

**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:**

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

**In Attendance:**

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

| <b>ITEM</b> |   | <b>ACTION</b> |
|-------------|---|---------------|
| <b>1.</b>   | <p><b>1. Welcome, Apologies and Declarations of Interest</b><br/>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> |               |

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|           | <p><b>2. Declarations of Interest</b><br/>The Chair reminded members to complete the form for Declarations of Interest and forward to EV if required.</p>   |                     |
| <p>2.</p> | <p><b>Re-election of Board Members</b></p> <p><b>a. Re-election of Paul Hinkins</b><br/>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.<br/><b>The Board agreed the re-election of Paul Hinkins for a further 1-year term of office (13 agreed, 1 abstention)</b></p> <p><b>b. Re-election of Paul Kalinauckas</b><br/>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.<br/><b>The Board confirmed the re-election of Paul Kalinauckas for a further 2-year term of office (13 agreed, 1 abstention)</b></p>   |                     |
| <p>3.</p> | <p><b>Minutes of Previous Meeting held on 24 March 2020</b><br/>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.<br/>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><b>Matters Arising</b></p> <p><b>a. Board Member Expenses Policy</b><br/>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.<br/>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.<br/><b>The Chair proposed that the policy be adopted with the stated amendments. The Board agreed (14 agreed, 1 abstention).</b></p> <p><b>b. Management Meeting Terms of Reference (TORs)</b><br/>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.<br/>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> |



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|    | <p>SR - Voluntary sector.<br/>Separate workshops took place to discuss the recovery priorities for the Marches. The workshops were chaired by MT, RS, PB and GH.</p> <p><b>Next steps /priorities for action</b><br/>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>   | <b>GH,KJ</b> |
| 6. | <p><b>Local Growth Fund (LGF)</b><br/>MT introduced the Growth Deal update paper.</p> <p><b>a. Spend Position</b><br/><b>The Board noted</b> the final Growth Deal outturn position for the 2019/20 financial year, as set out in section 1 of the report.</p> <p><b>b. Growth Deal – Quarter 4 Government Data Return and Outputs</b><br/><b>The Board noted</b> 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><b>c. Growth Deal Spend Allocation 2020/21</b><br/><b>The Board noted</b> the current position relating to Growth Deal Spend Allocation 2020/21, as set out in section 3 of the report.<br/>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 &amp; 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.<br/>MT said that the LEP Network had already expressed concerns about this approach to government.<br/>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><b>d. Capitalisation of Growth Deal</b><br/><b>The Board noted</b> 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><b>e. South Wye Transport Package</b><br/><b>The Board noted</b> the current position relating to the South Wye Transport package programme, as set out in section 5 of the report.</p> |              |
| 7. | <p><b>LEP Chair /CEO report</b><br/>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.<br/><i>Post meeting note:</i></p>   | <b>NA</b>    |

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|           | 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. |           |
| <b>8.</b> | <b>Any Other Business</b><br>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.   | <b>GH</b> |
| <b>9.</b> | <b>Close</b><br>The meeting closed at 6.40pm.   |           |
|           | <b>Next Meeting of the Board of The Marches LEP Limited: Tuesday 21 July 2020</b>   |           |

Signed:

M Thorn MBE DL

Date: 21 July 2020