

**Coast to Capital Board Meeting 38
Wednesday 31 January 2018, 5:00pm
The Council Chamber, Croydon Town Hall,
Katharine Street, Croydon, CR0 1NX**

Meeting Minutes

Board Members:

Tim Wates (TW) - Chairman, Steve Allen (SA) – Vice Chairman, Daryl Gayler (DG), David Hodge (DH), Louise Goldsmith (LG), Martin Heffer (MH), David Hodge (DH), Debra Humphris (DJH), Phil Jones (PJ), Mike La Rooy (MLR), Tony Newman (TN), Ravi Shankar (RS), Jonathan Sharrock (JS), Garry Wall (GW)

Attendees:

Katharine Eberhart (KE) – Director of Finance West Sussex County Council, Cath Goodall (CG) - Cities & Local Growth Unit, Kirsten Trussell (KT) (Items 1-5 only); Anthony Middleton (ALRM) (Items 1-5 only); Katie Nurcombe – Coast to Capital

Guests:

Manju Shahul-Hameed (MSH), Cabinet Member for Economy and Jobs, London Borough of Croydon Council.

Kathryn Hall (KH), CEO Mid Sussex District Council, Lee Harris (LH) Executive Director, Economy, Infrastructure, Environment, West Sussex County Council; Karl Roberts (KR), Director of Place, Arun District Council, and Lee Sambrook (LS), Head of SE & E Engagement Team, CPD Division Department for Transport – Item 3 only.

Part A items will be published. Part B items will also be published unless specified otherwise.

Introduction

TW thanked TN for his generous hospitality.

1. Introduction (Part A)

a) Welcome and apologies

TW welcomed RS to his first Board Meeting in his new role as Co-opted Board Director and Finance Sponsor.

TW welcomed MSH to her first Board meeting as Tony Newman's deputy and successor to Mark Watson. TW expressed the Board's gratitude to Mark for his contribution to the work of the LEP over 18 months.

Apologies from David Joy, Nick Juba, Julie Kapsalis, Amanda Menahem and Warren Morgan were noted.

b) Minutes from last meeting and Matters Arising

The Board noted that all items on the schedule of Matters Arising were either completed or included under separate agenda items

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

c) Declarations, Disclosures and Conflicts of Interest

The Board noted the importance of declaring conflicts of interest in relation to agenda item three, Critical Projects Review.

d) To review Public Comments

No comments had been received.

2. LEP Accountable Body Arrangements (Part B)

JS presented the recommendation from the Audit Committee to appoint one Accountable Body to support Coast to Capital's operations. It was noted that Government was clear that this change needed to be made to resolve its only concern in relation to Coast to Capital's governance.

The Board **approved** the recommendation to appoint one Accountable Body.

3. Critical Projects Review: A2300 and A29 (Part B) - this item will be published with some detail redacted

Due to a non-trivial conflict of interest TW left the room and this item was chaired by SA.

JS introduced the Critical Projects Review on the A2300 and A29 road schemes.

KH and LH gave a presentation on the A2300 and answered questions from Board members.

KR and LH gave a presentation on the A29 and answered questions from Board members.

Action – SA to lead a Working Group on the A2300/A29 which is to report back to the Board.

KH, LH, KR and LS left the meeting.

TW returned to the room.

4. Projects Report (Part B)

Spotlight – Croydon

TW invited TN to comment on Croydon highlighting the investments that Coast to Capital had made in Croydon through both the Local Growth Fund and the Growing Places Fund.

In line with a new approach to join project review visits in advance of the meeting, some Board members had visited the ongoing refurbishment of Fairfield Halls which had been funded by Coast to Capital. The project was progressing well and would support the transformation of Croydon and the regeneration of the town centre. TW thanked TN for arranging the tour and for the welcome at Boxpark at the beginning of the tour.

Local Growth Fund Financial Update

No comments were received by Board members on the recommendation set out in the paper in relation to capital flexibility releases and that the Chief Executive be given delegated authority to agree the final year end release projects and amounts.

5. Draft Strategic Economic Plan and Local Industrial Strategy (Part A)

JS gave an update on progress in relation to the development of the Strategic Economic Plan (SEP) which would be ambitious, compelling, credible, and based on evidence and expertise. It would define our model for growth, place our region in a national context and challenge complacency. Discussions had highlighted the importance of the brand/image of the region and professional advice would be taken on how to communicate our unique offer.

JS confirmed that the SEP would lead to Local Industrial Strategy negotiations and our offer would address the three regional issues of sustainable growth, relationship with London and opportunity for trade. The region was uniquely placed to help lead a national debate on these. This would be taken in the wider national context of digital disruption and changing demographic which Board members felt should be expressed as a positive opportunity for the region.

JS presented early ideas on priorities, objectives and outcomes under the five drivers of the Industrial Strategy; infrastructure, place, people, ideas and business environment and welcomed comments from Board members.

There would be three stages of development which would lead to Local Industrial Strategy negotiation in 2019 which included preparation of the document, engagement and advocacy. The Board would receive a full document at the next Board meeting in April with a view to the document being published in the spring and launched at the AGM in July.

KE left the meeting.

6. Draft Business Plan (Part B)

JS presented the proposal for the Business Plan which would be developed alongside the SEP. The Board noted that Government had confirmed core funding for two years with a flat cash settlement of £500,000. This was subject to full compliance with an evolving Assurance Framework in the first year and the LEP Review recommendations in the second. JS confirmed that further advice would be presented on resources needed to deliver Coast to Capital's ambitions. The LEP's relationship with all partners in the region including Districts and Boroughs would be reconfirmed. The Board was content with the principles set out in the paper.

7. Chief Executive Report (Part B)

JS outlined his report, of particular interest:

The Board Development Day took place in November at the Roffey Park Institute. The day was very useful for those that attended and was the start of an ongoing process to strengthen the Board's ability to work effectively together. The next phase of the work would be to develop a formal Board appraisal process which would include an assessment of skills and be a continuation of the Board's development.

The Annual Conversation with Government had taken place in December 2017 and had concluded that Coast to Capital had good governance arrangements in place, subject to moving to one Accountable Body. Coast to Capital had taken part in piloting a deep-dive review in January 2018 to help the Government Internal Auditors develop a model for LEP project assurance. Feedback from this had been very positive and auditors had made no recommendations on improvements needed to our processes. A more detailed note was expected on the case file review. In addition, an independent scrutiny review of the Assurance Framework would be undertaken by Karen Dukes, formerly of PWC, in February.

JS directed the Board to a supplementary paper which confirmed that Government had published its Best Practice Guidance on Local Enterprise Partnership governance and transparency. Coast to Capital would need to comply with the guidance by 28 February to confirm compliance with the Accountable Body and Government. The Board approved the updated Assurance Framework and related Annexes. The Board also approved the standardised process of marking documents which are not for publication as 'Confidential'. The Board noted that the Accountable Body would need to provide formal final endorsement before the updated Assurance Framework could be published but KE had verbally confirmed that the Code of Conduct and Declaration of Interests form could be completed and only minor drafting changes would be recommended to the document.

JS informed the Board that there were a number of strategic railway projects taking place across the Brighton Mainline network. The Board noted that as a result of the Brighton Mainline Improvement Programme the line between Preston Park and Three Bridges would be closed for nine days in October 2018 and nine days in February 2019. Coast to Capital had a key strategic role in bringing partners together and coordinating activity and messages across this and other projects such as the Brighton Mainline Upgrade (Windmill Bridge Junction) and the Gatwick Airport station development.

8. Close

a) Future Meetings

Board meetings in 2018 would take place at 5:00pm on the following dates and locations:

- Thursday 19 April – West Sussex
- Wednesday 4 July – Surrey (Reigate & Banstead)
- Thursday 18 October - Brighton

Each meeting would start with the opportunity to join a project review visit in the location of the meeting from 3:30pm to 4:30pm.

The SEP was expected to be launched in the spring and the AGM would take place on Thursday 19 July in Brighton.

b) Board

TW warmly thanked MH and AM for their commitment, support and input during their time as Board members as their terms were due to end at the end of March.