

Minutes of the Marches LEP Ltd Board Meeting
21 May 2019 at 5.15pm at The Clive, Bromfield, Ludlow, SY8 2JR
(Company Number: 11822614)

Present:

Graham Wynn OBE	GW	Chair, Marches LEP Board
Paul Hinkins	PH	Telford Business Board Chair; Deputy Chair, Marches LEP
Frank Myers MBE	FM	Herefordshire Business Board Chair
Paul Bennett	PB	Shropshire Business Board Chair
Dr David Llewellyn	DL	Agri-Tech Food Champion; Vice-Chancellor, Harper Adams University
Paul Kalinauckas	PK	Access to Finance Champion, Chief Executive of BCRS Business Loans
James Staniforth	JS	Skills Board Chair; Principal and CEO of the Shrewsbury Colleges Group
Sonia Roberts	SR	Social Inclusion Champion; Charity Manager, Landau Limited
Andrew Manning-Cox	AMC	Hereford Enterprise Zone Chair
Cllr Peter Nutting	PN	Leader, Shropshire Council

In Attendance:

Gareth Wilson	GWilson	Area Lead Cities and Local Growth, Department for Business, Energy and Industrial Strategy
Mark Barrow	MB	Director of Place, Shropshire Council
Richard Ball	RB	Acting Director for Economy and Place, Herefordshire Council
Katherine Kynaston	KK	Inward Investment & Business Support Service Delivery Manager, Telford & Wrekin Council
Peter Collins	PC	Sharpe Pritchard
Gill Hamer	GH	Director, Marches LEP
Nick Alamanos	NA	Programme Manager, Marches LEP
Kathryn Jones	KJ	Partnership Manager, Marches LEP
Ennis Vingoe	EV	LEP Team Support Officer

ITEM		ACTION
1.	<p>Welcome & Declarations of Interest</p> <p>The Chair welcomed Prof. David Langley (DLangley), Deputy CEO and Chief of External Engagement NMiTE, Geoff Hughes (GHughes), Consultant with NMiTE and Peter Collins to the meeting.</p> <p>The Chair reminded all members to complete a declaration of interest form for the meeting if required.</p> <p>Declarations of Interest were made by:</p> <p>DL – as an employee of a higher education institution and partner to the Local Authority in the Ni park project.</p>	
2.	<p>Presentation: New Model in Technology & Engineering (NMiTE) Update</p> <p>DLangley and G Hughes provided an update on the NMiTE project. The main points covered were:</p> <ul style="list-style-type: none"> • NMiTE's Unique Selling Point is integrated engineering and producing 'work-ready' engineers through new pedagogies; • The curriculum was ready; • The 50-year lease on the former Blackfriars site had been signed; • Phase 1 was underway with a target for 'fit-out' of the Blackfriars site for teaching and learning by end September 2019; • Phase 2 – NMiTE would come back to LEP Board in Autumn 2019 to request consideration of potential drawdown of £5.7 million for spend by March 2021; 	

	<ul style="list-style-type: none"> • A number of other sites in Hereford Council ownership and Hereford Enterprise Zone would be assessed for potential investment in order to spend NMiTE funds by March 2021; • Assurance to LEP Board that the project would come to fruition; • Other partners as well as Warwick University were now being engaged as potential validation partners; <p>DLangley thanked NA for all his hard work in getting the funding agreement to this position. It was planned that it would be signed shortly. GHughes would forward NMiTE promotional material to put onto the Marches LEP website.</p> <p>RB commented that Herefordshire Council was fully supportive of the project and reiterated the commitment given by the Leader of the Council at previous meetings that the Council has made the commitment to use the Blackfriars site in future to underwrite the overall outcomes of the project. Investments in assets in Hereford such as the recent purchase by the Council of College Rd campus and new student accommodation at Station Approach further underlines the Council's commitment to supporting NMiTE and Higher Education in the city.</p>	GHughes
3.	<p>Apologies</p> <p>GW commented that Telford & Wrekin and Herefordshire Councils' political representatives were absent from the meeting as the Councils had yet to form cabinets following the recent elections. KK said that roles in Telford & Wrekin would be confirmed on 23 May 2019 and Cabinet would meet on 13 June 2019, where it would be endorsed that a member would become a director of Marches LEP Ltd. RB said that the full Council meeting in Herefordshire would take place on 24 May 2019, but it was unclear what the new administration would look like. GW suggested that he and GH meet with the new leadership team to explain the work of the LEP.</p> <p>GW reported that he and GH had met with the Vice-Chancellor of the University of Wolverhampton to discuss future higher education representation on the Board. It was agreed that GH would prepare a paper for the Board to consider regarding the level of representation from higher education and further education versus private sector representation on the LEP Board going forward. The paper would take account of the fact that 4 current Board members will have served 6 years or more by the end of 2020.</p>	GH GH
4a.	<p>Minutes of last meeting held on 19 March 2019 and Matters Arising</p> <p>Minutes of the last meeting of the Marches LEP Board</p> <p>JS suggested that in Item 3 of the minutes of the previous meeting, the written record didn't accurately reflect the discussion regarding the 'Good' ratings in the Annual Performance Review. This was agreed and the minutes would be amended accordingly. Other than this amendment, the minutes from the final Marches LEP Board meeting on 19 March 2019 were approved and signed by the Chair as a true and accurate record of the meeting.</p> <p>4b. Minutes of the first meeting of the Marches LEP Ltd Board</p> <p>Other than an amendment to remove a reference to "MBE" on page 2, the minutes from the first Marches LEP Ltd Board meeting on 19 March 2019 were approved and signed by the Chair as a true and accurate record of the meeting.</p> <p>Matters Arising</p> <p>Hereford Enterprise Zone Members Board - AMC would ask M Pearce to forward advance meeting dates to GH and information on the type of persons they were seeking to attend the meetings as new partner representatives from Shropshire and Telford & Wrekin.</p> <p>Event to launch the SEP and brief MPs on regional roads strategy at the House of Commons – 8 May 2019</p>	EV AMC

	<p>GW reported that the event had been a great success with 5 out of the 7 Marches MPs able to attend. Sir John Peace and the Rt Hon Chris Grayling MP, Secretary of State for Transport had also attended. PK commented on the really positive sense of cross-border partnership at the event and PH said that the resulting press coverage was extremely good. PB concurred and congratulated Be Bold on the extensive and very positive coverage. He commented that this had improved considerably the LEP's reputation amongst the business community in Shropshire.</p>	
<p>5a.</p>	<p>Governance</p> <p>Adoption of the Articles of Association</p> <p>PC went through the suggested amendments to the Articles with members. He commented that they were not material changes but more accurately reflected how the Articles of Association and the Accountability and Assurance Framework (AAF) would work together. He explained each amendment in detail. Members discussed Article 21 Retirement of Directors; Article 22 Disqualification and Removal of Directors and Article 23 Appointment and Removal of Alternates.</p> <p>The Articles of Association, subject to the amendments would be signed-off via Chair's Action and would be adopted via a Special Resolution as the Articles of Association of the Company in substitution for, and to the exclusion of, the existing Articles of Association.</p> <p>It was agreed that PC would send the updated Articles to GW. The document was required to be in place by 31 May 2019.</p> <p>Marches LEP Delivery Plan 2019/20</p> <p>Members discussed the Delivery Plan noting that it detailed the LEP Board and Secretariat's work plan for 2019/20 and included:</p> <ul style="list-style-type: none"> • the range of investment programmes the LEP needed to deliver and the volume of outputs it was planning to achieve as a consequence of that investment; • the strategy development work the LEP Board needed to oversee, in particular the production of the Local Industrial Strategy by Spring 2020; • an outline of the governance changes the LEP needed to undertake, including the appointment of a new LEP Chair, to ensure it met the requirements of the national LEP Assurance Framework. <p>It was noted that the Delivery Plan was a dynamic document and that it would be used to report on LEP delivery at the local authority scrutiny committees. The three Business Board Chairs said that they wished to share it with and get the views from their Business Board members in order to elicit their engagement with the work of the LEP.</p> <p>The Board agreed the Marches LEP Delivery Plan 2019/20.</p> <p>The final plan would be distributed to all Board members and loaded onto the LEP website as final.</p> <p>The Board agreed the Marches LEP Accountability and Assurance Framework.</p> <p>This would be loaded onto the LEP website as final.</p>	<p>GH/GW</p> <p>PC</p> <p>GH</p> <p>GH</p>
<p>5b.</p>	<p>LEP Board Recruitment</p> <p>GH referred to the agenda paper and went through the amendments made to the LEP Board Chair Job Description following consultation with the business community.</p> <p>The Board agreed the LEP Chair Job Description.</p> <p>The membership of the LEP Chair appointments panel was proposed as being: Paul Hinkins, Cllr Peter Nutting, Sonia Roberts, Andrew Manning-Cox, Frank Myers, Katherine Kynaston and Gareth Wilson.</p> <p>The Board agreed the membership of the LEP Chair appointments panel.</p>	

	<p>The Board also noted that the tender responses received for a recruitment consultant would be circulated, along with evaluation notes for the panel to review and to identify a preferred agency, potentially via telephone or face-to-face interview.</p> <p>Recruitment of two new Board members GW reported that 13 expressions of interest had been received and 6 female candidates had been interviewed. Two preferred candidates were identified following the interviews. GW suggested that some of the other candidates could be approached to potentially become co-opted members to support the sector sub-groups. The Board agreed that the recommended preferred candidates put forward by the recruiting panel should be offered the roles.</p>	GH
6.	<p>Presentation: Newport Innovation Park Update KK and DL provided an update on the Newport Innovation (Ni) Park project. The main points covered were:</p> <ul style="list-style-type: none"> • The project had received £6.3 million in Growth Deal funding as part of £200 million public sector funding over the past 3 years; it had attracted £250 million of private sector investment; • Collaboration was taking place with the higher education sector to attract major manufacturers; • Agri-Tech was experiencing global growth and it was important to collaborate internationally in research projects eg China, Zambia, Netherlands; • Hands-Free Hectare project promoted the Marches in 80 countries; • Bringing together agri-tech businesses in Ni.Park gave an opportunity to move innovation forward to a commercial scale; • Circa. 1000 jobs projected and Gross Value Added of £24 million. 	
7.	<p>Growth Deal Update NA went through the sections in the agenda paper and reported that the overall Growth Deal spend position for 2018/19 was a deficit of £1.47 million. This had been due to Growth Deal 3 contracting issues, and a lack of Growth Deal 1 & 2 projects to bring forward. However, this figure was within the tolerance agreed with Government in January 2019 and the LEP was now in a position to meet Growth Deal project profiles, ensuring that spend balanced overall during 2019/20. The Board thanked NA, the LEP Team and local authority partners for all the work they had done to get to this positive position. The Board noted the final Growth Deal outturn position for the 2018/19 financial year.</p> <p>NA explained the proposed reprofiling of contracts and outputs of Growth Deal 1 projects and outlined the current position relating to the delivery of Growth Deal Outputs. The Board approved the proposed re-profiling of Growth Deal 1 projects and noted the current position relating to the delivery of Growth Deal Outputs.</p> <p>The Board noted the current position in relation to the development of the NMITE Funding Agreement as discussed earlier in the meeting.</p> <p>NA reported that following discussions it had been established that the NMITE Project Officer, agreed at the January 2019 Board meeting, could not be funded from the project's capital grant. It was proposed that the post be funded through LEP core revenue funds. The Board approved the use of LEP revenue funds to pay for a NMITE Project Officer role.</p>	

	<p>NA referred the Board to the non-compliance policy which had been drafted for inclusion within the AAF. AMC suggested that an applicant should also be asked to explain the reason for the non-compliance.</p> <p>The Board approved the LEP's Non-Compliance Policy for inclusion within the AAF subject to the inclusion of the additional question above.</p>	NA
8.	<p>Business Board Chairs' Report</p> <p>FM introduced the report. A number of points raised in the report were discussed. The Chairs wished to improve the engagement of Business Board members and ensure that as a private sector led Board, the LEP maintained a focus on private sector inclusion. As noted earlier in the meeting, the LEP Secretariat would endeavour to circulate relevant papers and minutes of LEP sub groups eg Skills Board and Growth Hub meetings, to Business Board Chairs in order for them to be able to share relevant information. GH proposed that information on grants available for SMEs could be included via updates from Growth Hubs as a standing agenda item at the Business Board meetings. GW asked that the Business Board Chairs advise GH if there were any items in their report that they felt had yet to be addressed.</p>	BB Chairs
9.	<p>MIPIM 2019 Report</p> <p>The Board noted the report and thanked Matt Potts for producing it. JS asked if there was evidence of positive outcomes from attendance at MIPIM 2018. RB commented that interest from investors in the student accommodation in Hereford mentioned earlier in the NMiTE presentation, had been as a direct result of a meeting at MIPIM 2018. MB said that Shropshire Council had a monthly tracker meeting to review leads from MIPIM and to follow up.</p>	
10.	<p>LIS Development Update</p> <p>The Board noted the report.</p>	
11.	<p>LEP Programme Risk Register</p> <p>The Board noted the report. FM suggested that the delayed payments from Shropshire Council due to the difficulties being experienced following the introduction of the new ERP system should be included in the Risk Register. This was agreed.</p>	NA
12.	<p>Any other Business</p> <p>Agenda for Future Meetings</p> <p>GW drew members' attention to the agenda items for the following Board meeting at the bottom of each Board Meeting agenda.</p> <p>Business & Industry Event, Mansion House, London on 16 May 2019</p> <p>GW updated the meeting on the event hosted by the Lord Mayor of London and The Rt Hon Greg Clark MP, Secretary of State for Business. GW took 3 representatives from businesses in the Marches area to the event. He said the Secretary of State had expressed an interest in visiting the Marches in the near future.</p>	All
13.	<p>Close</p> <p>The meeting closed at 8.00pm.</p>	
	<p>Next Meeting of the Board of The Marches LEP Limited: 23 July 2019, The Clive Arms, Bromfield, Ludlow</p>	

