

Coast to Capital – Board meeting No. 41

18 October 2018

5:00pm – 7:30pm

University of Sussex, Falmer, BN1 9RH

Coast to Capital Board Meeting 40

4 July 2018: 5:00pm – 7:30pm

Denbies Conference Suite, Dorking, Surrey, RH5 6AA

Meeting Minutes**Board Members:**

Tim Wates (TW) – Chairman; Steve Allen (SA) – Vice Chairman; Daryl Gayler (DG); David Hodge (DH); Phil Jones (PJ); David Joy (DJ); Nick Juba (NJ); Julie Kapsalis (JK); Mike La Rooy (MLR); Manju Shahul-Hameed (MSH); Ravi Shankar (RS); Jonathan Sharrock (JS); Garry Wall (GW); Dan Yates (DY).

Attendees:

Katharine Eberhart (KE) – WSCC Accountable Body; Cath Goodall (CG) - Cities & Local Growth Unit; Anthony Middleton (ALRM) – Coast to Capital; Hazel Nicholmann – Coast to Capital; Katie Nurcombe – Coast to Capital; Adam Tickell (AT) – University of Sussex.

Guests:

Cavendish Elithorn (CE) – LEP Senior Sponsor; Richard Simpson (RS) - Accountable Body, Growing Places Fund, Croydon Council (Items 1-4 only).

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

1. Introduction (Part A)

TW thanked members for taking part in the Coast to Capital Energy Strategy presentation, delivered by Simon Burgess from Siemens plc, which had preceded the meeting.

a) Welcome and apologies

TW introduced Adam Tickell and Dan Yates from the University of Sussex and Brighton & Hove City Council (BHCC) respectively. He also welcomed Manju Shahul-Hameed who was representing Croydon Council in place of Tony Newman; Cavendish Elithorn and Richard Simpson. Apologies were noted for Louise Goldsmith; Martin Harris; Debra Humphris; Rosaleen Liard and Tony Newman.

b) To Review Public Comments

There were no public comments.

c) Minutes from last Board meeting and Matters Arising Schedule

The Minutes were agreed and the Matters Arising Schedule was noted.

d) Declarations, Disclosures & Conflicts of Interest (Part A)

TW read out the standard Conflicts of Interest statement (see April 2018 minutes).

TW reminded Members of the need to be personally responsible for managing and complying with the Declarations process. MLR stated that, following a discussion which had taken place at the June Audit Committee, onus should also be on Members to ensure consistency with their Companies House listings ahead of returning their Declarations to Coast to Capital. This was in line with guidance obtained from the Accountable Body (AB). TW requested that Members are duly notified on this requirement.

Action: HN to email the Board with the updated guidance and ask that they check their existing Declarations of Interest accordingly.

A number of Members declared conflicts: Adam Tickell - Items 4a: Brighton Block J (papers were also withheld); Dan Yates - Item 4b: Brighton i360; Dan Yates, David Hodge and Manju Shahul-Hameed - Item 5: Accountable Body Review.

e) Chairman's Committee meeting

The Minutes of the June meeting were noted.

2. Year End Accounts 2017/18 (Part B) – This item will be published

MLR chaired the Audit Committee on 6 June and confirmed that a clean Audit Report had been received. The Annual Report and Financial Statements for the year ended 31 March 2018, approved by the Audit Committee in June, were approved by the Board. Improvements had been made on transparency and clarity in presentation.

Action: HN to arrange signing and onward publication of the Statements on the website.

3. Local Growth Fund (Part A)

JS presented the new protocol for managing high risk projects which was produced in response to recommendations in the Independent Scrutiny Report. The new protocol includes a projects review lifecycle was noted by the Board. Delegation of project oversight responsibility to the Investment Committee, with escalation to the Board only for decisions to withdraw funding, was approved. The process for the allocation of future funding and recycled Growth Deal Funding, as set out in Annex B of the paper and included in the Coast to Capital Strategic Economic Plan (SEP), was also noted.

Action: HN to update the Framework with the new processes.

4. Growing Places Fund (Part B) Not for Publication. These items have been redacted

4a) Brighton Block J

Adam Tickell was conflicted and left the room.

4b) Brighton i360

Dan Yates was conflicted for Item 4b) and left the room. Richard Simpson left the meeting.

5. Accountable Body Review (Part B) – This item will be published

David Hodge and Manju Shahul-Hameed were conflicted and left the room. Ravi Shankar also left the room.

The Board noted the progress which had been made on procuring a single AB and were satisfied with the procurement process. Inter-dependencies with the awaited LEP Review and associated risks were noted. The Board agreed to appoint Croydon Council as the chosen supplier with delegated authority to JS as Chief Executive on the final terms of the new contract; and for a transition period between the two authorities to be mutually settled.

6. Chief Executive Report (Part A)

Dan Yates, David Hodge and Manju Shahul-Hameed, joined by Ravi Shankar, all returned to the room.

JS outlined key points of his Report.

Communications and Corporate

The Board noted that the Local Assurance Framework would be further updated once the National Assurance Framework had issued. It was agreed that a thank you letter from the Board to the outgoing PA of the Coast to Capital Chief Executive should be issued.

Action: HN to prepare thank you letter for TW.

Board Developments

Members agreed to extend Nick Juba's term as Further Education Sector Director to May 2019 which would align with the Coast to Capital Articles. TW recommended that the Board Succession Planning grid should be included in future meetings; recruitment should be deferred until the LEP Review has published and with the support of a recruitment specialist.

Investments Pillar

The Board noted that a Level 1 review had been undertaken on the University of Sussex Bio Innovation Centre project, which was previously rated as a red risk. The Board would be further updated at the next meeting on outcomes.

Action: ALRM to include in the October Chief Executive Report.

Services Pillar

Recognition was given to all those involved with a recent Enterprise Advisor Network event in Tandridge.

Strategy and Policy Pillar

TW thanked GW for his role as Chair of the Joint Committee meeting in June, at which the new Coast to Capital SEP was agreed. JS was commended for the extensive engagement which had taken place with Local Authority CEOs. The SEP would be launched at the Coast to Capital AGM on 19 July. JS also reported on the projects listed under the European Regional Development Fund, which included an excellent collaboration with Network Rail on the Local Full Fibre Network Fund.

7. Close: (Part A)

There was no AOB. Future Meetings would take place as follows:

3.30pm Thursday 19 July (AGM) American Express Community Stadium, Village Way, Falmer.

5pm Thursday 18 October (venue/project tour to be confirmed, likely to be in Brighton and Hove.)

Board Meeting – 18 October 2018
Matters Arising Schedule

Meeting Ref.	Action	By	Status
Board Meeting 4.07.18 Minute item – 1(d) Declarations, Disclosures and Conflicts of Interest	Hazel Nicholmann to email the Board with the updated guidance and ask that they check their existing Declarations of Interest accordingly.	HN	Hazel is currently on long-term sick leave recovering from surgery. Board members were asked to check their current Declarations of Interest on receipt of the October Board meeting papers and further guidance will be issued with the support of our new Accountable Body.
Board Meeting 4.07.18 Minute item – 2. Year End Accounts 2017/18	HN to arrange signing and onward publication of the Statements on the website	HN	The Year End Accounts 2017/18 are published on the Coast to Capital website.
Board Meeting 4.07.18 Minute item – 3. Local Growth Fund	HN to update the Framework with the new processes.	HN	The Assurance Framework will be updated once the updated National Assurance Framework is published.
Board Meeting 4.07.18 Minute item – 6. Chief Executive's Report	HN to arrange a thank you letter from the Board to the outgoing PA of the Coast to Capital Chief Executive	HN	A letter to Sue Maddin was issued on behalf of the Board
Board Meeting 4.07.18 Minute item – 6. Chief Executive's Report	To include an update on the Sussex Bio Innovation Project in the Chief Executives update at the October meeting	ALRM	An update is included in the Chief Executive's Report.

Meeting:	Coast to Capital Board Meeting no. 41
Date:	18 October 2018
Report Title:	Declarations, Disclosures & Conflicts of Interest Statement
Report by:	Simon Trevaskis
Item No:	1 (d)
Part:	A

Recommendation:

The Board is asked to declare any Conflicts of Interest.

Declarations, Disclosures & Conflicts of Interest Statement

'Can I ask members now to declare any interest they may have and to say which item or part of an item on the agenda the interest relates to. If a member realises a need to make any declaration later on during the meeting they may do so. If any member requires any assistance on how their interest affects their contribution to the meeting we will deal with it as the item arises. Are there any declarations please?'