

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

**Friday 14 September, 10am - 12pm  
Town Hall, Weston-super-Mare**

<b>Present:</b>	
Prof Steve West, University of the West of England (Chair)	Cllr Tim Warren, Bath & NE Somerset Council
Jon Reynolds, BT	Mayor Marvin Rees, Bristol City Council
Katharine Finn, PwC	Cllr Nigel Ashton, North Somerset Council
David Brown, The Bristol Port Company	Cllr Toby Savage, South Gloucestershire Council
Dick Penny, Watershed	Mayor Tim Bowles, West of England Combined Authority
James Durie, Business West	Patricia Greer, West of England Combined Authority
David Pester, TLT Solicitors	Amanda Deeks, South Gloucestershire Council
Neil Douglas, Viper Innovations	Ashley Ayre, Bath & NE Somerset Council
Mohammed Saddiq, Wessex Water	Helen Bailey, North Somerset Council
<b>In Attendance:</b>	
Helen Edelstyn, West of England Combined Authority	Tim Milgate, West of England Combined Authority
Jessica Lee, West of England Combined Authority	Shahzia Daya, 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
James White, West of England Combined Authority	Lyndia Bird, west of England Combined Authority
Pete Davis, West of England Combined Authority	
<b>Apologies:</b>	
Martino Burgess, Gregg Latchams	Christopher Grier, Airbus
Andrew Hodgson, KPMG	Mike Jackson, Bristol City Council
Prof Hugh Brady, University of Bristol	

**Draft Minutes**

<b>1.</b>	<b>Welcome and Apologies</b>	
	Steve West welcomed attendees and thanked Cllr Nigel Ashton for hosting.  Apologies were noted.	
<b>2.</b>	<b>Minutes of the meeting of 11<sup>th</sup> July 2018</b>	
	James Durie repeated the offer from Business West regarding business engagement on the Local Industrial Strategy.  Steve West assured members that although 'Branding' was not on the agenda, it hadn't been forgotten. Examples will be worked up and brought back at a later date.  The minutes were then 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.  Patricia Greer stressed that no decisions were being made during this meeting, therefore members would not need to leave the room.	

	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.	
<b>4.</b>	<b>Introduction to LEP accounts</b>	
	<p>Steve West introduced the item and invited Patricia Greer and Pete Davis to talk through the accounts. This agenda item was requested by members at the last LEP Board meeting.</p> <p>An open discussion developed around whether there was sufficient resource to support LEP activities. Patricia Greer explained that both WECA and LEP were working to the same agenda (delivering clean and inclusive economic growth) and that staff time is portioned between the two organisations.</p> <p>Patricia Greer and Pete Davis provided clarity around the current governance arrangements, how this will work going forward and investment returns.</p> <p>James Durie raised the need to ensure appropriate support is provided for business engagement and to make sure we are in a position to make the most of funding opportunities.</p>	
<b>5.</b>	<b>Review of LEP programme funding</b>	
	<p>Steve West introduced the item and invited Pete Davis to give an overview on the status of schemes within the Local Growth Fund (LGF), Economic Development Fund (EDF) and Revolving Infrastructure Fund (RIF).</p> <p>This will be a regular agenda item to enable members to have greater visibility of the schemes. An open discussion developed around the need to understand the status and any associated risk of each project, particularly with projects that need to be delivered by 2021.</p> <p><b>ACTION: Officers to provide further detail in relation to projects marked as red and red amber.</b></p> <p>A Monitoring and Evaluation Framework is being prepared that will allow WECA to monitor and track progress across all programmes and activity. This document will have 3 levels:</p> <p><b>ACTION: When complete, the Monitoring and Evaluation Framework will be shared with members for reference.</b></p>	<p>WECA office</p> <p>WECA office</p>
<b>6.</b>	<b>Business Plan update</b>	
	<p>Steve West introduced the item and invited Lynda Bird to update members on the progress around delivering LEP commitments as set out in the WECA business plan.</p> <p>Lynda informed members that this is the first quarterly report and that each directorate highlights key achievements and expectations. This document will provide the framework for the LEPs Annual Report.</p> <p>An open discussion developed around lessons learnt particularly where large bids were unsuccessful. Is there information we can share to ensure learning informs future bids. Patricia Greer acknowledged that this is important and is part of existing ways of working but would take this away and review approach.</p>	
<b>7.</b>	<b>LEP review and Implementation</b>	

	<p>Steve West introduced the item and invited Helen Edelstyn to update members on the LEP Review.</p> <p>The LEP Review published in July seeks to strengthen the governance and accountability of Local Enterprise Partnerships. It focuses on five key areas – Geography, leadership &amp; organisational capacity, accountability and performance, roles and responsibilities and mayoral combined authorities.</p> <p>We are in a good place and there are no significant implications for us following the Review, however we will need to increase the number of female board members, hold a board meeting that is open to the public and produce an annual report. The Board agreed to proceed with recruitment for additional female members.</p> <p>With regards to the ‘geography’ recommendations, Helen Edelstyn circulated a completed implementation plan which proposes no change. Board members were asked to share any comments directly with Helen and prior to Governments deadline of 28 September 2018.</p>	
<b>8.</b>	<b>Local Industrial Strategy update</b>	
	<p>Steve West introduced the item and highlighted the importance of members championing work on our Local Industrial Strategy with business across the region. The Local Industrial Strategy gives us the opportunity to articulate our ambitions for clean and inclusive economic growth with Government, private investors and industry leaders globally. Tough decisions will need to be made to ensure our LIS is focused, prioritized and enables growth opportunities.</p> <p>Jessica Lee informed members that the strategy steering group had met for the first time on Monday 10<sup>th</sup> Sept. This group will steer, provide oversight and challenge as Local Industrial Strategy develops.</p> <p>Jessica Lee reminded members of the LIS launch event taking place in Keynsham on Friday 21 September. There will also be a number of workshops on the four Grand Challenges.</p>	
<b>9.</b>	<b>Talent Institutes</b>	
	<p>Steve West introduced the item and invited Jon Hunt to discuss and consider a proposal that will assist in delivering the skills agenda. Jon explained that the Talent Institutes will deliver single locations for new “sectoral” collaborations and innovation approaches.</p> <p>An open discussion developed around the proposals. Members stressed the importance that the feasibility study understands and builds on existing assets such as those within the universities.</p> <p>In principle the members agreed that the proposal should be explored further by officers.</p>	
<b>10.</b>	<b>Transport Infrastructure update</b>	
	<p>Steve West introduced the item and invited James White to update members on:</p> <p><b>Severn Bridge Toll</b> Tolls will be removed in January, resulting in an increase and impact on traffic in both directions on the motorways and local roads. Highways England are the lead authority: WECA officers are working with Highways England to develop mitigation proposals and investment.</p> <p>James Durie requested clarity on how we can work together on some clear messages. Steve West requested a clear briefing on what the LEP Board’s position is.</p> <p><b>ACTION: Briefing note to summarise the LEP’s position with regards to the Severn Bridge Toll.</b></p>	<p><b>WECA office</b></p>

	<p><b>Sub-national Transport Board</b> Proposals for a Sub-National Transport Board are progressing. Officers continue to work with DfT to ensure our interests are acknowledged and represented.</p>	
11.	<p><b>AOB</b></p>	
	<p>Mayor Marvin Rees updated members on the <b>Arena and Temple Island</b> Following last week's cabinet meeting Bristol City Council resolved not to progress further with the proposed Arena on Temple Island and to take all steps necessary and incidental to the cessation of that project. The Council will continue to work with partners to develop an alternative mixed-use scheme for the Temple Island site, with a view to bringing a worked up proposal(s) back to cabinet in due course.</p> <p>Steve West reminded business members that going forward, those involved in the proposed development of the Temple Island site must declare an interest and cannot be involved in the discussions.</p> <p>An open discussion developed around funding allocated to the Bristol Arena. Any change to the original business case will need to be led by Bristol City Council and be considered by the LEP Board prior to any change.</p> <p><b>Global Parliament of Mayors</b> 50+ mayors from all over have signed up to attend and discuss global challenges. There will be various talks and exhibitors - an opportunity to showcase the region, and the UK.</p>	
	<p><b>Next meeting: Friday 16 November, 9:30-11:30am WECA Offices</b></p>	

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