

BOARD AGENDA AND BOARD PAPERS

DATE AND TIME: 24th February, 15.00 - 17.15

VENUE: The Incubator, Alconbury Weald Enterprise Campus, Alconbury Airfield, Huntingdon, Cambs, PE28 4JT

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Welcome and Introductions	From Chairman, Mark Reeve	15.00 5 mins	
2. Interim Chief Executive Update	Verbal update by Neil Darwin	15.05 20 mins	Board & Corporate Members
3. Working towards a resilient economy	Presentation by Cameron Adams and Aidan Longergan from Environment Agency and Natural England	15.25 30 mins	Board & Corporate Members
4. Developing and refreshing GCGP Sub Groups	Paper Attached Presented by Neil Darwin	15.55 20 mins	Board & Corporate Members
5. Growth Deal Update	Paper Attached Presented by Adrian Cannard	16.15 20 mins	Board & Corporate Members
6. Building a manufacturing ecosystem	Paper Attached Peter Templeton – Institute for Manufacturing	16.35 20 mins	Board & Corporate Members
7. Appointment of GCGP Chief Executive	Paper Attached Resolution for appointment of the Chief Executive	16.55 10 mins	Board & Corporate Members
8. Minutes from Board Meeting held on 27 th January 2014		17.05 5 mins	
9. AOB		17.10 5 mins	

DATE OF NEXT FULL BOARD MEETING: 15:00 on 30th March 2015

Item 4: Developing and refreshing GCGP Sub Groups

Decision required

The Board is asked to endorse the approach to establishing new sub groups where they support core GCGP activity and where necessary approve the refocusing of existing sub groups. Specific decisions required include;

- Approval for the new sub group structure set out in Annex 1
- Identify and agree a lead Board member for the Skills Board

Background

LEPs around the country use sub groups to discharge their responsibilities, where they are well connected and have clear programmes of work that are shared and understood by the LEP Board and sub group members they add considerable value to the LEPs offer. Since formation of GCGP a number of sub groups have been established to support the overall LEP Board and its objectives. However, over time the sub groups have evolved in different ways and, in part due to the lack of connection with the LEP Board developed their own agendas, equally others are seeking leadership from the LEP Board while a third group are working satisfactorily.

Current GCGP Sub Groups

GCGP currently has a flat structure of sub groups reporting to it. The list of sub groups in operation include;

- Science Innovation Industry Council
- Banking Sub Group
- Skills Strategy Group
- Greater Cambridge Sub Group
- Voluntary Sector Group
- Enterprise Zone Sub Group
- Agri-Tech Board
- ESIF Committee

The current arrangement represents a time when the Board was seeking to develop its strategy and broadly focused on meeting responsibilities around delivering the Single Economic Plan and the Growth Deal. However, as the LEP has developed the current structure has become outdated, and indeed in need of a refresh. The refresh will align the sub groups with Board priorities.

The new approach

It is proposed that the new approach establishes a sub group structure that supports the Board core priorities around the following;

- Infrastructure
- Skills
- Access to funding

The sub groups will have clear linkage to each priority areas within the Single Economic Plan and in turn the Annual Business Plan (2015/6 Plan will be presented to the Board in March 2015).

Each sub group will be tasked with developing a programme of work in line with the Board priorities and asked to provide an update to the Board on a rolling, quarterly basis. Where possible the sub group will have a Board member leading, or as a minimum a member of the sub group. The Executive will also support the sub group, where appropriate providing Secretariat support.

The Executive will work with Board members or local sponsors (i.e. those outside of the Board that lead sub groups) to identify membership of each group, where this needs refinement.

Benefits of changing structure

Changing structure brings the following benefits to GCGP including;

- Closer links between existing sub groups and the Board
- Increasing visibility of the LEPs work
- Stronger understanding of priorities and investment
- Increased and enhanced business engagement
- Optimising LEP investment alongside local partners

The proposed new structure is set out in Annex A.

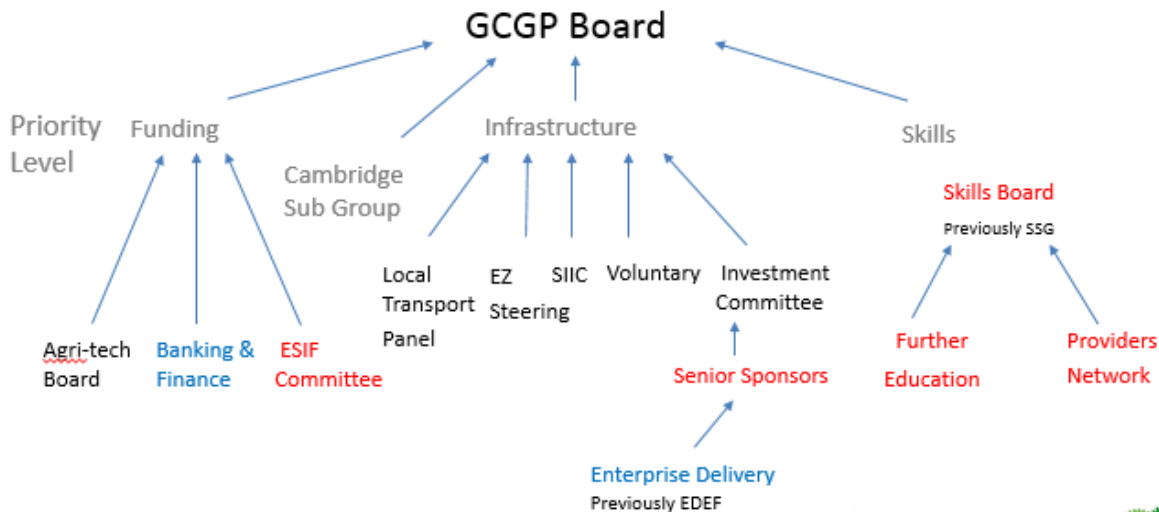
Next Steps

Subject to Board approval the sub groups will be notified of the LEP Boards intentions and asked to consider the development of Work Programmes. Where sub groups do not yet exist the Executive will seek to work with stakeholders to bring new groups together. Where there are gaps, such as the Skills Board, the Board is asked to identify a lead to drive the sub group forward. It is anticipated that the new structure will be in place by April 2015.

Annex A: Proposed GCGP Sub Group structure



ENTERPRISE PARTNERSHIP



Key
Blue = refreshed Sub Group
Red = new Sub Group



Annex B: sub group members

Science Innovation & Industry Council

- Prof Ian White – Jesus College
- Julian Huppert MP
- Robert Swann – Angel Investor
- David Gill – St John’s Innovation Centre
- Michael Evans – Green Tide
- Ian Sandison – MedTech Rep
- Ken Woodberry – Microsoft
- Cllr Steve Count – Cambridgeshire County Council
- Cllr Marco Cereste – Peterborough City Council
- Ian Anderson – Bepak
- Prof Mike Gregory – IfM
- Christopher Walkinshaw – Marshall
- Claire Ruskin – Cambridge Network
- Peter Williamson – Judge Business School
- Neil Darwin
- Graham Hughes – Cambridgeshire County Council

- Cllr Lewis Herbert – Cambridge City Council
- Sally Standley – EAHSN
- Peter Oakley – TWI
- Derek Jones – Babraham Research Institute

Banking Sub Group

- John Bridge – LEP/ Cambridgeshire Chamber of Commerce
- Mark Suthern – Barclays
- Gareth Bowen – HSBC
- Katy Ford – Foundation East
- Mark Coppen – NatWest
- Stuart Ager – FS Group
- Simon Moore – NAB
- Steve Branney – RBS
- Dickon Sandbach – Stephens Moore
- Hugh Nicholls – Hegarty
- Steve Elsom – Lloyds
- TBC – Handelsbanken
- Paul Shadbolt – Lloyds
- Stewart O’Dell - Barclays

Skills Strategy Group

- Neil Darwin
- Duncan Allan – Michell Instruments
- Rebecca Britton – Urban&Civic
- Sean Brown – Marshall Aerospace
- Peter Chisnall – Climate Energy
- Anne Constantine – Cambridge Regional College
- Mark Cooper
- Iain Crighton – Crightons
- Mark Davenport – Frimstone Ltd
- Nigel Donohue – WATA
- Gillian Doughty – RPC Containers
- David Foster – Foster Property Maintenance Ltd
- John Foster – Foster Property Developments Ltd
- Michael Gardner – SFE
- Lynsi Hayward-Smith – Cambridgeshire County Council
- Angela Joyce – Peterborough City Council
- Karen Kelly – SFA
- Michael Large – East of England Business Group
- Michael Mealing – FSB
- Guy Mills – Cambridgeshire County Council
- Nick Newman – CareersInfo
- Pete Northover – BIS Local
- Steve Pleasance – Quotient Bioresearch

- David Pomfret – College of West Anglia
- Gill Pragnell – Cambridgeshire Chambers of Commerce
- Susanne Stent – Huntingdonshire Regional College
- Andrew Thomson – ACER
- Prof Helen Valentine – ARU
- Martyn Wagner – West Suffolk College
- Caroline Lewis – Chartered Management Institute
- Clare Eager – Chartered Institute of Professional Development
- Mike Ashmead – Cellbond
- Stew O’Dell – Barclays
- Carl Smith – Rutland County College
- Andrew Bell – Mecc Alte
- Rebecca Rayner – Glebe Farm Foods
- Sue Addison – The Skills Service
- Nikos Savvas – West Suffolk College
- Brian Rye – UCATT
- Keir Morrison - UCATT

Greater Cambridge Sub Group

- Chris Parkhouse – Deyton Bell
- Sir Michael Marshall – Marshall Group
- Harriet Fear – One Nucleus
- Claire Ruskin – Cambridge Network
- Michael Mealing – FSB
- Andy Williams – AstraZeneca
- David Gill – St Johns Innovation Centre
- John Dix – Hewitsons
- Angela Rushforth – Ridgeons
- Lawrence Brett – Davis Langdons
- Cllr Lewis Herbert – Cambridge City Council
- Cllr Nick Wright – South Cambridgeshire District Council

Voluntary & Social Enterprise Group

The Voluntary & Social Enterprise Group is an open forum for members of the VSE community across the LEP area including The Prince’s Trust, Allia, CVS’s, CAB, local housing associations and many others.

Enterprise Zone Steering Group

- Mark Reeve
- Neil Darwin
- Adrian Cannard
- Tim Leathes – Urban&Civic
- Robin Butler – Urban&Civic
- Rebecca Britton – Urban&Civic

- Cllr Jason Ablewhite – Huntingdonshire District Council
- Jo Lancaster – Huntingdonshire District Council
- Nigel McCurdy – Huntingdonshire District Council
- Gareth Foulsham – DCLG
- Sue Bedlow – Huntingdonshire District Council
- Steve Clarke – UKTI
- Cllr Ian Bates – Cambridgeshire County Council
- Rachel Dickenson – BIS
- Pete Northover – BIS

Agri-Tech Board

- Mark Reeve
- John Shropshire – G's Group
- Prof Dale Sanders – John Innes Centre
- Cllr Ian Bates – Cambridgeshire County Council
- Cllr Colleen Walker – Norfolk County Council
- Dr Tina Barsby – NIAB
- Dr Mike Bushell – Syngenta
- Dr Belinda Clarke
- Julie West – New Anglia LEP representative

ESIF Committee

- Mark Reeve and Claire Higgins - LEP Board (Private Sector)
- Michael Barnes and Mark Cooper - LEP Executives
- Paul Phillipson, Ostap Paparega, Adrian Chapman and Guy Mills - Local Authorities
- David Gill – Chair, David Blair and Martin Clark- Private Sector
- Julie Farrow - Voluntary and civil society
- Aled Jones - Environment
- Julia Nix - Equalities

Item 5: Growth Deal Update February 2015

1. Purpose

1.1 To provide an update to members on the Growth Deal Round 1 (the outcome of the Growth Deal Extension was reported to last meeting).

2. Background

2.1 GCGP has agreed a Growth Deal Round 1 with Government worth up to £71.1m, with an initial year grant of £21.1m for a list of specified projects and one programme (Agri-tech scheme).

3. Current Position

3.1 Progress on projects is set out in Annex 1 at the end of this report. At its last meeting the Board agree how each type of project would be programme managed. This is being built into the assurance process.

3.2 Government has written to GCGP's Accountable Body to set out how the grant money will be passed down to GCGP control. The Department for Communities and Local Government will release a Local Growth Fund capital grant payment of £21.1m in a single instalment on 1st April 2015. Payment will be made to our Accountable Body under section 31 of the Local Government Act. Our assurance framework will set out how that grant is then deployed to projects.

3.3 As some projects cover more than the 15/16 financial year, Government has confirmed it is committed to funding those projects in future years (assuming they start in 15/16). It will not guarantee that GCGP will be awarded any of this 'tail funding' if projects do not start in 15/16. We are seeking clarification to ensure that, subject to a 15/16 start, the Ely Southern Bypass project will be included that the tail funding commitment.

3.4 The announcement of expanded Growth Deals on 29th January means that Government has yet to finalise the overall annual Growth Deal budget profiles for 16/17 onwards. We are in discussions with Government over our profile, but we are dependent on the national decision. We are exploring with promoters how schemes might be brought forward as soon as possible.

3.5 The letter to the Accountable Body sets out various requirements that the funding has to fulfil. These cover the use of the assurance framework, legal requirements, responsibilities under the Equalities Act 2010, and outcome monitoring. It confirms the position that GCGP can actively manage the spend profile and take local decisions on redeploying between projects.

3.6 Now that the funding route is confirmed, we can finalise the assurance framework. This will be reported to the March Board meeting.

Annex 1: Feb 15 update: Growth Deal Round 1

LGF Project Milestones	Action/Milestones	Target Completion Date	Person Responsible (GCGP)	Current Position (including risks/mitigation if necessary)
	1. The Welding Institute expansion to Alconbury Enterprise Zone	Mar 16	Adrian Cannard	TWI reconsidering commercial position in light of delay in EU funding and changed circumstances.
2. Technical and Vocational Centre on Alconbury Enterprise Zone	Mar 17	Adrian Cannard	Grant application submitted Dec 14. Being assessed by Skills Funding Agency Capital Team due end Feb 15.	
3. Bourges Boulevard	Mar 17	Adrian Cannard	GCGP's Local Transport Panel to consider project plan Mar 15	
4. Agritech Growth Initiative	Mar 16	Martin Lutman	Govt has agreed roll forward of existing Regional Growth Fund scheme but not to transfer funds into new Growth Deal arrangements. Scheme governance being worked up. Discussion with New Anglia LEP on governance of it's contribution to scheme.	
5. Cambridge Biomedical Campus Innovation Centre	Mar 16	Claire Flowers	Discussion with project sponsor undertaken to check any changes to project. Project plan to be assessed Mar 15.	
6. Haverhill Innovation Centre	Mar 16	Claire Flowers	Meeting arranged with project promoter and other funders Feb 15	
7. A605 Whittlesey Access Phase 1	Mar 17	Adrian Cannard	LTP to consider project plan Mar 15	
8. A47 Junction 20	Mar 17	Adrian Cannard	LTP to consider project plan Mar 15	
9. Wisbech Access Strategy	Mar 17	Adrian Cannard	Strategic Outline case for rail investment completed Jan 15. Strategy work for road and PT access underway.	
10. Peterborough Regional College Food Manufacturing and Processing Centre of Excellence	Mar 16	Adrian Cannard	Project promoter intends to submit Grant application Feb 15.	

Item 6: Developing a Greater Cambridge ‘Industrial Ecosystem’

Executive Summary

This paper seeks support from the Greater Cambridge and Greater Peterborough (GCGP) LEP Board for a proposal to develop an ‘industrial ecosystem’ focusing initially on the Greater Cambridge local region, with Alconbury Weald Enterprise Campus at its manufacturing centre and building on new knowledge generated in and around Cambridge. Subsequently, the industrial ecosystem could be expanded to other localities in the LEP region, such as Peterborough.

1. Vision

There is an opportunity to ‘join-up’ the people, knowledge and physical resources of the Greater Cambridge region to develop an Industrial Ecosystem which, by 2030:

1. Generates new knowledge in science, technology, management and policy
2. Applies new and current knowledge to generate product, service, process and business innovations
3. Applies product, service, process and business innovations to develop and grow both existing and new enterprises, leading to increased financial, strategic and social value
4. Identifies and supports the development of existing and potential national and regional industrial competences in which we have global market opportunities, excellent R&D and the basis of distinctive industrial capability
5. Generates new regional and national industrial competences and new industrial sectors, built on high quality research in science, technology, management and policy, that underpin the long-term strategic and sustainable development of the region’s economy

2. Approach

With strategic assets in place, such as Cambridge’s universities and private sector R&D capacity; innovative, multi-sector industrial capability in the region; the Alconbury Weald Enterprise Campus; the region’s Higher Education Institution (HEI) and Further Education (FE) education capacity, and funding for the Technical and Vocational Skills Centre, the key steps in realising the Greater Cambridge Industrial Ecosystem appear to be to:

1. Identify the existing and potential National (industrial) Competences, which exhibit large market opportunities, science and technology research and industrial capabilities, that should be the focus of the ecosystem
2. Develop an Industrial Innovation Pathway through which: opportunities can be identified; technologies developed; business concepts developed and validated; businesses scaled-up and turned into thriving mature businesses, enabled by appropriate facilities, infrastructure, support and finance
3. Educate, train and develop individuals through academic, vocational and lifelong learning to contribute effectively to the development and application of product, service, process and business innovations
4. Provide appropriate guidance and support to help existing and new enterprises to develop and apply product, service, process and business innovations
5. Provide access to appropriate finance on an equitable basis to support and enable growth

3. Current Status

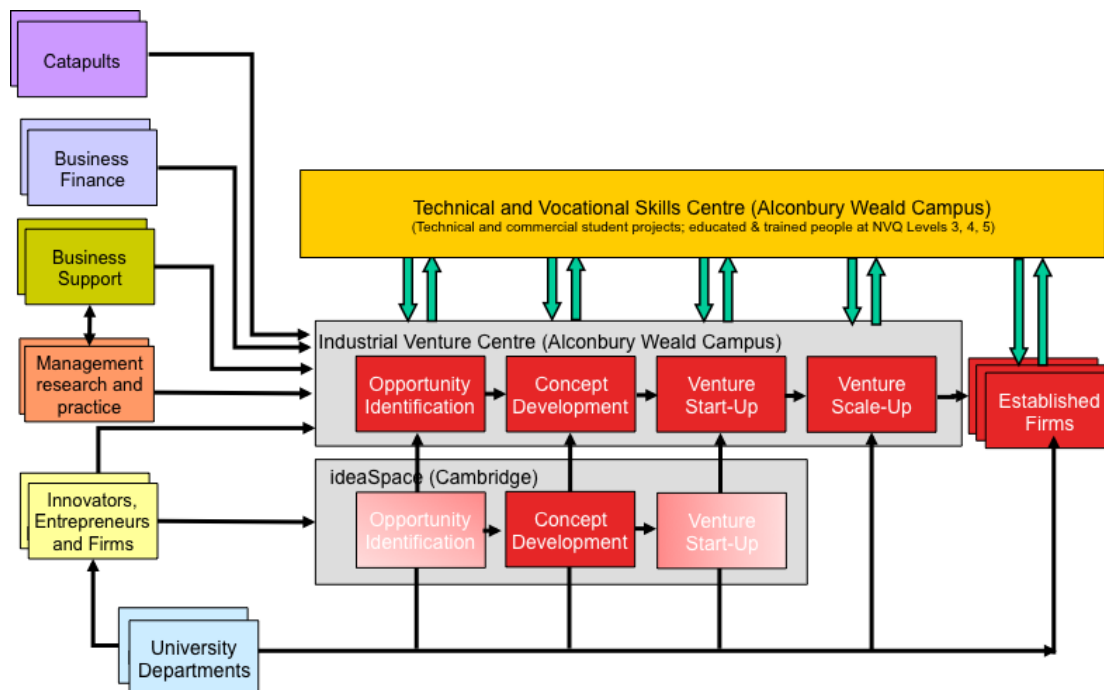
A project is being conducted to identify the existing and potential National (industrial) Competences and industrial sectors that should be the focus of Alconbury Enterprise Zone. This is due to report in late March 2015.

The proposal to develop a Greater Cambridge Industrial Ecosystem was presented to the GCGP LEP Science, Innovation and Industry Committee (SIIC) in December and reviewed further at a meeting of a sub-group of the SIIC in January, which recommended that it be submitted to the LEP Board.

The proposal has been discussed with a wide range of stakeholders, such as the Alconbury Weald Enterprise Zone Steering Group, Huntingdon Regional College, Huntingdonshire District Council and the University of Cambridge Department of Engineering (the largest Department in the University). Support for the proposal is clear.

4. Innovation Pathway

The following is a schematic representation of the suggested Innovation Pathway: from the identification of opportunities to established firms, and key linkages with the supporting ecosystem.



5. Factors Contributing to Successful Realisation of the Industrial Ecosystem

The 'joining up' of people, knowledge and physical resources to develop the Industrial Ecosystem proposed requires:

1. An overarching vision that stakeholders feel is compelling and to which they are willing to commit resources. This requires that the vision:
 - a. Develop better economic, strategic and social outcomes for stakeholders across the ecosystem as a whole, and
 - b. Enable individual stakeholder groups to realise greater financial, strategic and/or social value than they could otherwise achieve

2. Projects to develop and build capabilities for each element of the ecosystem. These include, for example:
 - a. *Technical and Vocational Skills Centre*, based at Alconbury Weald
 - i. A portfolio of courses to address target business and learner needs
 - ii. Capabilities and capacity to deliver the portfolio of courses
 - iii. Capabilities to provide technical (e.g. prototyping, production engineering) and commercial (e.g. market research) student projects that provide a clear educational benefit, and help firms in the ecosystem
 - b. *Industrial Venture Centre*, based at Alconbury Weald
 - i. Physical space and facilities to support growth of ventures, incl: New venture start-up; New venture scale-up; Prototype development; and Production scale-up
 - ii. Interaction with students and staff at Technical and Vocational Skills Centre to support education and training of students via technical and commercial projects
 - c. *Alconbury Enterprise Zone* itself, in particular:
 - i. A compelling value proposition for firms and agents
 - ii. Business community facilities
 - iii. Infrastructure
 - iv. Housing
3. Access to expertise and resources to support development and growth. E.g.
 - a. Support:
 - i. Business support to help firms: Define a clear and achievable 'chosen future'; build capabilities; execute their business model and grow; and improve their capabilities, leading to stronger execution and growth
 - ii. Technical support to help firms: Develop prototypes and products; and develop and scale-up production technologies
 - b. Visibility of, and access to, relevant technologies:
 - i. Universities (Technology Readiness Levels 1-3)
 - ii. Catapults (Technology Readiness Levels 4-7)
 - iii. Private sector R&D, Open Innovation, etc.
 - c. Access to appropriate finance, e.g.
 - i. Angel investment
 - ii. Grants, public funding
 - iii. Venture capital
 - iv. Growth capital

6. Feedback and Support Sought from the GCGP LEP Board

6.1 Feedback and suggestions for improvement are sought regarding the merits of the proposed Industrial Ecosystem in general and, in particular: (a) the vision and approach; (b) whether all key partners have been identified; and (c) whether all the factors contributing to successful realisation of the Industrial Ecosystem have been identified.

6.2 Support is sought from the LEP Board for the proposal to develop an Industrial Ecosystem. This support would help facilitate the formation of a small Steering Group that would:

- (a) Reflect the interests of the primary stakeholders

- (b) Develop and communicate the vision for Industrial Ecosystem
- (c) Provide 'light-touch' coordination of the development projects and access to expertise / resources, such that they achieve both their individual objectives, and enable the realisation of the vision.

GOVERNANCE

The Board is asked to formally approve the following resolutions

- 1) That Mr Neil Darwin be appointed Chief Executive Officer (CEO) of the Company with immediate effect and that the Chairman complete the formalities relating to the CEO's contract of employment.
- 2) That Rawlinsons, Chartered Accountants Peterborough, be appointed Auditors to the Company to replace Ensors, Chartered Accountants Cambridge, for financial year 2015-16 and that the Chairman and CEO agree the remuneration and terms and conditions of engagement with Rawlinsons.

MINUTES OF THE GCGPLEP BOARD MEETING HELD AT

ALCONBURY WEALD ENTERPRISE CAMPUS

ON TUESDAY 27TH JANUARY 2015

Present: Mark Reeve (Chairman)
Cllr Jason Ablewhite
John Bridge
Cllr Marco Cereste
Cllr Steve Count
Trevor Ellis
David Gill
Claire Higgins
Mark Read
Prof Mike Thorne
Cllr James Waters
Prof Ian White

In attendance: Steve Bowyer – Board Advisor
Neil Darwin – Interim Chief Executive
Laura Welham-Halstead – Head of Communications and Connectivity
Tim Leathes – Development Director Urban&Civic
Graham Hughes – Board Advisor
Peter Northover – BIS Observer
Michael Tolond – Company Secretary

MINUTE NO.		ACTION
2015/1	APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr Lewis Herbert and Cllr Terry King.	
2015/2	INTERIM CHIEF EXECUTIVE UPDATE Neil Darwin presented an update on activities since the previous Board meeting and confirmed good progress with the development of key relationships with both the private and public sector across the geographic area. Growth Deal spend out to 2020/21 had been profiled and an increased quantum of funds was expected although only a small number of priority projects would be funded. Consequently the LEP would need to use ESIF and Growing Places funds carefully in future.	

	<p>Work within the ESIF programme was progressing well and a number of potential schemes had been lined up for an early start once the start date for delivery was confirmed which was now expected to be in March.</p> <p>Following the Pentagon's decision to close the Alconbury, Mildenhall and Molesworth bases by 2021, the LEP alongside New Anglia LEP had been asked to join a working group with other stakeholders to consider the implications of the closure. This had been convened for February.</p> <p>The LEP Executive had spent significant time on inward investment activities and the LEP was now seen as a top 5 LEP on a number of sectors nationally on the UKTI's website.</p> <p>A paper on Finances would be submitted to the February Board which would consolidate the previously fragmented approach to financial matters and indicate the work now being undertaken for the LEP by Rawlinsons.</p>	
2015/3	<p>ALCONBURY WEALD ENTERPRISE ZONE UPDATE</p> <p>Tim Leathes, Development Director Urban and Civic, presented an update on the Alconbury Weald Enterprise Zone. During 2015 an Amenity building, a Gymnasium and a large meeting room for up to 80 people would be constructed. Buildings for the Welding Institute and a Vocational Training Centre would be started during 2016. Three manufacturing buildings with offices would be submitted for planning approval during 2015 and a number of enquiries had been received for other significant commercial and industrial buildings. Activities continued on the proposed railway station to be sited on the Alconbury site. The first phase of demolition had started with a school expected to be open in 2016 and housing to be available from later in 2015 for occupation 2016. Negotiations were underway with a landowner to secure land for building a southern access road although this was now behind schedule. Overall there were now adequate utilities and services for the next two years of development.</p> <p>It was agreed that information discussed between Urban and Civic, and the Interim Chief Executive would be shared with the LEP Board subject to any confidentiality requirements. Board members would be able to discuss any development issues directly with Urban & Civic. Directors were asked to forward any specific issues regarding failure to progress developments on the Enterprise Zone from third parties directly to the Interim Chief Executive for discussion with Urban & Civic.</p>	
2015/4	<p>GROWTH DEAL UPDATE</p> <p>Neil Darwin presented the Growth Deal Update and the arrangements for delivering the Deal. Prior to April 2015 GCGP's accountable body would receive a block grant covering the whole year 1 funding allocation and GCGP would then be responsible for managing the overall programme spend. The Board already had a scheme of delegation and an Investment Committee which provided the decision making process on the existing Growing Places Fund.</p> <p>It was agreed that the Growth Deal Round One would be managed through the following processes:</p>	

	<ul style="list-style-type: none"> a) Capital transport projects through the Local Transport Panel b) Capital economic development and skills projects through the Investment Committee c) Capital and revenue Agri-Tech initiative through the existing Agri-Tech Board (subject to financial commitment from New Anglia LEP) d) Revenue growth hub through existing scheme of delegation. <p>Neil Darwin stated that there would be a separate proposal relating to the Enterprise Zone being the base for TWI.</p> <p>Neil Darwin reported that the LEP would secure £38million for the pipeline of projects indicated at the last meeting which would include Growth Deal Round Two projects but mainly for expenditure in 2018/19.</p>	
2015/5	<p>GROWING PLACES FUND UPDATE</p> <p>Neil Darwin presented an update on the current financial position of the Growing Places Fund project and the status of capital projects. For Round 1 the LEP was awarded £16,118,213 in 2012 and projects were identified and loan and grants were awarded. A total of £3,715,985 were available with an account balance of £6,872,826. A total of £5,416,384 had been repaid to date in line with the relevant funding agreements. Cambridgeshire County Council had made a request to extend the loan repayment on the Ely Crossing and Huntingdon Link Road for a further 12 months.</p> <p>The details of loans to be repaid from 2015 onwards and the update on un-started projects was noted.</p> <p>In respect of future projects a further paper would be submitted to the Board later in 2015 and the schedule of projects in pipeline covering both the Growth Deal Round 1 and the Growing Places Fund and projects no longer proceeding were noted.</p> <p>The Investment Committee would continue to monitor the financial position of the Fund and the status of the projects both existing and future.</p>	
2015/6	<p>SKILLS PROGRAMME DEVELOPMENT</p> <p>Neil Darwin presented an update on the Skills Programme development covering the programme background, National Apprenticeships Week, a proposal for creating a careers website a widening of the delivery of the Skills Service brand. The Executive would continue to build a stronger relationship with the Skills Funding Agency to establish a challenge of '1000 apprenticeships in 365'. Directors would be encouraged to participate in this programme.</p> <p>It was agreed to support the National Apprenticeship Week approach on 9 March, to spend up to £20,000 from the existing Skills budget to support the development of a careers website which would operate across the LEP area and to spend up to £50,000 from the Growing Places Fund to support the broadening of the existing Skills Service to the wider GCGP area.</p> <p>Steve Bowyer confirmed that Opportunity Peterborough would offer financial support for the development of a portal and app linked to the careers website to make it more accessible.</p>	
2015/7	GCGP SECTOR FOCUS	

	<p>Neil Darwin presented the details of proposals to take forward a sector approach to support economic growth across four sectors: aerospace and defence, food and drink, cleantech and digital/ creative. The strengths of each sector in the LEP area were noted together with the proposals for developing targeted programmes. These sectors would benefit from LEP support and focussed programmes would be developed with stakeholders to add value to individual companies and the wider GCGP economy. The Aerospace and Defence sector would be scoped to assess the connection between academic activity and commercial partnerships. The Food and Drink sector development would be progressed through discussions with New Anglia and Lincolnshire LEPS. Both the Cleantech and Creative sectors were sectors where business in the LEP area already had significant strengths which could be further developed.</p> <p>The Board supported the approach to building sector collaboration across the GCGP area and it was agreed that as the programme was developed further work and progress would be reported to the Board.</p>	
2015/8	<p>GCGP ACCOUNTS 2013/14 – CORE FUNDING PROPOSAL 2015/16</p> <p>Neil Darwin presented the LEP 2015/16 application for Core Funding for which £250,000 was being sought. The details of local match funding and the financial contributions of the 13 local authorities was noted. Both the Board and the Local Authority Leaders Committee had approved the local authority contributions. The LEP's outline operating budget for 2015/16 to support the Board covering staff resources, office costs and other operating costs was presented.</p> <p>It was confirmed that the LEP was looking at steps to become sustainable by exploring routes to take equity shares in funded projects and also to ascertain whether a greater degree of shared costs could be established in partnership with local authorities.</p> <p>A full business plan including the Core Funding Proposal would be submitted to the March meeting and the Board approved the BIS Core Funding Proposal for 2015/16.</p> <p>The 2013/14 Accounts for the LEP company had been circulated to Directors and they had already been filed at Companies House in December 2014. The Report and Accounts were approved by the Board.</p>	
2015/9	<p>MINUTES AND ACTIONS FROM PREVIOUS BOARD MEETING</p> <p>The minutes of the Board Meeting held on 3rd December 2014 were approved. There were no matters arising.</p>	
2015/10	<p>ANY OTHER BUSINESS</p> <ol style="list-style-type: none"> 1. <u>City Deal Board / Local Transport Board</u> Mark Reeve reported that John Bridge had been nominated to represent the LEP on both boards. 2. <u>LEP meetings location</u> 	

	An earlier proposal to hold meetings across the LEP area was discussed and it was agreed that subject to appropriate advance notice in the LEP area meetings would be held at different locations.	
2015/10	DATE OF NEXT MEETING The date of the next meeting was fixed for Tuesday 24 th February 2015 at 3pm at Alconbury Weald.	