

**Minutes of the Marches LEP Ltd Board Meeting
26 May 2020 at 4.00pm
Meeting held using Zoom due to Government Guidance on Social Distancing
(Company Number: 11822614)**

Present:

Mandy Thorn MBE	MT	Chair, Marches LEP Board
Paul Hinkins	PH	Telford Business Board Chair; Deputy Chair, Marches LEP Board
Frank Myers MBE	FM	Herefordshire Business Board Chair
Paul Bennett	PB	Shropshire Business Board Chair
Andrew Manning Cox	AMC	Hereford Enterprise Zone Chair
Cllr David Hitchiner	DH	Leader, Herefordshire Council
Cllr Peter Nutting	PN	Leader, Shropshire Council
Cllr David Wright	DW	Cabinet Member for Economy, Housing, Transport and Infrastructure, Telford & Wrekin Council
Paul Kalinauckas	PK	Access to Finance Champion
James Staniforth	JS	Skills Advisory Panel Chair; Principal and CEO of the Shrewsbury Colleges Group
Sonia Roberts	SR	Social Inclusion Champion; Charity Manager, Landau Limited
Ruth Shepherd	RS	Director, Results Communications
Sara Williams	SW	Marketing Manager - Northern Europe, Protolabs
Dr Catherine Baxter	CB	Higher Education Champion; University Secretary, Harper Adams University (for part of the meeting)
Christine Snell	CS	Business Partner, AJ & CI Snell

In Attendance:

James Walton	JW	Section 151 Officer, Shropshire Council
Nick Webster	NW	Economic Development Manager, Herefordshire Council
Mark Barrow	MB	Director of Place, Shropshire Council
Katherine Kynaston	KK	Director Housing Economy & Infrastructure, Telford & Wrekin Council
Becky Miles	BM	Area Director, South West England and West Midlands, Cities & Local Growth Unit, Department for Business, Energy and Industrial Strategy
Ollie Hindle	OH	Assistant Director, West Midlands & South West, Cities & Local Growth Unit, Department for Business, Energy and Industrial Strategy
Shaun Carvill	SC	Clickingmad Ltd
Patrick White	PW	Metro Dynamics
Gill Hamer	GH	Chief Executive, Marches LEP
Kathryn Jones	KJ	Partnership Manager, Marches LEP
Nick Alamanos	NA	Programme Manager, Marches LEP
Ennis Vingoe	EV	Marches LEP Team Support Officer
Wayne Redge	WR	Marches LEP Office Administrator
Amy Bould	AB	Be Bold Media Ltd

ITEM		ACTION
1.	<p>1. Welcome, Apologies and Declarations of Interest MT welcomed everyone and thanked them for accessing the meeting electronically. She also welcomed Becky Miles, Area Director, Cities and Local Growth Unit; Patrick White from Metro Dynamics and Shaun Carvill from Clickingmad. Apologies were received from Cllr S Davies. Cllr D Wright attended the meeting on behalf of Cllr S Davies.</p>	

	<p>2. Declarations of Interest The Chair reminded members to complete the form for Declarations of Interest and forward to EV if required.</p>	
<p>2.</p>	<p>Re-election of Board Members</p> <p>a. Re-election of Paul Hinkins The Board discussed that in accordance with the Articles of Association section 21.3.2, PH's term of office on the LEP Board (as Chair of the Telford Business Board) could be extended. The Board agreed that PH's term of office would be extended for a year, as his term as the Business Board Chair would be due for re-election at that time. The Board agreed the re-election of Paul Hinkins for a further 1-year term of office (13 agreed, 1 abstention)</p> <p>b. Re-election of Paul Kalinauckas PK had served as a Member of the Marches LEP Board for a term of 2 years. In accordance with the Articles of Association sections 21.1 and 21.2, PK was eligible for re-election for a further 2 years. The Board confirmed the re-election of Paul Kalinauckas for a further 2-year term of office (13 agreed, 1 abstention)</p>	
<p>3.</p>	<p>Minutes of Previous Meeting held on 24 March 2020 DH noted an error in the attendees list where he had been recorded as only attending for part of the previous meeting. This would be amended. The Minutes of the previous meeting held on 24 March 2020 were approved subject to the amendment above and would be signed (electronically) by the Chair as a true and accurate record of the meeting.</p> <p>Matters Arising</p> <p>a. Board Member Expenses Policy FM asked why a distinction had been made in the policy between sole traders/SMEs and larger businesses. MT said that it was expected that members from larger businesses could claim their expenses through their businesses. After some discussion it was agreed that the policy should be amended to include all members but would state that where expenses could be met from other sources (employer/sponsor), it would not be expected that members would claim expenses from the LEP. Members noted that as per paras. 2.1 and 2.2 in the policy, claims should be made with the prior agreement of the LEP CEO. It was also agreed that the policy should apply to other stakeholders invited to join LEP Board sub-groups. They would be required to seek prior agreement from the LEP CEO to claim expenses (which could be on an ongoing basis). Such agreement would be at the CEO's discretion. The Chair proposed that the policy be adopted with the stated amendments. The Board agreed (14 agreed, 1 abstention).</p> <p>b. Management Meeting Terms of Reference (TORs) It had been agreed at the last Board meeting that an additional Board member from Herefordshire should be invited to attend the Management Team meetings. FM was now attending the meetings. AMC asked about the financial roles and responsibilities of the group. GH said that the Management Team was a LEP/Local Authority group that met monthly and dealt with operational matters. It had been suggested that the title of the group be changed to 'Operations Group' as the existing title was misleading. The Performance Risk and Monitoring Committee (PRMC) was responsible for financial</p>	<p>EV</p> <p>GH</p>

	<p>accountability. A discussion took place about this and the geographical representation on the group. MT suggested that further discussion could take place outside the meeting to clarify any queries and that the TORs would then be circulated via email for agreement. This was agreed.</p> <p><i>Post meeting note:</i> The TORs for the PRMC can be found at Appendix 4 of the Accountability and Assurance Framework The Marches LEP Scheme of Delegation is contained at Appendix 11.</p> <p>c. Future Meetings MT reported that the LEP had been asked why it was not holding its virtual Board meetings in public. FM suggested that virtual Board meetings didn't necessarily have to be broadcast live. The structure and timings of the meeting would need to be decided on. A discussion took place about how to potentially structure the meetings to include elements that would necessarily require discussion in private, and that it was important that it was made clear what could be included in a private session. The LEP team would contact other LEPs to see how they run their virtual Board meetings publicly. The Board agreed that future Board meetings would be structured so that they could be held in public, either 'face to face' or virtually. (13 agreed, 2 abstentions)</p>	<p>GH,MT, SR,AMC</p> <p>GH, EV,WR</p>
<p>4.</p>	<p>Economic Recovery Planning</p> <p>a. Introduction MT introduced the session and asked Becky Miles from BEIS to give an update. BM said that the government focus had been on the immediate response to COVID-19 and stabilisation, with regular announcements on different funding packages for businesses. The focus now was on the recovery phase, working within functional and economic geographical areas. The Local Industrial Strategy will need to be revisited in the light of COVID-19. The work done so far by all three local authorities in delivering the business grants had been excellent.</p> <p>b. Data showing the impact of the lockdown on the Marches economy Patrick White introduced the session and went through some of the data on furlough, universal credit and unemployment in the Marches compared to national data. The response to the impact on the labour market in the area would require careful planning. He said that it was important that the Board brought together partners to lead the recovery and renewal effort.</p> <p>c. Feedback from the 3 Business Boards/Local Authorities – place-based business recovery Presentations were given by: Shropshire – MB and PB; Herefordshire – NW and FM; Telford and Wrekin – KK and PH. The slides from the presentations accompany these minutes.</p>	
<p>5.</p>	<p>Facilitated discussions on the key issues to be considered to support economic recovery Briefings were given by: Shaun Carvill – digitalisation; RS – construction sector; JS – Further Education and skills;</p>	

	<p>SR - Voluntary sector. Separate workshops took place to discuss the recovery priorities for the Marches. The workshops were chaired by MT, RS, PB and GH.</p> <p>Next steps /priorities for action A report of the recovery priorities identified during this Board meeting will be produced and form the basis of a LEP recovery plan which will be further developed and then considered at the next Board meeting.</p>	GH,KJ
6.	<p>Local Growth Fund (LGF) MT introduced the Growth Deal update paper.</p> <p>a. Spend Position The Board noted the final Growth Deal outturn position for the 2019/20 financial year, as set out in section 1 of the report.</p> <p>b. Growth Deal – Quarter 4 Government Data Return and Outputs The Board noted that the Quarter 4 2019/20 Data Return submission had been moved to Quarter 1 2020/21, as set out in section 2 of the report.</p> <p>c. Growth Deal Spend Allocation 2020/21 The Board noted the current position relating to Growth Deal Spend Allocation 2020/21, as set out in section 3 of the report. DW expressed concern regarding the two thirds of the LGF allocation that would be released this week, rather than the full amount. He said that Telford & Wrekin Council is about to enter into contractual commitments on a large scale. GH said that the advice from government was to continue to contract. As long as the projects were moving forward and could demonstrate evidence of spend, if the review later in the summer confirmed this, then projects would not be penalised. OH confirmed that the advice was to contract and that government would be looking for evidence that all projects had been contracted with, and that they could spend their funds within the financial year. MT said that the LEP Network had already expressed concerns about this approach to government. DH expressed concern that projects were already delayed and asked if there was the potential for extensions to project durations. OH said that local authorities could use their “freedoms and flexibilities” by using other capital receipts and spending the LGF contribution before other match funding.</p> <p>d. Capitalisation of Growth Deal The Board noted the update on capitalising Growth Deal Funds to cover the actual costs for the LEP’s Programme Management Team, as set out in section 4 of the report.</p> <p>e. South Wye Transport Package The Board noted the current position relating to the South Wye Transport package programme, as set out in section 5 of the report.</p>	GH,KJ
7.	<p>LEP Chair /CEO report PB said that the new report layout had been very helpful. He suggested that Board members have a structured 20 to 30 minute session on risk registers in the next few months. <i>Post meeting note:</i></p>	NA

	The risk registers are considered in detail by the PRMC at each meeting. The PRMC membership includes four Marches LEP Board members. The minutes of the last meeting held on 7 May 2020 will be available in due course.	
8.	Any Other Business The outcomes of the assessment of the business cases for the repurposed MIF funds would be notified to partners by close of play on 27 May 2020.	GH
9.	Close The meeting closed at 6.40pm.	
	Next Meeting of the Board of The Marches LEP Limited: Tuesday 21 July 2020	

Signed:

M Thorn MBE DL

Date: 21 July 2020