

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF GREATER CAMBRIDGE  
GREATER PETERBOROUGH ENTERPRISE PARTNERSHIP HELD AT ALCONBURY WEALD  
ENTERPRISE CAMPUS ON TUESDAY 19<sup>TH</sup> SEPTEMBER 2017**

Present: Mark Reeve (Chair)  
John Bridge  
Cllr Steve Count  
Terry Elphick  
Cllr Oliver Hemsley  
Claire Higgins  
Cllr Robin Howe  
Prof Andy Neely  
Mark Read  
Cllr James Waters

In attendance: Karl Gardiner (GCGP)  
Paul Sayles (GCGP)  
Laura Welham-Halstead (GCGP)  
Steven Wilson (GCGP) for Minute No 2017/67  
Michael Tolond (Company Secretary)  
Chris Malyon (Cambs County Council)  
Graham Hughes (Cambs County Council)

MINUTE NO.		ACTION
2017/62	<p><b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Board Members Peter Abel, Trevor Ellis, Steve Elsom, David Gill, Cllr John Holdich and Prof Iain Martin, Board Observer Cllr Lewis Herbert and LEP Compliance Manager Darren Edey.</p>	
2017/63	<p><b>DECLARATIONS OF INTEREST</b> Terry Elphick declared an interest in respect of item 8 (Growth Deal Progress Briefing) and Mark Read declared an interest in respect of item 7 (Skills Strategy).  Terry Elphick asked for the list of Skanska projects being undertaken in the GCGP area to be attached to the minutes. The Board welcomed this offer.  Laura Welham-Halstead declared an interest in Item 4c.</p>	<b>TE/ LWH</b>
2017/64	<p><b>CHAIRMAN'S BRIEFING</b> Mark Reeve reported that he and Laura Welham-Halstead had met with the National Audit office on 24<sup>th</sup> August to discuss the NAO's emerging findings (none of which at that time were of concern as a number of improvements had already been actioned). It was identified that the focus of the NAO findings was</p>	

on National policy, following which LWH provided further documentation confirming LEP actions and compliance. However, as yet, no report had been issued by the NAO in respect of governance and other accountable body matters. The report was expected to be published in October. The LEP would be given an advance copy for sharing with Board members.

Discussions had continued with DCLG on funding issues in order to release funds to the LEP. The accountable body had confirmed to DCLG that the LEP was compliant with the National Assurance Framework on the 25<sup>th</sup> July. However, funds had not yet been released from Government (with no explanation as to why this had happened).

[REDACTED]

Further discussions had taken place with DCLG and as a result the LEP Minister had requested details of the LEP's expected expenditure and further discussions were scheduled for 21<sup>st</sup> September onwards.

[REDACTED]

[REDACTED]

Cllr Count stated his concern that the Board had not been informed since the July Board Meeting that core funding had still not been released by DCLG, a payment that has been outstanding since April. It was agreed that the Board would receive the full submission that would be sent to DCLG including the LEP's current cash flow position.

Mark Reeve confirmed that the Nominations and Remunerations Committees recommendations, included in the agenda, would provide clarity to DCLG that the roles of Chairman and Chief Executive would remain split once recruitment had been completed. Confirmation would be required from DCLG that funding would be released pending committing financially to the recruitment process

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	<p>to appointment of a Chief Executive, which was likely to be in early 2018.</p> <p>Mark Reeve reported that Venturefest East would take place on Thursday 21<sup>st</sup> September with indications that it would be highly successful (with over 500 delegates registered and a range of high profile speakers confirmed including Business Minister Lord Prior, Rene Van De Merwe from MedImmune and Dr Ian Campbell from Innovate UK).</p>	
2017/65	<p><b>GOVERNANCE DECISIONS</b></p> <p>a) The Board noted the two written resolutions made by Directors as follows:</p> <p><u>18<sup>th</sup> August 2017</u> – a resolution to more clearly articulate the next steps relating to the role of the Executive Chairman – approved by ten Board members voting in favour, one against and the Chairman Mark Reeve abstaining and declaring an interest.</p> <p><u>9<sup>th</sup> September 2017</u> – a resolution to award the Local Energy East ‘Mapping, Analysis and Modelling’ contract to Cornwall Insight following a competitive tender bid process, approved by 15 Board members with one non-response.</p> <p>b) <u>Substitutes for Greater Cambridge Partnership and Combined Authority Boards</u></p> <p>Mark Reeve reported that as Chairman of the LEP he was the nominated attendee for both the Greater Cambridge Partnership and Combined Authority Boards. A substitute/alternate member of the LEP Board was required for both Boards to ensure LEP representation in the event of diary clashes. Given the existing representation of Local Authority Leaders and Councillors on these Boards it was agreed that the LEP Board representative should be a non-public sector Board member.</p> <p>It was agreed that in the absence of any nominees the Vice-Chairman would be asked to act as substitute to attend the Board meetings.</p> <p>[At this stage Laura Welham-Halstead left the meeting]</p> <p>c) <u>Remuneration &amp; Nominations Committee</u></p> <p>Cllr Count proposed that any commitment to the recommendations made by the Nominations and Remuneration Committee would be dependent upon the release by DCLG of core funding. This was agreed unanimously by the Board.</p> <p>John Bridge reported that the first Committee meeting had taken place on 23<sup>rd</sup> August and had recommended the following for approval by the Board:</p> <p>1) Director Communications &amp; Connectivity – Laura Welham-Halstead to be promoted to this position at an agreed annual salary with all</p>	

	<p>other terms and conditions to remain the same. The appointment was approved by the Board unanimously. A full organisation chart would be circulated to Directors.</p> <p>[At this point Laura Welham-Halstead re-joined the meeting]</p> <p>2) Chief Executive Recruitment – to appoint Gatenby Sanderson as the lead recruitment agency for the new GCGP Chief Executive position [REDACTED]. This recommendation was approved by the Board unanimously.</p> <p>3) Chief Executive Job Role &amp; Specification – the Chief Executive position to be advertised at a salary range of £110,000 - £120,000. This recommendation was approved by the Board unanimously.</p> <p>[At this point Mark Reeve and LEP Executive staff left the meeting and John Bridge assumed the position of Chairman]</p> <p>4) Executive Chairman – The Board discussed the recommendation from the Nominations and Remuneration Committee that Mark Reeve be appointed Interim Executive Chairman for a fixed period of time which would be terminated once the new Chief Executive was appointed (probably by January/February 2018). In response to Cllr Count, John Bridge confirmed that the Committee had proposed that Mark Reeve’s remuneration would continue at its present rate with the number of days worked to increase during the interim period. It was agreed that the appointment would not be made until further advice and guidance was received from DCLG and the LEP’s lawyers.</p> <p>It was confirmed that at present Mark Reeve’s role was that of Chairman until a further decision was made.</p> <p>5) Appointment of a Vice Chairman – in accordance with the LEP’s Articles of Association (Article 10.1) the Directors are responsible for the appointment of a Vice-Chair who may be selected from the existing Non-Public Sector Directors.</p> <p>Mark Reeve proposed that all Non-Public Sector Board members should consider the role and nominate themselves or another Board member for the post. Nominations would be sent to the LEP’s Compliance Manager Darren Edey and the decision would be confirmed at the next Board meeting on 7<sup>th</sup> November.</p>	<p>LWH</p> <p>LWH</p> <p>All/ DE</p>
2017/66	<p>LEP INVESTMENT PROSPECTUS</p> <p>Mark Reeve reported that the LEP Investment Prospectus (which included the benefits of an Investment Prospectus, the proposed contents of the</p>	<p>KG</p>

	<p>Prospectus, the policy and regulatory framework shaping the prospectus, the application and assessment process for organisations and businesses seeking LEP funding and the timetable for implementing and finalising the Prospectus) had been further developed by the Executive following initial feedback from the Board.</p> <p>The full document would be shared electronically with Board members for comment and acceptance prior to the November meeting.</p>	
2017/67	<p><b>SCIENCE AND INNOVATION AUDIT &amp; INDUSTRIAL STRATEGY BRIEFING</b></p> <p>Steven Wilson, Head of Innovation, updated the Board on the region's recent Science &amp; Innovation Audit. This included a brief policy background on Science &amp; Innovation Audits, the East of England SIA Consortium, Structure and Governance, key outcomes and the next steps up to 2019.</p> <p>Details were also provided as to The Industrial Strategy Challenge Fund announced by Government in 2016. It was stated that this would involve significant participation by LEPs.</p> <p>A new National LEP Innovation Group had been proposed led by GCGP LEP.</p>	
2017/68	<p><b>SKILLS STRATEGY BRIEFING</b></p> <p>The Skills Strategy update had been approved by the Board at its July meeting. The Skills Strategy for 2017-2020 provided details on the approach, key objectives and outcomes including an outline budget and anticipated staffing structure and the proposed Skills Data Strategy.</p> <p>The Strategy would be shared with key stakeholders for refinement, support and potential co-investment and the procurement strategy would need to be considered for the continuation of a local skills team across the GCGP area for three years starting in 2018.</p> <p>The level of investment had yet to be agreed and comments would be sought from members after electronic circulation with full agreement sought for discussion and agreement at the November meeting.</p>	<b>PS</b>
2017/69	<p><b>GROWTH DEAL PROGRESS REPORT</b></p> <p>The Growth Deal progress report covered the Bourges Boulevard Phase 2 project railway footbridge repair and refurbishment, the iMET centre construction, the Ely Area Capacity Enhancements and Network Rail contracts and tender processes.</p> <p>The Board noted the progress to date with the Growth Deal.</p> <p>The Risk Register highlighted current progress on schemes, major risks, the action to be taken to minimise the risks and details were noted by the Board.</p> <p>CH required the status of the Haverhill Innovation Centre, given the time that</p>	

	<p>had lapsed since the funding commitment was raised and the developer putting the project on hold. The Executive confirmed that as of that morning the developer had confirmed their intention to progress the project further and they would be working closely with them to progress consideration of the scheme as soon as possible.</p>	
2017/70	<p><b>APPROVAL OF MINUTES</b> The minutes of the meeting held on 18<sup>th</sup> July 2017 were approved.</p> <p>Cllr Count queried why the outstanding action noted in Minute 2017/60 to supply the board with the quarterly financial report had not been done. The board was informed it was planned that the first quarter reports would be on the agenda at the November meeting. Steve Count pointed out this was not acceptable particularly in light of the fact that the board had not been informed of the fact that DCLG was still withholding funding. After further discussion the executive agreed to circulate by email at the earliest opportunity the first quarters management accounts, with the second quarter financial report shared as soon as it was available, rather than held until a Board Meeting.</p>	<b>PS</b>
2017/71	<p><b>ANY OTHER BUSINESS</b></p> <p>1) <u>Cambridgeshire Combined Authority</u> Cllr Howe reported on the critically important inter-relationship between GCGP LEP and the Combined Authority and stressed that both organisations should work together collaboratively on a range of strategic issues.</p> <p>Cllr Howe proposed that the GCGP LEP and Combined Authority should be invited to participate in debate and discussions for the mutual benefit of both organisations (with Board members and Executives meeting from both organisations) and this was agreed. In particular, Cllr Howe identified the potential for the LEP to deliver economic growth services for the Combined Authority.</p> <p>John Bridge stated that the business community was concerned as to the lack of clarity between the roles of the Combined Authority and the LEP and the extent to which this has resulted in confusion in the business community.</p> <p>It was agreed that Board Members and the Executive would be invited to participate in future discussions with the Combined Authority where appropriate.</p>	<b>RH</b>
2017/72	<p><b>DATE OF NEXT MEETING</b> The date of the next meeting was fixed for Tuesday 7<sup>th</sup> November 2017 at 3pm</p>	

	at Alconbury Weald.	
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