

**Coast to Capital Board Meeting 36  
Thursday 21 September 2017, 5:00pm  
Grant Thornton UK LLP, 2<sup>nd</sup> Floor, St John's House, Haslett Avenue West,  
Crawley, West Sussex, RH10 1HS**

## **Meeting Minutes**

### **Board Members:**

Tim Wates (TW) - Chairman, Steve Allen (SA), David Hodge (DH), Louise Goldsmith (LG), Martin Heffer (MH), Debra Humphris (DJH), Phil Jones (PJ), Nick Juba (NJ), Julie Kapsalis (JK), 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, Hannah Rignell (HR), Deputy Head, London and South East, Cities & Local Growth Unit, Kirsten Trussell (KT) (Items 1 & 2 only) – Coast to Capital, Natalie Brahma-Pearl (Crawley Borough Council CEO) and Lee Harris (Executive Director of Economy, Infrastructure and Environment at WSCC) (item 4 only).

### **In support:**

Sue Maddin (SM) – Coast to Capital

## **Introduction**

Katherine Potter (KP), Marketing Manager, welcomed the Board to the venue and gave a brief introduction to Grant Thornton UK LLP.

TW thanked KP for her generous hospitality. KP then left the meeting.

## **Part A**

### **1. Introduction**

#### **a) Welcome and apologies**

TW welcomed Hannah Rignell Deputy Head, London and South East, Cities & Local Growth Unit to the Board Meeting.

He noted apologies from Daryl Gayler, Amanda Menahem and Warren Morgan.

#### **b) Minutes from last meeting and Matters Arising**

JS advised that, excepting confidential items, the Minutes from the last meeting would be published.

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

**c) 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.

The Board agreed that due to a 'non-trivial conflict' in relation to the Crawley Growth Programme Proposal (agenda item 4), LG would leave the room and take no part in the decision making in accordance with the Assurance Framework.

**d) To review Public Comments**

No comments had been received.

**2. Development of Strategic Economic Plan Vision (SEP)**

JS delivered a presentation of the progress which had been made, including the output from the series of recent workshops, and next steps for developing the vision for the SEP.

Discussion at the workshops had been very productive, strengthening the importance of the leadership role of the LEP and the need to be bold and ambitious. It had also highlighted several issues it needed to think carefully about, such as housing, technology, Brexit and the ageing workforce.

This resulted in an excellent steer about our future vision and how to position the region and frame the associated opportunities and challenges.

The Strategy and Policy Team had devised four approaches for the Board to consider. Members were wholeheartedly in support of adopting the fourth approach: to develop a challenging vision with a specific goal to set Coast to Capital apart from other LEPs – giving an opportunity to demonstrate leadership and impact, whilst bringing clear risks around capacity, expectation and reputation.

Members considered the opportunities and challenges this option offered and steered JS and KT accordingly.

GW and TN arrived.

JS outlined the next steps which would include further conversations with Board Members, an update at the next Chairman's Committee. A first draft of the Vision would be presented to the November Board meeting.

KT left the meeting.

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

**3. Chief Executive's Report (this item will be published, with the Growing Places paragraph redacted)**

JS outlined his report, of particular interest:

**Introduction -**

Government was commencing a review of LEP functions, to develop options around its Manifesto pledge to give LEPs 'backing in law'. A White Paper on the Industrial Strategy was expected towards the end of the year.

A Board Development Day at Roffey Park was being arranged for 27 November 2017. TW commended this opportunity and said it would form part of a nine months' Board Assessment process.

**Corporate update -**

The Board **approved** JK's appointment to the Audit Committee.

The appointment of Co-opted Directors was in progress with interviews to take place shortly.

There had been some recent internal recruitment and organisational developments – a key one being the move of the Shoreham based staff in the Services Pillar Team to Horsham.

**Communications and stakeholder engagement -**

A Communications strategy had been developed and was annexed to this report. A Stakeholder Engagement Strategy will be included with the November Board report.

**Principal events -**

A Parliamentary Roundtable in support of the Brighton Mainline had been held on 18 July 2017 and was attended by 11 of the regions MPs

Coast to Capital had sponsored the British Science Festival held during Brighton in September which had 15,000 attendees.

Party Conferences – TW was to join Sir David Higgins, Chairman, Gatwick Airport at the Labour and Conservative Party Conferences to discuss 'The Gatwick Growth Corridor: Powering London and the UK'.

**Projects Pillar**

**Dashboard LGF** – JS reported that progress was being made although there continued to be a difficulty in getting the Delivery Bodies to spend their allocated

funding. There was a predicted underspend of £15 million for the current financial year.

39 bids had been received for the latest call and these were in the process of being evaluated by dedicated Review Groups.

**LGF Risk register** - JS explained that the three 'red' risk projects were subject to careful monitoring by the Projects team. The 'white' risks were subject to evaluation reports. A further report would be provided to future meetings.

### **Services Pillar**

Good progress had been made across each of the three key areas.

MLR was to chair the International Task Group with the focus of driving forward new international trade activity over the coming 12 months.

DH offered to explore his contacts to identify potential Enterprise Advisers in the Tandridge area.

### **Strategy and Policy Pillar**

JS reported that the Strategy and Policy Pillar was engaged with proactive Government work across a large number of policy areas: FE provision in Haywards Heath; Housing Infrastructure Fund; Transport for the South East (sub-national transport body); Innovation South and the Newhaven Enterprise Zone. New initiatives on Energy showed Government's high expectations of LEPs. The Team was working collaboratively with partner organisations to share knowledge and resources.

Members were concerned by the continued slow progress across the ESIF programme. JS reported that the new Chair, Councillor Helyn Clack had been had been actively involved in chasing DCLG. HR offered to raise the matter herself and said that the situation faced by southern LEPs had been recognised as an issue.

TW requested that ESIF progress be included as a specific issue on the November Board agenda.

**Action:** SM to include ESIF as agenda item

## **4. Close**

### **a) AOB**

There was none.

### **Secretary's note:**

*Debra Humphris' reappointment for a further (and final) year has been ratified from 1 July 2017.*

*The Association of South East Colleges has appointed Nick Juba for a further (and final) year from 1 November 2017. This needs to be ratified by the Board which will be done by correspondence.*

**b) Future Meeting**

The next Board meeting would be held at 5:00pm on 16 November 2017