

**Coast to Capital Board Meeting 35
Thursday 13 July 2017, 5:30pm
Avensys Ltd, Avensys House, Fleming Way,
Crawley, West Sussex, RH10 9JY**

Meeting Minutes**Board Members:**

Tim Wates (TW) - Chairman, Daryl Gayler (DG), David Hodge (DH), Debra Humphris (DJH), Phil Jones (PJ), Nick Juba (NJ), Julie Kapsalis (JK), Mike La Rooy (MLR), Amanda Menahem (AM), Ravi Shankar (RS), Jonathan Sharrock (JS), Garry Wall (GW)

Attendees:

Michael Jordan (MJ) - Head of Strategic Procurement and Commercial Law - West Sussex County Council, Malcolm Brabon (MB), Tony Middleton (ALRM), Katie Nurcombe (KN), Kirsten Trussell (KT), Rebecca Tonks (RT) (Item 5 & 6 B only) – all Coast to Capital

In support:

Sue Maddin (SM) and David Smith (DS) – Coast to Capital

Introduction

Markus Wood, Avensys Managing Director, welcomed the Board to the venue and gave a brief introduction to Avensys Ltd.

TW thanked MW for his generous hospitality. MW then left the meeting.

Part A**1. Welcome and apologies**

TW welcomed Katie Nurcombe, Head of Communications and Corporate Affairs to her first Board Meeting.

He noted apologies from Steve Allen (Vice Chairman), Louise Goldsmith, Martin Heffer, Warren Morgan and Tony Newman and also Cath Goodall (BEIS).

2. Declarations, disclosures and Conflicts of Interest

The Board confirmed that the conflicts of interest register published on the website on this day was a true and accurate record.

JS thanked Members for returning their individual disclosures of interest which were being reviewed prior to publication on the website.

3. To review Public Comments

No comments had been received.

4. Launch of the Business Plan

JS reported that the Business Plan had been launched and well received at the Coast to Capital Partnership Board meeting on 29 June 2017 and thanked MLR for attending. It had been circulated to Local Authority partners and is available on the website.

Members were reminded that the themes identified within the Business Plan would be developed more fully into the Strategic Economic Plan.

5. Any other business

There was none.

Part B – The items in this document will not be published unless noted otherwise

1. Actions / Minutes from last meeting and Notes from last Chairman’s Committee

JS advised that the Minutes from the last meeting would be published; items relating to Local Growth Fund and Housing and Regeneration Task Force and Growing Places Fund would be redacted.

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

The Board noted that all items on the schedule of Matters Arising were either completed or included under separate agenda items; with the exception that that there was still an opportunity for an additional Board Member to join the Audit Committee.

The Notes of the Chairman’s Committee meeting held on 13 June 2017 were also noted.

Action:

ALL – to let JS know if they would like to join the Audit Committee

2. Accounts for the Year ended 31 March 2017

This item has been redacted.

3. Coast to Capital Board

This item has been redacted.

4. Chief Executive’s Report

JS and members of his Senior Team outlined his report.

Corporate update – KN thanked those Board Members whom she had met for their warm welcome. She gave an overview of her role as Head of Communications and Corporate Affairs.

She explained the ownership and review procedures for the Corporate Risk Register and advised that the two red risks (relating to IT back up) had appropriate controls in place. MLR added that Coast to Capital’s IT was cloud based and therefore less vulnerable to physical risk.

Communications and stakeholder engagement – KN reported the that she was focussing on developing an organisation wide communications strategy and stakeholder engagement plan and had already commenced producing a Board Update from JS and a monthly newsletter with a circulation of 1,500.

AM asked if it would be possible to see the Communications Strategy as it was developed and KN agreed to include it for information at a future Board meeting.

JS reminded Members that he was speaking at a Parliamentary Roundtable about the Brighton Mainline on 18 July and that there was still an opportunity for interested Members to attend.

Action:

KN to include the Communications Strategy for information at a future Board meeting

Projects Pillar

Dashboard LGF - ALRM gave an overview of his Dashboard report, which had been further modified in line with feedback received at the last meeting. DG requested that the dashboard present the value of spend and ALRM agreed to reflect further on this.

Strategy and Policy Pillar

Strategic Economic Plan (SEP) – JS reported that the re-write of the SEP was likely to be finalised in early 2018 unless Government activity prompted an earlier delivery. Both DJH and NJ were keen to be involved in the process as described in the paper.

Sub-national transport body – DH thanked SA for his help in relation to the A27 as part of his role on the Shadow Partnership Board for Transport for the South East. TW emphasised the importance of this body and said that there would be an update at the next Board Meeting.

ESIF – KT reported that Councillor Helyn Clack had been elected as the new Chair of the ESIF Committee. There had been some progress with delivery of the ESIF programme and an action plan had been agreed with DCLG regarding the backlog in project applications which included additional and senior level staff. This extra resource would continue until the value of our contracted projects met the average for the rest of the country.

5. Enterprise Advisers Network (EAN) – Update Presentation

TW introduced Rebecca Tonks (RT) to the meeting, who then delivered a brief presentation on the delivery to date of the EAN and answered questions from Board Members. MB confirmed that the programme's sponsor, The Careers and Enterprise Company, was responsible for measuring its progress and success criteria.

JS explained that to maintain the service for the following academic year the Board was being requested to agree funding now. The Board **approved** the request for match funding of £43,050 from the 2018-19 budget. This commitment would unlock match funding from the Careers and Enterprise Company for the next year.

TW thanked RT for her interesting presentation.

6. Board Reflection

This item has been redacted.

7. Any other business

There was none.

8. Date of next meeting

The next Board meeting would be held at 5:00pm on 21 September 2017 at a venue which would be confirmed.