCTURE]<br>Ely Southern Bypass   | Applicant agreed submission timetable with DfT to enable 15/16 start.                                      | (a) Delay in Major Scheme Business Case submission<br>(b) Failure to obtain local match funding<br>(c) Government fails to agree Business Case | (a) Business Case to Nov LTP.<br>(b) Public commitment from Local Authorities<br>(c) Campaigning with Government as our top Growth Deal priority. |
| [INFRASTRUCTURE]<br>King's Dyke Level Crossing  | Applicant working up Business Case   | (a) Slippage in Business case means start slips out of 15/16, potentially losing Growth Deal support   | (a) Reprofiled Growth Deal, but still working to start in 15/16 (last quarter)<br>(b) Business Case to Nov LTP                                    |
| [INFRASTRUCTURE]<br>Pboro A47 Jct 20  | Applicant working up Business Case   | (a) Delay in Business Case submission  | (a) Business case scheduled to be submitted to Nov LTP  |
| [INFRASTRUCTURE]<br>Wisbech Access Strategy   | GRIP2 Study completed end July. Network Rail invited to specify GRIP3. Parliamentary meeting held 9/09/15. | (a) Project fails to achieve VfM assessment<br>(b) Network Rail delays on GRIP3 specification  | (a) Each assessment stage to be completed by independent, professional advisers.<br>(b) Dialogue with Network Rail                                |
| [INFRASTRUCTURE]<br>A120 Cambridge PT access (post 15/16 Provisional, co-fund with City Deal) | Consultation on various route options agreed, to take place in Autumn 2015.                                | (a) Governance failure to agree a preferred route  | (a) Partners working together through both City Deal Executive Board and GCGP Board   |
| [INFRASTRUCTURE]<br>Potential M11 Junction 8 (post 15/16 project)                             | Discussions pre-summer on potential options. No progress since   | (a) No viable business case  | (a) Restart conversations with Uttlesford and Essex CC.   |

## **Annex B: Action Notes Investment Committee Meeting 17/11/15**

### **Growth Deal**

Concern raised over transport projects and delivery. Report from Local Transport Board to be taken to LEP Board on 1<sup>st</sup> September. AC to clarify the £1m spend for Kings Dyke.

AC confirmed that CLG will require the Accountable body to confirm capital spend allocation has been achieved, this does not have to be against Growth Deal projects. BIS will be interested in actual projects and their outputs.

### **Peterborough Regional College Centre of Excellence**

Members approved the request for an increase of £236,000 in funding for this project subject to a list of companies the college was now working with being provided.

### **IMET**

Members approved the request to agree £300,000 for next phase of project design for the IMET Centre.

Cllr Ablewhite represents the LEP on the project board for this project and commented that the design of curriculum is key.

### **Cambridge Biomedical Innovation Centre**

Members approved this project subject to the project starting by 1<sup>st</sup> March 2016

### **Haverhill EpiCentre**

Members approved the project based on the recommendations in the report and members are supplied with the Oxford Innovation Business Plan for approval.

### **Recommendations**

- a) an equivalent Growth Deal grant is secured through New Anglia LEP with the same terms
- b) revised planning permission secured by 29<sup>th</sup> February 2016;
- c) securing bank finances by 29<sup>th</sup> February 2016;
- d) contractor(s) appointed or construction management arrangement in place by 31<sup>st</sup> March 2016;
- e) business plan and contract agreed with a suitable operator by 31<sup>st</sup> January 2016;
- f) legal undertaking from the recipient that it has sufficient working capital to cover the first two years of the trading deficits.
- g) Commence discussions on Heads of Terms with Jaynic Investments LLP with a target date for these to be agreed by 10<sup>th</sup> December 2015 for agreement.

### **GCGP Small Business Investment Fund Proposal**

Members approved the project subject to being issued with data on the success of the previous Grants for Growth programme and for projects between £10,000 and £20,000 initially to be taken to Investment committee for approval rather than delegate to Chair.

### **Co-Investment Cambridge Capital Group.**

Members requested further details on the projects Cambridge capital group have funded in the last 12 months before making a decision on this proposal.

### **Peterborough Future Business Centre**

Members approved the project subject to the recommendations in the report:

- a) legal undertaking from the recipient that it has sufficient working capital / has securities in place to cover the first two years of any trading deficits.
- b) Securing independent advice that the proposal complies with state aid regulations
- c) The funding agreement is signed by 31<sup>st</sup> December 2015.

### **Oakham Retail Units**

Members approved the project subject to the recommendations in the report:

Members delegate approval of a GPF Loan of £400,000, equivalent to 51% of the retail project costs (to Larkfleet Homes subject to the CEO being satisfied that:

- i) the award would not be contrary to State Aid considerations,
- ii) a Bond, Guarantee or Land Charge is secured against the assets of Larkfleet Homes which provides satisfactory security against the loan
- iii) the loan is offered at interest rate that reflects the risk of securing the funding repayment, state aid consideration and is at least a minimum of 5% with full repayment by February 2017.

### **Cosmos- Cambridge Science Centre**

Members approved the project subject to the recommendations in the report.

GCGP LEP offer a fund of £275,000 (33%) as a grant to Cambridge Science Centre based on a project with a total cost of £825,000. A 6 month period be given for the remaining funding to be secured.

## ITEM 8: GOVERNANCE REVIEW

### AMENDMENTS TO THE COMPANY'S ARTICLES OF ASSOCIATION

#### DECISION REQUIRED

1. Following the Board meeting held on 27<sup>th</sup> October 2015 the Company Secretary and Chief Executive were asked to submit proposals to the Board on governance issues which would include a revision of the Company's Articles of Association and in particular to reflect quorum and alternate director issues which would assist the company's decision making processes.

Directors are therefore asked to consider the following amendments and if agreed authorise the Company Secretary to prepare the necessary documents for filing at Companies House.

2. **Article 8.1 Number of Directors**

This article currently states that 'unless and until otherwise agreed by the Directors the number of Directors shall be at least 15 and a maximum of 17'.

The proposed replacement Article is as follows:

'The Board of Directors shall consist of a minimum number of 16 Directors of which five will be Public Sector Directors, three Education Sector Directors, of which two will be University nominees and one nominee from Further Education in the LEP area, one Third Sector Director and seven Private Sector Directors'.

3. **Article 10.11**

New clause to be added:

'Directors are able to nominate an Alternate Director to attend and vote on their behalf at Board meetings provided such nominations are advised to the Company at least 7 days prior to any Board meeting'.

4. **Article 13.2**

This article currently provides for the quorum at a Board meeting to be eight Directors. It is proposed to amend this number to six Directors or Alternates.

## ITEM 9: MINUTES OF PREVIOUS MEETING

### MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF GREATER CAMBRIDGE AND GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP HELD IN ALCONBURY

ON WEDNESDAY 27<sup>TH</sup> OCTOBER 2015

Present: Mark Reeve (Chairman)  
John Bridge  
Cllr Steve Count  
Claire Higgins  
Cllr John Holdich  
David Gill  
Cllr Terry King  
Mark Read  
Prof Ian White

In attendance: Neil Darwin – Chief Executive  
Lewis Herbert – observer for Cambridge City Council  
Steve Bowyer – Board Advisor  
Adrian Cannard – Director of Strategy  
Mark Cooper - GCGP  
Pete Northover – BIS  
Bob Menzies – observer  
Michael Tolond – Company Secretary  
Laura Welham-Halstead – Head of Communications and Connectivity

Mark Reeve welcomed Cllr John Holdich to his first Board meeting as a Director. The interest of David Gill in Minute 2015/97 was noted.

| MINUTE NO. |  | ACTION |
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| 2015/90    | <p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Cllr Jason Ablewhite, Trevor Ellis, Prof Michael Thorne and Cllr James Waters.</p>  |        |
| 2015/91    | <p>CHIEF EXECUTIVE UPDATE</p> <p>Neil Darwin thanked all who participated in the recent National Audit Office review and confirmed that the initial feedback in terms of governance and activities was positive with written details being made available in December.</p> <p>Neil Darwin reported that the Board would be asked to consider South Kesteven's participation in the LEP at a future Board meeting following misunderstandings on the part of Lincolnshire County Council. .</p> <p>It was agreed that the London Stansted Cambridge Consortium would be advised in relation to the Area based reviews that GCGPLEP would not be participating with them</p> |        |

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|         | <p>on any activity. GCGP would be sharing activity and best practice with other LEPs as appropriate on the Area Based reviews.</p> <p>Urban and Civic had advised that a local Chatteris based firm would be taking space on the Alconbury Enterprise Zone. Another business would also be occupying a building on the Alconbury site shortly.</p> <p>Neil Darwin reported on an indemnity document issue with the LEPs accountable body which is in the process of being resolved. Further issues have been identified which will also be reviewed and reported to the Board.</p>  |    |
| 2015/92 | <p><b>CAMBRIDGESHIRE DEVOLUTION PROPOSALS</b></p> <p>Mark Reeve introduced the Cambridgeshire Devolution Proposals paper which had been drafted by Cambridgeshire County Council and submitted to the Cambridgeshire Leaders and Chief Officers Group on 21<sup>st</sup> October. The paper covered the areas of Housing, Planning, Development and Infrastructure; Skills, Health and Social Care and Community Safety</p> <p>It was agreed that the LEP would need to adopt a firm position on its approach to devolution. Cllr Steve Count stated that while the LEP would need to adopt a strong position, a consensus approach would be required from all participants in the devolution process.</p> <p>Cllr Holdich expressed his dissatisfaction with the overall process for devolution and the proposal for a single combined authority, while accepting that the skills agenda was acceptable.</p> <p>It was agreed that significant activity would be required around the devolution proposals and that the LEP would need to establish itself as the business community lead on skills development in the LEP area.</p> <p>Neil Darwin emphasised the need to restate infrastructure investment required from Government on the A14 and the Ely bypass as key elements of the devolution agenda. Cllr Terry King emphasised the need for delivery of housing provision in the LEP area to support business growth.</p> <p>John Bridge stated that the business community considered that cutting costs and infrastructure within local authorities would be of significant benefit to businesses in the LEP area.</p> <p>Mark Reeve stated that devolution issues would be reviewed at each LEP Board meeting and the LEP would continue to participate in various meetings held locally on devolution issues.</p> | ND |
| 2015/93 | <p><b>SKILLS DEVELOPMENT</b></p> <p>Mark Cooper introduced the background to the Government Area Reviews of Further Education and Sixth Form Colleges, their objectives, the likely timetable and scope, and the creation of Local Steering Groups.</p> <p>The GCGP proposal was for the LEP to act in a proactive manner to secure an early Area Review with the aim of completion by April 2016. This would include working at national and local level with BIS and SFA and the National Steering Committee. A strong case would be developed for the LEP economic geography, with an evidence base to complement the standard offer and there would be local preparation work with</p>  |    |

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|         | <p>partners and stakeholders to ensure that GCGP business-led training objectives were met and that the equalities skills agenda was a fundamental part of the review. The LEP would also work with colleges in the area on curriculum issues and would explore the possibility of the IMET Centre at Alconbury being funded through the Growth Deal.</p> <p>It was agreed that issues affecting schools would be included in the LEP approach and activities relating to the Area Based Reviews.</p> <p>The Board endorsed the proactive approach to Area Based Reviews indicated in the Board paper.</p>  |           |
| 2015/94 | <p><b>CAREER READY PROGRAMME</b></p> <p>Mark Cooper presented the background to the Career Ready proposal which was for co-funding towards the cost of a GCGP Career Ready Regional Manager and associated project costs to deliver a Cambridge Pathfinder building on existing presence in 2015/16 and a GCGP-wide Career Ready STEM programme during 2016-19. The Regional Manager would spend 3 days a week on the Pathfinder and 2 days building the capacity for the GCGP wide programme starting September 2016.</p> <p>Claire Higgins expressed concern whether the proposal could cause confusion with existing provision within the LEP area and it was agreed that a number of issues relating to the structure and provision would need to be addressed before approval was given. These issues would be addressed and the proposal would be brought back to the Board for approval.</p>   | <b>MC</b> |
| 2015/95 | <p><b>GROWTH DEAL ROUND THREE PRINCIPLES</b></p> <p>Adrian Cannard introduced the report which set out the approach to prioritising projects and programmes for a potential 'Round 3' of the Local Growth Fund. The principles would guide the development of a bid package and aid the prioritisation process taking account the experience of Round 1 and Round 2 bids. The bid package would also be further shaped by the outcome of the Government Spending Review in November.</p> <p>The existing prioritised pipeline of projects that were not able to be funded in Round 1 and 2 would be examined to see if circumstances had changed or if additional information would be required. There would be a further challenge in identifying appropriate revenue streams to deliver projects.</p> <p>Prof Ian White suggested that further clarification was needed on the scale of the identified LEP Core Clusters in order to ensure successful bids to Government. The various proposals would be assessed in terms of the case for commercial viability, the affordability case and the case for successful delivery.</p> <p>The prioritisation report would be brought to the December Board meeting to reflect on the outcome of the Autumn statement and the Board accepted the key principles.</p> | <b>AC</b> |
| 2015/96 | <p><b>DELIVERING GOVERNMENT HOUSING PROVISIONS IN THE GCGP AREA</b></p> <p>Neil Darwin presented the background to the provision of support for Housing Delivery and the key issues currently affecting housing supply in the GCGP area, and the next steps for the work stream.</p> <p>Claire Higgins outlined the three key streams that had been identified at the June Board meeting as getting new homes built in the right place at the right time to support economic growth, providing housing that was affordable to people working in the</p>   |           |



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|          | <p>GCGP area and a forward looking construction industry with a skilled workforce. The recent significant step changes made at government level were noted and it was proposed that the LEP should take a lead locally on housing issues with other stakeholders in the LEP area, especially local authorities.</p> <p>Claire Higgins would continue as the LEP's housing lead and a round table session would be held in December to bring together a selection of partners from the industry in both the private and public sector working across the LEP area.</p> <p>A further update would be provided at the January meeting following the round table session.</p>   | ND/CH |
| 2015/97  | <p><b>VENTUREFEST EAST</b></p> <p>Laura Welham-Halstead introduced the background to the VentureFest East and the work by GCGP with the Knowledge Transfer Network and Innovate UK to secure £40,000 of funding to help kickstart an event in May 2016.</p> <p>This would be held at Newmarket Racecourse and would be jointly organised with the LEP, St John's innovation Centre and New Anglia LEP with the expectation of between 300 and 400 delegates with a number of prominent speakers already secured.</p> <p>It was agreed that £10,000 from ...</p> <p>Directors requested that the outcomes of previous VentureFest events be made available from Innovate so that an assessment could be made of the success of previous events.</p> <p>Measurable outcomes of the 2016 event would be made available to the Board.</p> <p>The LEPs core budget would be committed to the event, in addition to the £10,000 provided by the Signpost 2 Growth budget.</p> | LH    |
| 2015/98  | <p><b>APPROVAL OF MINUTES</b></p> <p>The minutes of the meeting held were approved and the following matters arising were noted.</p> <p>The paper on rural broadband would be submitted to the January Board meeting.</p> <p>The Breeze report would be circulated to Directors and the LEP would continue to seek full voting rights on the City Deal Executive Board.</p> <p>Work was ongoing on the request for funding for the Cambridge Biomedical Company Project and a further update would be provided at the December meeting.</p> <p>Proposals relating to the Ely bypass would be reviewed at the December Board meeting and agreement for the release of any funds would be made by the LEP executive.</p> <p>A paper on governance issues including a revision of the Company's Articles to reflect quorum and alternate director issues would be submitted to the December meeting.</p>   | ND/MT |
| 2015/99  | <p><b>ANY OTHER BUSINESS</b></p> <p>There was none.</p>   |       |
| 2015/100 | <p><b>DATE OF NEXT MEETING</b></p> <p>The date of the next meeting was fixed for Tuesday 1<sup>st</sup> December 2015 at 3pm at Alconbury Weald.</p>  |       |