

Coast to Capital

Board Meeting 50

Thursday 15 October 2020

By Zoom Video Conference

Meeting Minutes

Board Members:

Julie Kapsalis (JK) – Chair; Karen Dukes (KD) - Vice Chair; Jamie Arnell (JA); Mark Brunt (MB); Matt Furniss (MF); Martin Harris (MH); Richard Hopkins (RH); Daniel Humphreys (DH); Amanda Jones (AJ); Bob Lanzer (BL); Rosaleen Liard (RL); Jane Longmore (JL); Phélim Mac Cafferty (PMC); Claire Mason (CM); Frances Rutter (FR) and Jonathan Sharrock (JS).

Other attendees:

- Cavendish Elithorn (CE) – Senior Sponsor - Department for Transport.
- Tim Oliver (TO) - Surrey County Council
- Faz Osborn (FO) and Abi Cunliffe-Hall (ACH) - BEIS (Cities & Local Growth Unit).
- Lisa Taylor (LT) and Kate Edwards (KE) – Accountable Body Croydon Council.
- Malcolm Brabon (MBR); Cali Gasson (CG); Anthony Middleton (ALRM); Hazel Nicholmann (HN); Katie Nurcombe (KN); Kirsten Trussell (KT) – Coast to Capital

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

1. Introduction

a) Welcome and apologies

JK welcomed Board members to her first Board meeting as Chair which was also the LEP's 50th meeting.

Apologies were noted from David Joy, Colin Kemp, Tony Newman Paul Marshall and Manju Shahul-Hameed. It was noted that Bob Lanzer was attending the meeting on behalf of PM.

JS explained Zoom protocols to members.

b) Public Comments

There were no public comments.

c) Minutes of the July Meeting and Matters Arising documents

The minutes of the July Board meeting were approved and the matters arising document was noted.

JA joined the meeting.

d) Declarations, Disclosures & Conflicts of Interest

JK read out the Conflicts of Interest statement (see Annex A).

JS confirmed that Board Directors named in the approvals under item 3)b) would be excluded from the vote and not be asked to leave the Zoom meeting. This applied to the whole item except for David Joy's reappointment. If he had been present he would have been asked to leave the Zoom meeting when the decision was made.

JK indicated that any conflicts arising would be handled appropriately during the meeting.

FR joined the meeting.

2. Governance

a) Risk Context

Board members noted the new and embedded approach to risk management and agreed to consider the following agenda items with a view to confirm the Board's appetite for risk. Some Board members were cautious about the implications of describing some aspects of our approach as 'hungry' in relation to the use of public funds.

b) Governance Review and Update

In line with the approach to conflicts described above the Board Directors named below were excluded from the vote on the following decisions.

The following Governance decisions were agreed:

- The scope of the Governance Review.
- The formation of an informal Governance Review Working Group to lead the Governance Review and its membership consisting of JK, KD, AJ, FR and JL.
- To change to the name of the Audit Committee to the Audit and Risk Committee.
- The formation of a new Finance and Resources Working Group.

The following Board Director decisions were approved:

- Matt Furniss was appointed as an alternate Director for Colin Kemp.
- David Joy was reappointed as a private sector Board Director for a second three-year term.

The following Board appointments were approved:

- Investment Committee – Interim Chair, Karen Dukes. Interim Vice Chair, David Joy.
- Growing Places Fund Committee - Julie Kapsalis to join the GPF Committee as a member.
- Business Recovery Grants Panel – Jamie Arnell, Paul Marshall and Jonathan Sharrock to Chair Recovery Grant Panels
- Finances and Resources Working Group – Karen Dukes to Chair. Amanda Jones and Dan Humphreys to join as members of the group.

The following Board Sponsorship positions were confirmed:

- Equality and Diversity Champion – Julie Kapsalis
- Transport and Aviation Sponsor – Martin Harris
- Regeneration and Development Sponsor – David Joy
- Green Growth Sponsor – Phélim Mac Cafferty
- Fusion Innovation Centre Project Sponsor – Jane Longmore
- Arts/Culture/Visitor Economy/Tourism Sponsor – Dan Humphreys & Amanda Jones (split to be agreed and working closely together)
- Rural Economy Sponsor – Karen Dukes and Richard Hopkins
- Third Sector Sponsor – Rosaleen Liard
- Young People Sponsor – Fran Rutter

Claire Mason suggested a Board sponsor for International Trade and the US. It was agreed that the expectation in relation to sponsor roles would be more clearly defined.

The Board noted the approach to Board recruitment, including the current vacancies, including the Vice Chair role, which would be recruited in spring 2021 and potential co-opted members which could be recruited in the meantime. The approach to Board recruitment would be considered as part of the Governance Review.

LT left the meeting.

Board members were encouraged to complete the skills audit survey. Mark Brunt put himself forward to join the Audit and Risk Committee.

c) Finance Update and Review

The Board noted the current financial outlook for 2020-21.

CE joined the meeting.

The Board approved the scope of the Finance review.

TO left the meeting.

3. Delivery

a) Investment Approach & Pipeline

KD presented the Investment Approach and Pipeline paper which had been discussed by Investment Committee. It was noted that in taking this approach forward full consideration should be given to the separation of monitoring and delivery, appropriate resourcing and enhanced scrutiny.

The Board agreed the proposed updated Investment Committee governance, and the associated development and approval gateway process for Stronger, Smarter, Greener Programme delivery.

The Board also agreed (subject to individual business case sign off) the full consideration of investment options, which may include the future deeper involvement of the LEP as a potential delivery partner for key projects going forward.

b) Local Growth Fund Consent Paper

The Board noted the decisions taken at the Investment Committee on 29 July 2020, 14 September 2020 and 8 October 2020.

ALRM updated the Board on the Fiveways Croydon project which was current rated 'red' due to an anticipated underspend of 25% of the remaining LGF, risks in relation to the political support and funding for the project, in light of the Westfield development deferring their revised planning application. No response to the formal letter seeking confirmation of both the delivery and viability of the scheme within the set timescales had been received. Therefore the Board agreed, in line with the Funding Withdrawal Protocol, to approve the termination of the TfL contract. TfL would receive a final solicitor's letter outlining the breach of contract, whilst also giving 30 days for TfL to remedy the breach and recommence the project.

As recommended by the Investment Committee, which had appraised the full businesses case, the Board approved £3.2 million Getting Building Fund allocation to the Burgess Hill Rural Connectivity Programme. This would subject to clarification points being addressed and accepted by the Coast to Capital CEO.

ACH left the meeting.

The Board agreed that going forward any projects which met the relevant criteria would be addressed through the Funding Withdrawal Protocol. Investment Committee would be asked to approve taking the first step to write to the delivery body rather than the Board. Any decisions to withdraw funding would still be made by the Board.

There was a short break ahead of the next Item.

4. Strategy

a) Catalyst South

JS presented the current activity in relation to Catalyst South. The Board discussed the appropriate level of Coast to Capital's involvement in this group. It was agreed that Coast to Capital should be supportive of the wider activity which had an important role in presenting the priorities of the wider South East economy in a national context. However it did not capture the priority messages of Build Back Stronger, Smarter, Greener which reflected that our area is particularly affected by COVID and at risk of major economic decline. Therefore, it was agreed that more priority should be given to our own strategy and delivery activity.

MF left the meeting.

b) Stronger, Smarter, Greener Implementation

Board members noted the progress in relation to the implementation of Build Back Stronger, Smarter, Greener which had been widely promoted to partners and stakeholder, in particular the Chancellor. The Board would be kept up to speed on project progress and wider developments including plans for stakeholder engagement.

5. Risk Appetite – Redux

There was broad agreement to the proposed risk appetite which would be updated in line with the comments made during the meeting and delegated to the Audit and Risk Committee to approve. In particular, consideration would be given to the use of language and describe the risk appetite categories in terms suitable for the LEP, e.g. bold and risk aware.

JA left the meeting and shortly afterwards MB also left.

BL was invited to attend the next Audit Committee to contribute to the discussion.

6. Executive Report (*Part A – This item will be published*)

PMC left the meeting.

Board members noted the Executive Report, in particular the successes across the organisation during a very difficult and challenging period including the work of the Growth Hub, the approach to diversity and the recent developments in relation to skills.

CM and CE left the meeting.

7. Close

It was noted that it was Hazel Nicholmann's last meeting and JK expressed her thanks on behalf of the Board for the support HN had provided to the Board during her time at Coast to Capital.

There was no further business.

Annex A: 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?'

Unconfirmed minutes – to be approved at the next Board meeting.

Coast to Capital

Reference: Coast to Capital Board Meeting
Date: 27 January 2021
Report Title: Matters Arising Schedule
Report by: Nick Darwin
Item No: 1)c)

Meeting Reference	Action	Lead	Status
1. October 2020 meeting (Item 2b)	Board members to complete skills audit survey.	JS	Board members were reminded to complete the skills survey. A number of responses remain outstanding.
2. October 2020 meeting (Item 2b)	Mark Brunt to be appointed to the Audit and Risk Committee.	JS	Decision for approval at this meeting.
3. October 2020 meeting (Item 3b)	Progress the termination of the TfL contract by sending a final solicitor's letter outlining the breach of contract, whilst also giving 30 days for TfL to remedy the breach and recommence the project.	ALRM	A 'Without Prejudice' meeting was held with TfL on 6 January. The Termination of the contract will go ahead, with the remaining LGF to be re-deployed elsewhere.
4. October 2020 meeting (Item 3b)	Confirm points of clarification on Burgess Hill Rural Connectivity Programme Getting Building Fund Business Case.	JS	Clarification points were received from MSDC and accepted by JS. A funding agreement is in the process of being drafted.
5. October 2020 meeting (Item 4b)	Keep Board members up to speed on Stronger Smarter Greener Developments.	JS	A Stronger Smarter Greener Delivery update will be covered in item 3.
6. October	Audit and Risk	KN	Audit and Risk

Meeting Reference	Action	Lead	Status
2020 meeting (Item 5)	Committee to finalise and approve the risk appetite.		Committee approved the updated Risk Appetite at its meeting in November and the updated Risk Policy can be found on the website .

27 January 2021 Board Meeting

Agenda Item 1 d)

Declarations, Disclosures and Conflicts of Interest Statement

Should any Member or employee consider themselves or another present to have a conflict of interest, this must be declared at this point. Should you become aware of an interest during the course of the meeting, this shall be declared at that point within the meeting. Any interests not already on the register need to be included in an updated register within 28 days of you becoming aware of the interest.