

**West of England Local Enterprise Partnership  
Board meeting**

**Wednesday 11 July, 09.30am - 12.30pm  
3 Rivergate, Temple Quay BS1 6ER**

<b>Present:</b>	
Prof Steve West, University of the West of England (Chair)	Christopher Grier, Airbus (Business session only)
Jon Reynolds, BT	Cllr Tim Warren, Bath & NE Somerset Council
Martino Burgess, Gregg Latchams	Cllr Nigel Ashton, North Somerset Council
Dick Penny, Watershed	Cllr Colin Hunt, South Gloucestershire Council <i>(substitute for Cllr Toby Savage)</i>
James Durie, Business West	Cllr Craig Cheney, Bristol City Council <i>(substitute for Mayor Marvin Rees)</i>
Andrew Hodgson, KPMG	Patricia Greer, West of England Combined Authority
Neil Douglas, Viper Innovations	Amanda Deeks, South Gloucestershire Council
Mohammed Saddiq, Wessex Water	Simon Martin, Bath & NE Somerset Council <i>(substitute for Ashley Ayre)</i>
Prof Hugh Brady, University of Bristol	Mike Jackson, Bristol City Council
<b>In Attendance:</b>	
Helen Edelstyn, West of England Combined Authority	Menna Davies, West of England Combined Authority
Jessica Lee, West of England Combined Authority	Sue Dobson, West of England Combined Authority
Jon Hunt, West of England Combined Authority	James Cooke, South Gloucestershire Council
Melissa Houston, West of England Combined Authority	Chris Hackett, Bristol City Council
Simon Jupp, West of England Combined Authority	Caroline Twigg, Bristol City Council
Pete Davis, West of England Combined Authority	
<b>Apologies:</b>	
Katharine Finn, PwC	Cllr Toby Savage, South Gloucestershire Council
David Brown, The Bristol Port Company	Mayor Tim Bowles, West of England Combined Authority
David Pester, TLT Solicitors	Mayor Marvin Rees, Bristol City Council

**Draft Minutes**

<b>1.</b>	<b>Welcome and Apologies</b>	
	Steve West welcomed attendees.  Apologies were noted.	
<b>2.</b>	<b>Minutes of the meeting of 10<sup>th</sup> May 2018</b>	
	The minutes were approved as a true record.	
<b>3.</b>	<b>Declaration of Interest</b>	
	All Board members have a responsibility to treat all proposals/projects equally and impartially and must therefore declare whether they or their organisation has either a direct or indirect interest in any of the projects to be considered by the Board.  Dick Penny declared an interest regarding Bristol VR Lab, along with Steve West and Hugh Brady. Both Dick Penny and Jon Reynolds declared an interest around the 5G Tourism bid.	

4.	<b>Industrial Strategy update</b>	
	<p>Steve West introduced the item and invited Jessica Lee to update the board on the progress so far.</p> <p>Jessica began by informing members that a good relationship had developed with Central Government and that WECA had been assigned a Lead Official. Although awaiting an official announcement, everyone is hoping it will be before the summer recess.</p> <p>Jessica and the team have undertaken a SWOT analysis and produced a ‘creative collisions’ map (Annex 2). Any feedback on areas of further work, activities missed etc should be emailed to Jessica directly. Hugh Brady highlighted Cybersecurity and defence were key sectors missing from the diagram.</p> <p>A ‘Strategy Steering Group’ has been set up and a date will be circulated to those members once confirmed. To ensure that our evidence base has credibility and economic rigour we are also establishing a ‘Local Industrial Challenge Panel’ to provide a function to challenge, guide our analysis and development policy proposals.</p> <p>Members were also informed that a ‘Breakfast Briefing’ will be held in September. The purpose of this event is to increase engagement, explain what the Local Industrial Strategy is, what it means for the region and provide an opportunity for the broader business community to feed in views.</p> <p>This event will be followed by a series of large workshops on each of the Grand Challenges. Mohammed Saddiq kindly offered to be involved in the “Clean Growth” workshop.</p> <p><b>ACTION: Date for the Briefing session will be circulated once confirmed.</b></p>	<p><b>WECA Office</b></p>
5.	<b>Business and skills programme updates</b>	
	<p><b>Adult Education Budget (AEB)</b></p> <p>Steve West introduced the item and invited Jon Hunt, Director of Business and Skills, to provide members with an update on the Adult Education Budget (AEB).</p> <p>Jon explained that following a number of conditions devised by the Department of Education (DfE), WECA have demonstrated operational readiness to deliver the AEB devolution from 2019-20 - As one of the key milestones this is a very positive outcome. With the right strategic thinking Patricia believes that we have an opportunity to become a trailblazer.</p> <p>Steve suggested further work was needed to understand how businesses are engaging and accessing the Apprenticeship Levy.</p> <p><b>Future Bright</b></p> <p>Jon invited Sue Dobson, Project Manager, to give an overview on <a href="#">Future Bright</a>. Sue began by giving some background context and took members through a short presentation, focusing on the “Employer Engagement” element of the project.</p> <p>Future Bright is a 2-year innovation pilot, providing tailored support to help individuals develop their skills and improve their job prospects.</p> <p>An open discussion developed with members asking how individuals will be identified and with several initiatives having come and gone, what makes this different? Sue explained that this will be a very flexible and personalised approach. There is an online referral form and the team are working closely with housing tenants and the communication teams within the unitary authorities to help widen their reach.</p> <p>Sue spoke of the challenge for women returning to work and a need for employers to be flexible and Amanda Deeks highlighted that changing the dialog is key to addressing</p>	

	recruitment issues within the care sector - a massively rewarding job but not considered “glamorous”. To increase employer engagement Andrew Hodgson suggested promoting the programme through Business Insider magazine.	
<b>6.</b>	<b>LEP business</b>	
	<p>Steve introduced the item and updated members on the following:</p> <p><b>LEP Review update</b> HM Government have carried out a review on LEPs, which we believe will be published on July 23. The purpose of the LEP Review is to strengthen and deepen LEPs and to ensure they are in a good place to contribute to the Local Industrial Strategy and to receive future growth funding.</p> <p><b>Prime Ministers Council of LEP Chairs</b> The Prime Minister invited all LEP Chairs to No10 to discuss the role of LEPs and to hear the views of business. Steve was one of four LEP Chairs to speak at the meeting and highlighted the importance of the skills agenda. Overall a very positive and encouraging meeting and the Prime Minister has committed to meet again – dates are currently being identified. Next steps include writing a follow up letter to Government to reiterate what was discussed.</p> <p><b>LEP Assurance Framework</b> Pete Davis explained that the LEP Assurance Framework document had been updated to reflect: <b>Delegations:</b> To strengthen the way that issues, changes and risks to schemes within LEP funding programmes are managed.</p> <p>At Joint Committee it was agreed that lower level changes to projects can be agreed by the LEP Chief Executive in consultation with the Directors of WECA and the four authorities.</p> <p><b>Transparency:</b> There have been a number of supplementary detailed requirements and best practice templates such as Code of Conduct, Complaint and Whistleblowing policies.</p> <p>Steve requested greater sight on funding streams that the LEP board are responsible for, giving members the opportunity to intervene when projects aren’t moving and potentially move funds to meet strategic aims.</p> <p><b>ACTION: A ‘LEP Information Pack’ will be produced for the business members. This will include: Operating Framework, Business Plan, Assurance Framework and Regional Evidence Pack</b></p>	WECA Office
<b>7.</b>	<b>Global Parliament of Mayors (October summit)</b>	
	<p>Steve introduced the item and welcomed Caroline Twigg from Bristol City Council, who gave a brief overview of the upcoming event.</p> <p>In October 2018 circa 100 Mayors from all over will visit Bristol for the summit. A programme was circulated to members showing a proposed agenda for the weekend, including plans for a formal dinner.</p> <p>The International Team at Bristol City Council are currently raising sponsorship. Caroline requested that members get in contact if they’d like to sponsor an element of the event and/or work with overseas Mayors that could be invited.</p> <p>Due to board members receiving several sponsorship requests, Steve highlighted a need to coordinate these to ensure opportunities are maximised and that the benefits and reasons are clear.</p>	

8.	<b>AOB</b>	
	<p>Steve proposed that the LEP board start to seriously push on “brand”. A discussion developed around how to incorporate everything and the challenge of having numerous titles for one area. It was also suggested that future board meetings be held in various locations.</p> <p><b>ACTION: A mockup of the Bristol and bath LEP logo to be progressed.</b></p> <p>David Carter, Director of Infrastructure gave a brief update on the Severn Bridge Toll. Plans to remove the toll charge altogether have already caused additional congestion and the team are working closely with the Department of Transport and Highways England on mitigation proposals.</p> <p>Dick Penny informed the group that a recent pitch to Channel 4 (led by Mayor Marvin Rees and supported by WECA and Invest Bristol + Bath), was positive and that they are expecting a decision soon.</p>	<b>WECA office</b>
	<b>Next meeting: Friday 14 September, 9:30-11:30am WECA Offices</b>	

DRAFT