

Coast to Capital

Board Meeting

Wednesday 10 July 2019

Barcelona/Geneva Rooms, Destinations Place, Level 5, South Terminal, Gatwick Airport

Meeting Minutes

Board Members: Tim Wates (TW) – Chair; Julie Kapsalis (JK) Vice Chair; Jamie Arnell (JA); Karen Dukes (KD); Louise Goldsmith (LG); Martin Harris (MH); David Joy (DJ); Colin Kemp (CK); Mike La Rooy (MLR); Frances Rutter (FR); Manju Shahul-Hameed (MS – representing Tony Newman); Jonathan Sharrock (JS).

Attendees: Cath Goodall (CG) - Cities & Local Growth Unit, BEIS; Sean Murphy (SM), Accountable Body, Croydon Council (representing Lisa Taylor); and Geoffrey Thornton (GT) – BEIS.

Coast to Capital attendees: Malcolm Brabon (MB); Carli Foster (CF) – Head of Finance; Anthony Middleton (ALRM); Hazel Nicholmann (HN) and Katie Nurcombe (KN).

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

1. Introduction (Part A) – This item will be published

a) Welcome and apologies

TW welcomed Board members to the meeting. TW also introduced Tim Norwood (Corporate Affairs & Sustainability Director, Gatwick Airport Ltd) who gave an overview of the Airport's strategy and future direction. TW expressed his gratitude to the Gatwick Airport team for both hosting the meeting as well as facilitating the informative airfield tour which had preceded the Board meeting.

Apologies were noted from Daryl Gayler; Tony Newman; Nancy Platts, Adam Tickell and Cavendish Elithorn. Lisa Taylor had also given her apologies and the Accountable Body was represented by Sean Murphy.

TW welcomed the various new Board members who each gave a short introduction:

- Jamie Arnell, Senior Partner at Charterhouse Capital Partners LLP;
- Claire Mason, Founder and CEO of leadership consultancy 'Man Bites Dog';

- Frances Rutter, Chief Executive and Principal of North East Surrey College (Further Education Director);
- Cllr Mark Brunt, Leader of Reigate and Banstead (District Council Director for the area surrounding Gatwick).

Claire and Mark were attending as observers until due diligence had been completed. The other new Board appointees, Richard Hopkins, Amanda Jones and Cllr Dan Humphreys (District Council Director for the southern Districts and Boroughs), had sent their apologies due to prior commitments.

In addition, Geoffrey Thornton from BEIS gave a short introduction as a guest.

b) Public Comments

There were no public comments

c) Minutes from last Meeting

Minutes of the April 2019 meeting were approved and the Matters Arising document was noted.

d) Declarations, Disclosures & Conflicts of Interest

TW read out the Conflicts of Interest statement (see Annex A). JK and LG declared potential conflicts in relation to Chichester College Group and the A3200 (Local Growth Fund project) respectively. In addition it was noted that several attendees would need to leave the meeting room whilst Board roles were discussed as part of Agenda Item 2. TW indicated that any other conflicts arising would be handled appropriately during the meeting.

e) Chairman's Committee Minutes (Part B)

The March 2019 Minutes were noted.

2. Chief Executive Report

JS summarised key LEP developments as outlined in the Report.

TW was impressed with the pro-active approach to our engagement with the Southern LEPs to provide a single voice for the political changes affecting the wider region.

JS updated Members on the June Board recruitment campaign for the Vice Chair and Board Director positions, which had brought about a number of new appointments.

JS explained that Daryl Gayler's recovery was progressing well but would take time. Daryl was keen to resume his Board role once able and the Board was fully supportive of this. As the operation of the Board is governed by the Coast to Capital Articles of Association Daryl would leave the Board. The Board agreed to re-appoint Daryl when the next vacancy arrived, expected in February 2020, subject to him being well enough to complete the rest of his term of 18 months.

JS would meet with Daryl and his family to take this forward.

The Board requested that the Articles be reviewed to allow for a temporary suspension of duties which could have been applied in these circumstances.

Karen Dukes, Martin Harris, Claire Mason and Jonathan Sharrock left the room as to allow a discussion on the various Board roles which had arisen which was facilitated by the Chair. Residual members approved the roles listed below, subject to certain conditions where indicated:

- Karen Dukes and Martin Harris as additional Chairman's Committee members;
- Claire Mason as new Small and Medium Enterprise Champion (to be complemented by a further Board member if available);
- Jonathan Sharrock as Board member for the Newhaven Enterprise Zone (NEZ), time limited and restricted to oversight of our NEZ exit strategy during the transition period to SELEP only;
- Claire Mason as Board member for the Greater Brighton Economic Board, provided this does not lead to overstretch on her part.

The four conflicted members returned to the room, and agreed the appointments and conditions listed. Given the volume of Board changes a review of membership of other key committees would also be required to ensure proper composition and diversity.

JS explained that the LEP Assurance Framework had been updated in line with the new National Assurance Framework and that no compliance issues had been found following a compliance spot check by Government. The LEP Framework had necessitated a factual update to the Coast to Capital Articles of Association. These had been prepared in consultation with lawyers DMH Stallard and included in the papers. The Articles were approved by members by Special Resolution.

JS gave an update on the Enterprise Adviser Network which was now fully embedded within the Strategy and Policy team, with the Skills 360 Board taking on an advisory function for the programme. Resource challenges were noted which had had an uneven impact on the service. The service was not meeting the targets set by the Careers and Enterprise Company and the team would be focusing on addressing this. A new quarterly dashboard would be developed for the Skills 360 Board in August. In addition, a performance against benchmarks update would be provided at the next meeting.

3. Strategy

JS introduced this topic. Coast to Capital was in Wave 3 and strategies for two of the Wave 1 LEPs (West Midlands and Greater Manchester) had now been published.

The Board noted that that the April meeting had provided the Senior Responsible Owner (JS) with the mandate and resources to progress work on the Coast to Capital LIS. The Programme Group was now well established and was producing the further research necessary to allow us to successfully negotiate our LIS and to deliver against the eight Priorities set out in the Strategic Economic Plan (SEP). JS explained that discussions had now broadened, and have included visits to other

LEPs as well as those involved in the LIS negotiation process from central Government.

The Board agreed the revised LIS timeline, overall approach as well as the process for consultation.

TW explained that the Board would have the opportunity to promote our work on the LIS and to engage with the new 'Expert Panel'. Collective Board member input would be welcomed to shape the LIS. Pivotal to this would be to identify specific private sector innovation advantages within our LEP, directly related to the four Grand Challenges. The overarching aim would be for our LIS to be unique and self-standing. This should potentially set it apart for greater funding incentives which is vital for our regional growth and productivity.

The Chair facilitated an informative discussion to identify the advantages, details of which were noted. See Annex B. Key findings would be taken forward, including the need to find the prized 'golden thread' and key themes which would resonate for our region.

JS further reported that the consultation would be announced in time for the autumn AGM. Members welcomed the opportunity for a fulsome debate on LIS development at the October Board meeting, possible extending the Meeting as required.

4. Governance

CF summarised the financial position for the Year End Accounts 2018/19, including LEP income, as defined in the papers. The Board endorsed the draft financial statements for the Financial Year (FY) 2018/19.

5. Delivery

a) Growing Places Update (Part B – this item will be published)

KD gave an update on the GPF Fund, and noted that the separation of duties surrounding her roles and responsibilities whilst acting in an executive role had expired on 24 June. Since the last Board meeting she had called regular GPF Committee meetings which would be bi-monthly for the rest of 2019. The loans in the portfolio were reviewed at the May meeting, which had resulted in a number of actions for the GPF Team to take forward, including taking a firmer line with the loans currently in default. Members endorsed this approach.

b) Local Growth Fund Consent Paper (Part B – this item will be published)

LG left the Meeting.

The Board was pleased to approve the recommendations following the Investment Committee that took place on 21 June 2019 and also noted the decisions taken at the Investment Committee on both 7 and 21 June 2019.

c) ERDF and EAFRD

JS gave an overview on the ERDF and EAFRD. The accompanying papers were designed to improve understanding of our involvement in EU structural investment funds, which in themselves were quite complex. Members also welcomed the accompanying Spotlight Report which gave an overview on the value of ERDF and EAFRD to the Coast to Capital area. This included how projects are supporting many of the priorities set out in the SEP.

CK left the Meeting.

d) Growth Hub Update

MB updated Board members on the progress of the Escalator Programme, following the October 2018 pilot. The programme was designed to support the strongest, scaling businesses in the Coast to Capital area. It had been very successful and had received attention at local regional and national level. MB also outlined areas for future development including the potential to develop escalator cohorts for pre-scale ups, women entrepreneurs and start-up businesses.

6. Close (Part A)

There was no further business. Future Board Meetings would take place on Thursday 17 October at the University of Sussex, Falmer,

Confirmed Minutes - approved at the 17 October 2019 Board meeting