

**V2 Draft Minutes of the Marches LEP Ltd Board Meeting
27 January 2020 at 5.15pm at The Clive, Bromfield, Ludlow, SY8 2JR
(Company Number: 11822614)**

Present:

Mandy Thorn MBE	MT	Chair, Marches LEP Board
Frank Myers MBE	FM	Herefordshire Business Board Chair
Dr David Llewellyn	DL	Agri-Tech Food Champion; Vice-Chancellor, Harper Adams University
Andrew Manning Cox	AMC	Hereford Enterprise Zone Chair
Cllr David Hitchiner	DH	Leader, Herefordshire Council (for part of the meeting)
Cllr Trish Marsh	TM	Cabinet Member for Environment, Economy and Skills, Herefordshire Council (for Agenda Item 6.1 only)
Cllr Peter Nutting	PN	Leader, Shropshire Council
Cllr David Wright	DW	Cabinet Member for Housing, Transport and Infrastructure, Telford & Wrekin Council
Paul Kalinauckas	PK	Access to Finance Champion, Chief Executive of BCRS Business Loans
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
Sara Williams	SW	Marketing Manager - Northern Europe, Protolabs
Ruth Shepherd	RS	Director, Results Communications

In Attendance:

James Walton	JW	Section 151 Officer, Shropshire Council
Richard Ball	RB	Director for Economy and Place, Herefordshire Council
Gemma Davies	GD	Assistant Director Economic Growth, Shropshire Council
Katherine Kynaston	KK	Director: Prosperity & Investment (interim), Telford & Wrekin Council
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
Wayne Redge	WR	LEP Administrator
Amy Bould	AB	Be Bold Media Ltd

ITEM	ACTION
<p><i>Session commenced at 4.00pm</i></p> <p>Director Development Briefing - The role of the Section 151 Officer within Marches LEP Members present: MT, JS, PK, PN, RS, SW, SR In attendance: GH, KJ, NA, EV J Walton (JW), Director of Finance, Governance and Assurance (Section 151 Officer) Shropshire Council gave a briefing to members on his role as the Section 151 Officer and Treasurer for the Marches LEP. The session was the first in a series of workshops being held to develop Board members' knowledge of the work of the LEP. The slides from the briefing would be circulated to all Board Members with the Minutes for ease of reference.</p> <p><i>Session closed at 4.45pm</i></p>	<p>WR</p>

<p>1.</p>	<p>1. Welcome, Apologies and Declarations of Interest MT welcomed everyone to the meeting and thanked JW for providing the Director Development Briefing on his role as the Section 151 Officer within Marches LEP. She also welcomed W Redge and A Bould to the meeting, and K Kynaston (KK) who would be delivering a presentation on the Telford Land Deal. Apologies were received from P Hinkins, P Bennett and Cllr S Davies. Cllr D Wright attended the meeting on behalf of Cllr S Davies.</p> <p>2. Declarations of Interest Members made the following Declarations of Interest: DL – Item 6b - Employee of HEI in Marches area; Item 6f – employee of institution that has submitted a proposal for funding. JS – Item 6e – as Principal of Shrewsbury Colleges Group. Applications submitted for Growth Deal funding. SR – Item 2 – re-election to Board. DH – Item 6a – personal interest – residence close to Southern Relief Road proposed route. AMC – (in writing via email) Item 6b – Chair of Hereford Enterprise Zone. Vendor (through Herefordshire Council) of land at Skylon Park to NMiTE, subject to contract.</p>	
<p>2.</p>	<p>Board Member Changes and Elections</p> <p>1. Appointment of Public Sector Alternate Director, Shropshire Council Resolution: To note the resignation of Cllr L Picton, Shropshire Council as the Alternate for Cllr P Nutting, and to confirm the appointment of Cllr S Charmley as the new Alternate. The Board confirmed the appointment of Cllr S Charmley as the Alternate Director for Cllr P Nutting.</p> <p>To note the resignation of Cllr L Carter, Telford and Wrekin Council as the Alternate for Cllr S Davies, and to confirm the appointment of Cllr D Wright as the new Alternate. The Board confirmed the appointment of Cllr D Wright as the Alternate Director for Cllr S Davies.</p> <p>2. Re-election of S Roberts Sonia Roberts had served as a Member of the Marches LEP Board for a term of 4 years. She confirmed that she wished to continue for a further 2 years. The Board confirmed the re-election of S Roberts.</p> <p>3. Election of 2 new Board members AMC declared an interest in the item due to knowing one of the preferred candidates. MT summarised the external recruitment process that had taken place and thanked the Recruitment Panel members DH, FM and RS. Two preferred candidates had been identified following interviews. The term of office would be 2 years in the first instance. The Board agreed that the recommended preferred candidates Dr Catherine Baxter and Christine Snell, should be offered the roles.</p>	<p>EV</p> <p>GH</p> <p>GH, EV</p>

	<p>An induction programme would be put in place. It was hoped that the new members would attend the Board meeting on 24 March 2020. Board members would be notified when the new member biographies were available on the Marches LEP website.</p> <p>4. Dr D Lewellyn standing down as a Member DL had served as a Member of the Board for 6 years. MT thanked him on behalf of the Marches LEP Board for his valuable contribution during his tenure.</p>	
3.	<p>1. Minutes of Previous Meeting held on 26 November 2019 and Matters Arising The Minutes of the previous meeting held on 26 November 2019 were approved and signed by the Chair as a true and accurate record of the meeting.</p> <p>2. Matters Arising</p> <p>a. Redacted Minutes of Emergency Board Meeting on 7 November 2019 Board members discussed the redacted Minutes of the Emergency Board Meeting held on 7 November 2019. It was agreed that the Minutes would now be published in full due the election purdah period having ended. The Board noted the appendices to the Oxon Link Road and New Model Institute in Technology and Engineering (NMITE) papers would not be available on the Marches LEP website because the information in them was deemed to be commercially sensitive by the project promoters. The Board confirmed that the redacted minutes would be published in full.</p> <p>Members discussed whether future Board meetings should be open to members of the public. It was confirmed that Board agendas and papers not classed as confidential were available on the website prior to the meetings, and the draft and final minutes were available following the meetings. Options for the organisation of future meetings would be provided to the next Board Meeting.</p> <p>b. Legal advice on implications of becoming a legal entity – update for information Pinsent Masons Solicitors had issued its final Advice Note which the Head of Legal and the Section 151 Officer at Shropshire Council were reviewing and would provide comments on the implications of the advice for the Accountable Body. The Advice Note would be circulated to Board members. MT had asked the LEP Network to set-up a national working group for interested LEPs to share advice and good practice on operating as a Company Limited by Guarantee. GH had commissioned Tax and VAT advice. At the recent Marches LEP Annual Performance Review (APR), Communities’ and Local Government officers were asked if they had a view on the legal advice provided by Pinsent Masons. They declared that they did not. Members agreed that any feedback from the Accountable Body and an implementation plan would be presented to the next Board meeting on 24 March 2020.</p>	<p>EV</p> <p>GH</p> <p>GH</p> <p>GH</p>

	<p>c. Marches LEP 2019/2020 Annual Performance Review - feedback The Marches LEP APR for 2019/20 took place on 23 January 2020. MT thanked the LEP Officers for their contribution to the LEP outcomes over the year which was reflected in the indicative ratings of ‘Good’ for Governance, and ‘Requirements Met’ for Strategic Impact. MT thanked KJ for her work in particular on the Local Industrial Strategy. Due to the low level of Growth Deal spend at Quarter 2 2019/20, the indicative rating for Delivery was ‘Requires Improvement’. As a result of the evidence provided to Communities and Local Government officers for the APR, there may be an amendment to the indicative rating. The final report would be circulated to Members in due course.</p>	GH
4.	<p>Extension of LEP PR and Marketing Contract <i>A Bould (Be Bold Media Ltd) left the meeting.</i></p> <p>An open procurement exercise had been held in April/May 2018 to identify external resource to lead PR and communications services on behalf of the Marches LEP, Marches Growth Hub and Hereford Enterprise Zone. Be Bold Media Ltd had been selected and contracted until 31 March 2020. Both the procurement process and contract allowed the contract term to be extended until the end of March 2021 by mutual consent.</p> <p>Members noted that Be Bold Media Ltd currently provided a very good service but that more could be done to improve the public’s awareness of the LEP and its work. MT suggested that a Marketing Group be set up to support the LEP in further improving communications. PK and SW volunteered to form part of this group.</p> <p>The Board approved an extension to the existing PR and Marketing Contract with Be Bold Media Ltd to 31 March 2021 of up to £130,000.</p> <p><i>A Bould re-joined the meeting</i></p>	PK, SW, GH KJ
5.	<p>Presentation – Telford Land Deal 2019/20 progress report KK gave a presentation detailing the background to the Deal; the partners and the objectives. The main points of the presentation were:</p> <ul style="list-style-type: none"> • This was a unique 10 year Deal (from 2015) between Telford & Wrekin Council and Homes England set to see £44.5m of land receipts from the sale of agreed Homes England land assets in Telford recycled back into the local area, supporting the delivery of new homes, jobs and commercial floorspace; • By the end of the 2018/19 the Borough had seen the development of 21 new commercial sites and 10 sites for residential development delivering 617 new homes and 1114 new jobs; • The Deal was a ‘Risk and reward’ model providing Telford with a real share in the asset value in the Town and using profit share to support strategic infrastructure projects to drive further growth’; • Telford & Wrekin Council took responsibility for the marketing, site preparation, master-planning and disposal of all Homes England land assets upgrades, offering maximum flexibility in turn-key solutions; • The Council was proposing a further £60m investment into driving both housing and employment growth as part of its budget proposals. <p>Members noted that this was a unique partnership and key to its success was the flexibilities provided under the Land Deal and that the Council could provide a bespoke service to companies who were looking to invest in the area. Small businesses were able to locate in Telford through the Deal and existing businesses</p>	

	<p>were able to move into larger premises. Through the strong partnership, Telford had been able to attract Department for International Trade 'high potential opportunity' status in for the Newport Innovation and Enterprise Package.</p> <p>MT thanked KK for the presentation.</p>	
<p>6.</p>	<p>Growth Deal <i>DH left the meeting. TM joined the meeting.</i></p> <p>1. South Wye Transport Package (SWTP) The LEP Board discussed the recommendations set out in Item 6a.</p> <p>1. The Board noted the letter (Appendix 1) from Herefordshire Council dated 17 January 2020, advising the Marches LEP that it would aim to complete the review of the SWTP including the Southern Link Road, by 31 July 2020.</p> <p>2. The Board also noted the terms of the LEP Funding Agreement between the LEP and Herefordshire Council for the SWTP, requiring £27m of funds to be incurred by 31 March 2021.</p> <p>3. Members discussed the recommendation to terminate the Funding Agreement between the LEP and Herefordshire Council for the SWTP with immediate effect because the Pause and Review would not be completed until 31 July 2020. TM suggested that the wording in the recommendation was unnecessarily brisk and asked if it could be tempered e.g. could the Board seek to "suspend" rather than "terminate" the Funding Agreement. Following discussion, it was concluded that the Board acknowledged Herefordshire Council's concerns, but the wording of the recommendations would remain extant. The papers had already been published and the wording reflected the contractual terms.</p> <p>The Board agreed (11 voted for; 1 against; no abstentions) to terminate the Funding Agreement with immediate effect.</p> <p>In order to release money back into the Growth Deal programme the LEP would now formally inform the Department for Transport of the Board's decision.</p> <p>4. Recommendation 4 in the paper was to start discussions with Herefordshire Council on the clawback of the £3.8m already paid to Herefordshire Council to support the development of the SWTP project. TM asked about the clawback and whether the word "clawback" could be amended to "treatment"? It was noted that this was a contractual discussion and should not be entered into at the Board meeting and clawback was a standard contractual term.</p> <p>It was noted that following the conclusion of the Pause and Review, if it was determined by Herefordshire Council that the SWTP project would proceed, the project could be included at that stage in the Marches LEP project pipeline for future funding.</p> <p>The Board agreed (11 voted for; 1 against; no abstentions) that discussions would commence with Herefordshire Council on the clawback of the £3.8m already paid to Herefordshire Council to support the development of the SWTP project.</p>	<p style="text-align: center;">GH</p> <p style="text-align: center;">NA</p>

	<p>It was noted that an Emergency Board Meeting may have to be called prior to the next Board Meeting in order to facilitate a rapid Board decision on the NMITE project, once the preferred funding route had been confirmed.</p> <p>It was proposed that should this be during MT's absence over the next few weeks that AMC (as a member of the Ginger Group) would chair the meeting. This was agreed by the Board.</p> <p>3. Telford College The Board received an update on progress following the 5 December 2019 meeting with Telford College.</p> <p>The Board noted the current position.</p> <p>4. Oxon Link The Board received an update for information.</p> <p>1. The Board noted the current position relating to Shropshire Council Cabinet/Full Council agreement, as set out in section 2.1.</p> <p>2. The Board noted the information provided relating to detailed financial and output information, as set out in section 2.2.</p> <p>3. The Board requested that an update be provided at the March 2020 LEP Board, confirming the outcome of Shropshire Council's Full Cabinet meeting on 27 February 2020. PN confirmed that a decision would be taken at that meeting.</p> <p>5. Allocation of any Skills Capital underspend <i>JS had declared interest and left the meeting.</i></p> <p>An overview of applications received and comments from the appraisal process had been circulated to the Board. The following recommendations for approval had been made:</p> <p>1. Shrewsbury Colleges Group: Advanced Manufacturing Engineering and Automotive Expansion Project - £200,000 The Board agreed unanimously.</p> <p>2. Herefordshire, Ludlow & North Shropshire College: Energy Training Centre; for micro-generated electricity and other sustainable technologies - £70,000 The Board agreed unanimously.</p> <p><i>JS re-joined the meeting</i></p> <p>6. Capital Projects to utilise underspend</p> <p>1. The Board noted the background in relation to the development of the Growth Deal Capital Funding Project call, as set out in section 1.</p> <p>2. The Board noted the update provided in relation to the Expression of Interest stage, as set out in section 2.</p>	<p>AMC, GH</p> <p>PN</p>
--	---	--

	<p>3. The Board reviewed the summary of Expression of Interests received and their risk rating, as set out in Appendix 1.</p> <p>4. The Board agreed to invite the projects categorised as ‘low risk’ to develop and submit a Full Business Case by 28 February 2020, as set out in section 3 and Appendix 1.</p> <p>5. The Board agreed that the projects categorised as ‘Medium/High Risk’ were to be retained on the Marches LEP project pipeline, as set out in section 3 and Appendix 1.</p> <p>6. The Board noted the proposed next steps, as set out section 3 and Appendix 2.</p> <p>It was confirmed that a Commissioning Group would be set up. SR, MT and the 3 Business Board Chairs would be members, with JW as a non-voting member. DH requested that another member from Herefordshire or the Telford area join the group if available. It was agreed that a member of Herefordshire Business Board would be invited to join the Commissioning Group.</p>	<p>NA</p> <p>NA</p> <p>NA, FM</p>
<p>7.</p>	<p>LEP Programme Risk Registers</p> <p>The Board noted:</p> <ol style="list-style-type: none"> 1. The content of the Strategic Risk Register (in Appendix 1) and the full LEP Programme Risk Register (in Appendix 2). 2. The narrative provided in relation to the key risks discussed at PRMC. <p>The Board approved unanimously:</p> <ol style="list-style-type: none"> 3. The proposals for a revised format and approach following discussion at PRMC. 4. To approve the amendments made to the Performance Risk and Monitoring Committee (PRMC) Terms of Reference. <p>There remained a vacancy on PRMC. Board members from the Herefordshire area were asked to consider becoming a member of the PRMC. The possibility of using Skype or Microsoft Teams when members were unable to travel to attend meetings would be investigated.</p> <p>It was requested that documents presented to the Board for approval which contained amendments, should be ‘tracked changes’ documents.</p>	<p>WR</p> <p>LEP Team</p>
<p>8.</p>	<p>Any Other Business</p> <p>FM asked that the LEP Board consider as a principle whether going forward, all projects submitted for consideration for funding by the LEP Board should have the prior approval of their relevant full Council or Board, or equivalent.</p> <p>The Board agreed this principle.</p>	<p>All</p>
<p>13.</p>	<p>Close</p> <p>The meeting closed at 7.37 pm.</p>	
	<p>Next Meeting of the Board of The Marches LEP Limited: Tuesday 24 March 2020, Ludlow Racecourse (tbc)</p>	

