

Board Meeting No. 25	
Date	24 September 2015
Time	5.00 pm – 7.30 pm
Location	American Express Boardroom, American Express Community Stadium, Village Way, Brighton, BN1 9BL
Board Members	Tim Wates – Chairman (TW), Steve Allen (SA), Clive Behagg (CB), Ron Crank (RC), Neil Dallen (ND), John Furey (JF), Daryl Gayler (DG), Louise Goldsmith (LG), Martin Heffer (MH), Phil Jones (PJ), Julie Kapsalis (JK), Mike La Rooy (MLR), Shelagh Legrave (SL), Toni Letts (TL), Amanda Menahem (AM), Gill Mitchell (GM) John Peel (JAP),
Support	Philip Carr (PC) (BIS) Paul Castle (PGPC) David Smith (DS), Sue Maddin (SM)
In attendance	Peter Lewis (PL) Executive Director Corporate Resources and Services, West Sussex County Council, Matthew McMillan (MM) Inward Investment Officer, London Borough of Croydon Council (items 1 - 11 only)
Distribution	All Board Members

1. Apologies and Welcome

David Hodge (DH), Warren Morgan (WM) and Ravi Shankar (RS).

TW welcomed John Furey (JF), Surrey County Council Cabinet Member for Highways, Transport and Flooding who was deputising for David Hodge and Gill Mitchell (GM), Deputy Leader of Brighton and Hove City Council and Chair of the Environment, Transport & Sustainability Committee who was deputising for Warren Morgan to the meeting.

TW also welcomed Paul Castle (PGPC), Acting Strategic Manager, to the meeting.

TW extended thanks on behalf of the Board to MLR for arranging the use of the venue.

2. Declarations of Interest

JAP and JK declared an interest as members of the Coast to Capital Area Shadow ESIF Sub-Committee (items 7.4.1 and 15).

PJ declared an interest as Managing Director of Wired Sussex which had submitted a bid under one of the ERDF Calls (item 12).

LG declared an interest as Leader of West Sussex County Council which had submitted a bid under one of the ERDF Calls (item 12).

CB declared an interest as the Vice Chair of Central Sussex College which had submitted a bid under the ESF Call (item 12).

SL and JK declared interests as Principal and Vice Principal respectively at Chichester College which had submitted a bid under the ESF Call (item 12).

3. Notification of items to be withdrawn from the consent Agenda

JAP had requested that item 12 (European Structural and Investment Funds Progress) be withdrawn from the consent Agenda.

4. Approval of Consent Items

Items 9, (Executive Committee notes), 10.2 (Skills Capital Update), 13 (Skills), 14.1 & 14.2 (Enterprise Advisory Committee), 15 (International Advisory Board), and 17 Business Overview Committee) were **approved**.

5. Minutes of Board Meeting held on 2 July 2015

The Minutes were noted as a true and accurate record of the meeting and were signed by the Chairman.

6. Matters Arising

The Board noted the schedule of Matters Arising and considered the progress on items as reported.

KPIs – A report on KPIs to be brought to the next meeting.

Strategy Away Day – TW proposed that the Strategy Away Day be deferred until the New Year when the new Chief Executive was in post; the Board **agreed**.

Action: SM to reschedule the meeting.

South East LEP – RC reported that the LEP had been encouraged to continue in its existing format and was seeking to appoint a new Chairman.

7. Devolution

TW introduced a number of items under this significant topic.

LG, GM and TL (supported by Matthew McMillan) each outlined their proposals to Government:

7.1 Three Southern Counties (3SC)

7.2 Greater Brighton Economic Board

7.3 London Borough of Croydon

The Board considered the proposals both individually and collectively and in particular:

Noted the high degree of collaboration between the projects, whilst recognising the importance for the Board to be able to articulate the commonalities clearly;

Recognised that infrastructure and skills were key features in which the LEP had a role to play;

MH suggested that by working together, so that the proposals complemented each other, a multiplier effect would be created which could be attractive to

Government;

GM agreed that whilst there were common themes, each body was building on the innovation present in its own locality;

TW reiterated Coast to Capital's support for the principle of devolution and commended the collaborative approach that was being adopted.

TL added that the various authorities were not in competition with each other and wished to work together.

TW thanked all of the contributors for a fascinating discussion.

[Secretary's note: The presentations are attached to these Minutes as Appendices One to Three.]

7.4 WSCC ASEAN Gateway Update

JAP and JK declared an interest as members of the Coast to Capital Area Shadow ESIF Sub-Committee (7.4.1)

The Board received and considered a paper by Gill Steward and Carolyn Carr, WSCC dated September 2015 and presented by LG.

The Board was reminded of the background to the 'Business Internationalisation including ASEAN Gateway' programme and **noted** the recent developments and current position.

PJ said that it was important to align the various aspects of the programme to achieve the maximum benefit across Coast to Capital's priority sectors.

He stressed that the platform to support the ASEAN Gateway was "not just a life science project".

TW agreed that this challenge should be **noted**.

7.4.1 The Board noted the first project referred to in the report: "**Enhancing the competitiveness of SMEs – ASEAN Business Development Project**".

7.4.2 The Board recognised the importance of the Cool Chain project and **agreed** that a full business case for Local Growth Fund investment in respect of the **Physical hub for Business Internationalisation and ASEAN Trade, with a focus on the health and life sciences sector** project be developed for consideration.

LG agreed to send the business case to MLR who would confer with other Board members before any full application was submitted to the International Advisory Committee.

The Board discussed the strengthening relationship with Vietnam and a possible delegation visit to Vietnam. In answer to a point raised by JK, TW advised that he had already requested RC to have a business case for this, stressing that any tangible and/or intangible benefits of such a visit must be measurable.

CB reported that a delegation from Vietnam had recently visited schools in West

Sussex.

(For further discussion regarding Vietnam, see Item 15 - International Advisory Committee).

7.5 Skills – Further Education Sector and Funding

A paper by CB and SL was received and considered.

The paper outlined the history of FE funding and the effect of funding cuts and the current programme of national Area Reviews. This was of particular significance as the southern part of the Coast to Capital region was to be included in the first wave of reviews, the process for which was outlined.

AM enquired whether employers would be involved in the reviews.

SL replied that this should be the case but was unsure how this would occur.

RC agreed that it was important for employers to be consulted and that he was working to ensure their engagement.

Other Board Directors concurred, citing support from MPs and also challenges from business leaders to heighten the profile of professional trades.

TW commended RC's intention to involve employers as part of the LEP's role as a facilitator.

JK stressed the need to look at employers' needs at a strategic level and not to be constrained by artificial boundaries.

Action: RC to facilitate employer engagement in the Area Based reviews.

8. Chief Executive's Report

RC delivered an overview of significant aspects of his paper:

Joint Committee – The Board **approved** the holding of a Joint Committee meeting in order to discuss the Infrastructure Deficit Plan and provide an update on the Growth Deal.

Action: RC to liaise with West Sussex County Council to arrange the meeting.

Europe – The Board **supported** John Peel's wish for nomination to join the ESIF Programme Monitoring Committee as an alternate member whilst maintaining his position on the Technical Assistance Group.

Action: JAP / RC to progress.

Sectors – The Board welcomed the commissioning of a further study.

Forum – Directors were requested to advise RC for their availability for the Forum to be held on 3 November 2015.

Action: All – to advise RC accordingly.

Enterprise Zones – RC confirmed that two Enterprise Zone bids (Newhaven and Bognor Regis) were submitted to Government on 18 September 2015 and that support had been received from local MPs, Maria Caulfield and Nick Gibb.

Coast to Capital Economic Assessment – The Board welcomed the comprehensive report.

Paper copies could be obtained from Sue Maddin:
(sue.maddin@coast2capital.org.uk)

National Audit Office Review – Part of the case study for which Coast to Capital had been selected may include the inspection of the Directors' Register of Interests.

Action: All – to review their individual details on the website and notify RC of any changes.

Chief Executive recruitment – TW apprised the Board of the current position and said that he would consider any potential additional recruitment requirements.

Action: TW to discuss recruitment with RC.

9. Executive Committee Meeting 24 August 2015

The Board noted the content and actions of this paper.

10. Growth Deal

10.1 Update

PGPC gave a summary of his report in particular:

Progress had been made with the completion of funding agreements, although there were still a number outstanding. At a recent meeting of the Area Partners Task and Finish Group some concern had been expressed at the reputational risk posed by the delay in signing funding agreements.

PGPC and RC answered Directors' questions and explained that each project had individual issues which had to be resolved separately. Additionally, work was being undertaken to identify projects which could utilise any potential underspend. The Coast to Capital team was working closely with the Accountable Body to reduce the number of projects awaiting funding agreements. PL agreed, saying that more success had been achieved in instances where the Accountable Body had been involved in meetings with the Delivery Body and LEP Officers.

PL pointed out that it was not just a matter of spending funds allocated, projects must deliver their objectives and that any slippages might affect future plans. He added that proposals for virements would be considered.

PL also advised that the proposal for block funding agreements for transport projects, as reported in the paper, was being considered.

RC reported that he and PL were meeting on 29 September 2015 to appraise the current position and processes. TW requested that the outcome be reported back to the next meeting of the Executive Committee on 27 October 2015.

Action: RC / PL to report back to the Executive Committee.

After due consideration, the Board accepted the recommendations contained within the report and:

agreed that only the Front Page to the Programme Book (which noted changes since the previous version) and the Dashboard would be circulated in hard copy, the full Programme Book would be viewed on the Coast to Capital website.

noted the transport project adjustments to profiles, agreement to which was within the delegated authority of the Local Transport Body;

agreed the adjustments to the phasing of the profiles, as presented to the meeting, for:

Newhaven and Shoreham Flood Defence projects; and
Preston Barracks Central Research Laboratory and Circus Street; and

noted that proposals regarding the use of project underspends would be considered by the Local Transport Body and reported to the next Board meeting.

The Board was keen that suitable alternative projects be ready in the event of any unused funding becoming available.

10.2 Skills Capital Update

CB declared an interest as the Vice Chair of Central Sussex College.

SL and JK declared interests as Principal and Vice Principal respectively at Chichester College.

CB delivered an overview of the report by HB noting the progress of the Skills Capital projects.

10.3 Accountable Body

PL said that he had no further matters to report and would attend the Executive Committee meeting as requested.

11. Infrastructure Study Update

MH gave the Board an update on the progress with the Infrastructure Study report and answered questions.

He explained the importance of understanding the other research that was being undertaken by partner organisations.

The Board **accepted** the recommendations proposed in the report, namely:

the principles listed at paragraph four in the paper;

that a short review of all the ongoing studies, including a short Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of each be carried out;

the Infrastructure Committee would develop proposed next steps and a way forward for the LEP's engagement in these studies (including potential funding), via the Executive Committee; and

that this would feed into forthcoming meetings with BIS/DfT/DCLG and the ongoing devolution debate.

Action: MH and PGPC to progress recommendations.

MM left the meeting.

12. European Structural and Investment Funds Progress

PJ declared an interest as Managing Director of Wired Sussex which had submitted a bid under one of the ERDF Calls.

LG declared an interest as Leader of West Sussex County Council which had submitted a bid under one of the ERDF Calls.

CB declared an interest as the Vice Chair of Central Sussex College which had submitted a bid under the ESF Call.

SL and JK declared interests as Principal and Vice Principal respectively at Chichester College which had submitted a bid under the ESF Call.

JAP gave an update to his report, drawing the Board's attention in particular to Paragraphs 13 and 14 which reported that:

The Coast to Capital Area Shadow ESIF Sub-Committee was required to produce an updated version of the ESIF Strategy by the end of October 2015. The ESIF Strategy supported the Strategic Economic Plan and, as such, is the responsibility of the Coast to Capital LEP Board as well as of the Coast to Capital Area Shadow ESIF Sub-Committee.

The Board **agreed** to delegate the authority to restructure the ESIF Strategy to John Peel, Lindsey Simpson, European Strategy Advisor and Kathy Vuillaume, European Funding Manager. The updated ESIF Strategy would be presented to the Executive Committee at its meeting on 27 October 2015.

Action: JAP to progress with restructuring of ESIF Strategy.

13. Skills

The Board noted the content of this report.

14. Enterprise Advisory Committee

14.1 Update

SA gave an overview of his report, noting in particular:

The high quality and value of the Economic Assessment;

The revised structure of the Enterprise Advisory Committee;

Developments with the Business Navigator Growth Hub; and SA reminded the Board that Coast to Capital proactively identified opportunities to raise awareness of its business support initiatives and invited Directors to let him or Malcolm Brabon know of any possible openings.

Action: All to advise SA or Malcolm Brabon of any appropriate events.

14.2 Regional Growth Fund and Business Finance Update

The Board noted the content of this update.

TW commended the case studies for each of the beneficiaries on the website.

15. International Advisory Committee

As members of the Coast to Capital Area Shadow ESIF Sub-Committee JK and JAP reported an interest regarding the ESIF opt-in funding.

MLR delivered an overview of his paper, noting in particular:

The successful visit of a delegation from Vietnam earlier in the month and the interest shown in the varying linkages within the Coast to Capital region (e.g. Rolls Royce and Chichester College apprenticeships). He said that their appetite was to learn about areas for which there was little experience in Vietnam.

Directors were interested to hear how what had been learnt could be shared and optimised for the benefit of the region.

MLR reported that an excellent presentation had been made by one of the delegates and he would endeavour to make this available.

TL offered to share contact details for various foreign delegations which may be of interest to the LEP.

Actions: MLR to obtain the presentation.

RC to contact TL for the details.

16. Growing Places Fund ("GPF") Report

PGPC delivered an overview of this report and after consideration, the Board **approved** the following recommendations:

A repayment holiday and extension to the GlassEco loan (payments to recommence in January 2016 and the loan be extended until March 2017). RC and JAP would make a due diligence visit to GlassEco in the near future; and

Finance South East (FSE) - £1m be switched from the expansion loans fund to the growth equity fund.

Action: RC / PGPC to make necessary arrangements.

17. Business Overview Committee

DG gave an overview of his report, principally highlighting the next sector event which was to focus on the Food and Farming sector.

18. Audit Report and Accounts

The Board duly considered the Audit Report and Accounts; MLR and DS answered questions put to them by Directors.

DS confirmed operational surplus of £195k was as reported to the Board on 14 May 2015.

The Board:

approved the Directors' Report and Financial Statements for Year Ending 31 March 2015;

authorised the Chairman to sign the accounts on behalf of the Board; and

agreed that the abbreviated accounts be filed at Companies House.

TW thanked MLR and DS for their assiduity in completing the accounts.

19. Confidentiality of Business

The Board noted that the following information was confidential:

The projects under consideration / review for Growing Places funding (item 16); and

The identity of the new Chief Executive (until the end of Monday 28 September after completion of the contract.)

20. Any Other Business

20.1 The meeting closed at 7:50 pm.

21. Date of Next Board Meeting

The next Board meeting will be held at 5.00 pm, 19 November 2015, the venue will be confirmed shortly.