

**Draft Minutes of the Marches LEP Ltd Board Meeting  
19 September 2023 at Ludlow Racecourse  
(Company Number: 11822614)**

**Present:**

<b>Sonia Roberts MBE</b>	SR	Chair, Marches LEP
<b>Will Westley</b>	WW	Deputy Chair, Marches LEP & Telford Business Board Chair
<b>Frank Myers MBE</b>	FM	Herefordshire Business Board Chair
<b>Cllr Lezley Picton</b>	LP	Leader, Shropshire Council (online)
<b>Cllr Lee Carter</b>	LC	Cabinet Member for Place (The Economy & Neighbourhood Services), Telford & Wrekin Council (online)
<b>Cllr Graham Biggs</b>	GB	Cabinet Member Economy and Growth, Herefordshire Council
<b>Alex Green</b>	AG	Director, Radfield Homecare (online)
<b>Dave Courteen</b>	DC	Marches Business Support Steering Group Chair
<b>Paul Kalinauckas</b>	PK	Access to Finance Champion
<b>Simone Clarke</b>	SC	Higher Education Champion, Pro-Vice-Chancellor Education & Students, Harper Adams University (online)

**In Attendance:**

<b>Govin Aujla</b>	GA	Area Lead, Cities & Local Growth Unit
<b>Alex Collins</b>	AC	Deputy Area Lead, Cities & Local Growth Unit
<b>James Walton</b>	JW	Section 151 Officer, Shropshire Council (online)
<b>Nadine Kinsey</b>	NK	Economic Development Manager, Herefordshire Council
<b>Mark Barrow</b>	MB	Executive Director for Place, Shropshire Council
<b>Katherine Kynaston</b>	KK	Director Housing, Economy & Infrastructure, Telford & Wrekin Council
<b>Rachel Laver</b>	RL	Chief Executive, Marches LEP (part of meeting)
<b>Kathryn Jones</b>	KJ	Head of Partnerships & Strategy, Marches LEP (part of meeting)
<b>Ennis Vingoe</b>	EV	Executive Assistant, Marches LEP
<b>Jo Grivell</b>	JG	Office Administrator, Marches LEP

**Observers:**

<b>Gary Blackburn</b>	GB	Project Officer, Marches LEP (part of meeting)
<b>Mandy Powney</b>	MP	Office Administrator designate, Marches LEP (part of meeting)

**Part A – Public Session**

ITEM		ACTION
1.	<p><b>Welcome</b></p> <p><b>1. Welcome, Apologies and Declarations of Interest</b> SR thanked everyone for attending the meeting. Apologies were received from Graham Guest, Clare Fenton, Sara Williams, Gordon Coppock and Cllr Jonathan Lester. Cllr Graham Biggs was attending as the Alternate Director for Herefordshire Council.</p> <p>SR noted that the meeting was being recorded to aid the production of the minutes.</p> <p><b>2. Declarations of Interest</b> The Chair asked for any conflicts of interest and reminded members to complete the form that had been distributed for any specific Declarations of Interest for every meeting.</p> <p>No declarations of interest were received.</p>	

<p><b>2.</b></p>	<p><b>Minutes of The Marches LEP Ltd Board meeting on 3 August 2023</b> The Minutes of the meeting held on 3 August 2023 were approved by those members present at the meeting and would be signed by the Chair as a true and accurate record of the meeting.</p> <p><b>Matters arising</b> <b>Item 2 – Governance.</b> EV confirmed that the necessary documentation had been submitted to Companies House regarding the recent appointment of the new directors.</p> <p><b>Item 8 – Oxon Link Road (OLR).</b> MB updated the Board on the action on Shropshire Council to provide a date for the OLR project being submitted to planning committee. MB stated that no formal objections remained from any agencies and the final conditions were being agreed so things were on track for fixing the date of the planning meeting. WW asked if this would be the October 2023 planning meeting. MB said that a special planning meeting would be called for this and couldn't yet confirm the date.</p>	
<p><b>3.</b></p>	<p><b>LEP Chair and CEO Report</b> SR reiterated that it was still 'business as usual' in terms of LEP operations. RL had recently attended a transport round table meeting in London with the local MPs and the Strategic Land Use Study would be launched next week at an event at Harper Adams University, chaired by Rt Hon Philip Dunne MP.</p> <p>The Careers Hub had secured funding for academic year 23-24. A revised structure for the delivery model removes the need for one post and a consultation is taking place with the affected staff member.</p> <p>Energy projects – these are progressing well, and the Marches Energy Grant (MEG) Scheme has approved £116k worth of grants so far. It was acknowledged that it had taken some time to get to this position with the MEG, due to contracting issues with the relevant LAs. The assessment panel was now meeting monthly and there are another 8 projects ready to be presented to the next meeting.</p> <p>Marches LEP Board Transition Group – this group is meeting weekly to look at the processes required during transition of the LEP functions to LAs. Governance is a particular focus and SR reminded members that they are part of a company limited by guarantee.</p> <p>As part of the transition processes a dedicated corporate legal advisor has been appointed by the LEP to support the transition group and the Board, in particular to help manage any exposure to risk for directors and partners.</p> <p>SR thanked the LEP staff for all their hard work during this difficult time. She thanked JG for all her support to the team and various groups and committees during her tenure and wished her well in her new role. SR welcomed Mandy Powney as the new LEP Office Administrator.</p> <p><b><i>The Board noted the content of the report.</i></b></p>	
<p><b>4.</b></p>	<p><b>Confirmation of items approved by correspondence:</b></p> <p><b><i>The Board noted that the recent resolutions by correspondence had been approved as follows:</i></b></p>	

	<ul style="list-style-type: none"> <li>Confirmation of appointment of new directors and re-election of a Board member approved on 07.08.23.</li> <li>Oxon Link Road project – Option 1 approved on 18.08.23.</li> </ul>	
5.	<p><b>Minutes of the Performance Risk &amp; Monitoring Committee meeting held on 24 August 2023</b></p> <p>SR reported that the PRMC continues to meet regularly and thanked the members of the committee for their continued support to the LEP. Continuity of staffing had been included on the Corporate Risk Register and it could potentially have a knock-on effect on programme registers. Some capital projects were being closely monitored due to the uncertainty of timelines for some and MS was working with LAs to ensure consistency.</p> <p><b><i>Board members noted the content of the PRMC minutes.</i></b></p>	
<p><b>Part B – Private Session Confidential</b></p>		
6.	<b>Confidential - Funding Proposals</b>	
7.	<b>Confidential Discussion Future of the LEP</b>	
8.	<p><b>Any Other Business</b></p> <p>SR said that the Careers Hub was advertising for volunteer Enterprise Advisors. A commitment of 4 hours a month. Members were asked to share this with their networks.</p>	<b>All</b>
<p><b>Future Meetings:</b></p>		
<b>Nov 2023</b>	<b>28 November 2023 – Ludlow Racecourse</b>	
<b>Jan 2024</b>	<b>January 2024 – Ludlow Racecourse</b>	
<b>Mar 24</b>	<b>19 March 2024 – Ludlow Racecourse</b>	