

## West of England Local Enterprise Partnership

### Board meeting

Friday 18 January 2019, 9:30am – 11:30am

Kaposvar Room, The Guildhall, Bath BA1 5AW

<b>Present:</b>	
Prof Steve West, University of the West of England (Chair)	Neil Douglas, Viper Innovations
Cllr Tim Warren, Bath & NE Somerset Council	Ashley Ayre, Bath & NE Somerset Council
Mayor Marvin Rees, Bristol City Council	Mike Jackson, Bristol City Council
Cllr Nigel Ashton, North Somerset Council	Jo Walker, North Somerset Council
Mayor Tim Bowles, West of England Combined Authority	Amanda Deeks, South Gloucestershire Council
Christopher Grier, Airbus	Patricia Greer, West of England Combined Authority
Andrew Hodgson, KPMG	Martino Burgess, Gregg Latchams
Prof Hugh Brady, University of Bristol	Jon Reynolds, GDS Digital
Katharine Finn, PWC	
<b>In Attendance:</b>	
Helen Edelstyn, West of England Combined Authority	George Margesson, West of England Combined Authority
Jessica Lee, West of England Combined Authority	Menna Davies, West of England Combined Authority
Stephen Bashford, West of England Combined Authority	Chris Hackett, Bristol City Council
Melissa Houston, West of England Combined Authority	Ben Mosley, Bristol City Council
Pete Davis, West of England Combined Authority	Scott Bailey, PWC
Shahzia Daya, West of England Combined Authority	Jonathon Gillham, PWC
<b>Apologies:</b>	
James Durie, Business West	Mohammed Saddiq, Wessex Water
David Brown, The Bristol Port Company	David Pester, TLT Solicitors
Dick Penny, Watershed	Cllr Toby Savage, South Gloucestershire Council

### Draft Minutes

<b>1. Welcome and Apologies</b>	
Steve West welcomed attendees and apologies were noted.	
<b>2. Minutes of the meeting of 16<sup>th</sup> November 2018</b>	
Steve West went through the actions from November's meeting:  <b>Branding:</b> Patricia Greer provided a precis on ongoing LEP collaboration. This included a piece of work with LEPs along the M4 corridor to better understand the economic value of closer joint working.  <b>Talent Institutes and Review of LEP programme funding:</b> Covered as part of agenda items 5 and 8.  <b>LIS timeline:</b> This has been circulated to members.  <b>Feedback on Grand Challenge workshops:</b> Jessica Lee gave a quick update following the series of workshops held. These were well attended and well represented by a range of sectors.	

	<p><b>Place and Wellbeing:</b> In progress - a follow-up meeting with Steve Nelson is being scheduled.</p> <p>The minutes were approved as a true record.</p>	
<b>3.</b>	<p><b>Declaration of Interest</b></p> <p>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.</p> <p>Steve West, Christopher Grier and Hugh Brady declared an interest on agenda item 5; Talent Institutes. Due to the agenda item being an update and not seeking a decision, it was felt there was no need for these board members to formally withdraw from the conversation.</p> <p>In future board members are to consider if they have an interest and take appropriate action.</p>	
<b>4.</b>	<p><b>Regional connectivity and opportunities for collaboration</b></p> <p>Steve West introduced the item and welcomed Scott Bailey and Jonathon Gillham from PWC who gave a short presentation on regional connectivity.</p> <p>To investigate the regional connectivity of the West of England, PWC were commissioned to conduct research into a number of key topics covering supply chains, labour markets, transport, and research and development. In particular, the research covered:</p> <p><b>Business linkages:</b> key sectors and supply chain interactions, trade flows, and regional agglomeration patterns.</p> <p><b>Infrastructure connectivity:</b> with strong evidence underway for the Joint Local Transport Plan, the new research focused on a literature review of the impact of toll removal on the Severn Bridge.</p> <p><b>Flow of ideas:</b> relationships between West of England universities and counterparts elsewhere, and with business, levels of commercialisation, and assessment of wider research and development.</p> <p><b>Movement of people:</b> migration and demographic flows, and commuting patterns.</p> <p>A discussion developed around the outflow of migrants and whether this will affect a specific sector. Members also touched on the business linkages around cross sector activity and how we might brand this, strength of supply chain and how it would be useful to map our connections in relation to international trade and export links.</p> <p>Steve West asked that the slides are circulated.</p> <p><b>ACTION: PWC presentation to be circulated to LEP Board</b></p> <p><b>ACTION: Regional connectivity to be an agenda item at the March LEP Board</b></p>	<p>WECA Office</p> <p>WECA office</p>
<b>5.</b>	<p><b>Business and Skills update</b></p> <p>Steve West introduced the item and invited Stephen Bashford, Head of Business and Skills at WECA to update members on the key interventions currently being developed.</p> <p>Stephen started by providing background information, explaining that the WECA business and skills team were responsible for designing, developing and managing a wide-ranging portfolio of projects and programmes against WECA's Operating Framework and associated objectives.</p> <p>Within this are three key themes for delivery: High Value Business and Skills, High Growth Potential &amp; Progression and Inclusive Growth – Basic Skills &amp; Entrepreneurship. Current and emerging interventions to address these themes are:</p>	

	<p><b>Talent Institutes:</b> The focus will be to bring business and education providers together, providing skills for residents together with research and innovation support for business (in particular SMEs) and at the same time making sure it aligns with the Local Industrial Strategy.</p> <p>WECA are currently seeking outline proposals for Talent Institutes and it is key that we do not duplicate what already existing - it is about finding the gaps and addressing market failure.</p> <p>Members discussed the challenges around how the institutes would measure success and within an already complicated landscape, how do we connect the things we're starting and thinking about with what already exists? There is also a need to really understand what we are trying to deliver.</p> <p>An open discussion also developed around resource and working together (UAs and universities) to ensure this ambitious proposal would be delivered. Members also spoke about the importance of inclusive growth and knowing where our investments flow are to help resolve this, as well as the potential opportunities with the Channel 4 creative hubs.</p> <p>Stephen is seeking three business representatives to assist WECA in prioritising the proposals received and would therefore welcome representation from the LEP Board.</p> <p><b>ACTION: Business members to email <a href="mailto:lepchair@westofengland-ca.gov.uk">lepchair@westofengland-ca.gov.uk</a> if interested in supporting the Talent Institutes proposal process</b></p> <p><b>Growth Hub:</b> Stephen gave background details on what the Growth Hub is and explained that alongside Invest Bristol and Bath, the business support it provides will be organised under three tiers of account management: <b>Universal support</b> – available to businesses of all sizes <b>High growth</b> – specialist 121 for targeted high growth potential firms <b>Strategic account management</b> – regular account management that will require ongoing dialogue to understand barriers to growth.</p> <p>The Growth Hub is now moving to a 'Medium Intensity' model, making it more accessible and not just a website which will hopefully enable us to understand its impact and value.</p> <p><b>Future Bright:</b> A one pager was circulated to provide information on this is 18-month government funded programme, with a request to circulate through their wider networks.</p>	Business members
6.	<p><b>Energy Strategy</b></p> <p>Steve West introduced the item and invited Helen Edelstyn to update the board on the Energy Strategy so far.</p> <p>To give context, Helen began by explaining that in Spring/Summer 2017 all LEPs were awarded grant funding to develop energy strategies as part of governments commitment to a diverse, resilient, affordable and clean energy system that enables economic growth and reduces greenhouse emissions. Members were then taken through a presentation that sets out the evidence narrative and strategy recommendations.</p> <p>An open discussion developed around the local evidence and objectives including the importance of a diversified energy mix to a resilient energy supply that supports economic growth. Chris Grier confirmed that Airbus are actively investing in low carbon technologies and would be keen to work together.</p> <p>Alongside the Energy Strategy is the South West Energy Hub, for which WECA is the accountable body. This was set up to identify and coordinate local energy projects across</p>	

	<p>the south west of England and members expressed an interest in hearing what project ideas would come from this.</p> <p>Members agreed the West of England Energy Strategy as presented.</p>	
<b>7.</b>	<b>LEP Governance</b>	
	<p>Steve West introduced the item and invited Shahzia Daya, Director of Legal and Democratic Services to discuss the role of the West of England LEP.</p> <p>Funding to the LGF (local growth fund), EDF (economic development fund) and the RIF (revolving infrastructure fund) is allocated by government to the LEP and WECA is the accountable body. The role of the LEP is to set the strategic context for funding made under each of these funding streams and then make recommendations through to the Joint Committee.</p> <p>The escalation process for monitoring schemes and project delivery is that projects go to the Investment Panel (made of the Chief Executives) who will advise the LEP Board, who then make recommendations to Joint Committee. The LEP has a responsibility to consider the recommendations of the Investment Panel but they must ensure that the right processes and controls are in place to provide them with that assurance as set out in the Assurance Framework they agreed last year.</p> <p>The agreed Assurance Framework:</p> <ul style="list-style-type: none"> <li>▪ sets out how the LEP will oversee the development of a pipeline of projects for that funding,</li> <li>▪ sets out how you will monitor delivery of projects to inform future prioritisation and</li> <li>▪ how you will work with the local authorities to ensure we have a transparent methodology to enable strategic decisions to be made for the region.</li> </ul>	
<b>8.</b>	<b>LGF Monitoring</b>	
	<p>Steve West introduced the item and invited Pete Davis to take members through the 'Growth Deal Dashboard'.</p> <p>Pete explained that a progress report on the delivery of the LGF programme is provided quarterly to the Cities and Local Growth Unit (CLOG). This report includes a dashboard which summaries progress with each project and the LGF programme overall.</p> <p>Recent guidelines require "before submitting to CLOG, you must have appropriate sign off (of the dashboard) by the LEP Board".</p> <p>Members agreed that progress reports should be signed off by LEP Board prior to submission to CLOG. However, exceptionally where this was not possible owing to reporting cycles, sign off could be via the LEP Chair and Chief Executive.</p>	
<b>9.</b>	<b>AOB</b>	
	<p>Steve West informed members that a LEP Annual Performance Review with CLOG was scheduled for Monday 21 January to discuss our performance, governance, delivery and strategy and prior to the meeting a self-assessment form was submitted.</p> <p><b>ACTION: Self-assessment form and feedback from the Annual Performance Review meeting to be shared with board members.</b></p>	<b>WECA office</b>
	<b>Next meeting: Thursday 21 March 2019, 9:30-11:30am</b>	