

Coast to Capital

Board Meeting 51

Wednesday 17 January 2021

By Zoom Video Conference

Meeting Minutes

Board Members:

Julie Kapsalis (JK) – Chair; Karen Dukes (KD) – Interim Vice Chair; Jamie Arnell (JA); Mark Brunt (MB); Martin Harris (MH); Richard Hopkins (RH); Daniel Humphreys (DH); Amanda Jones (AJ); David Joy (DJ); 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.
- Clare Mulholland (CMH) – BEIS (Cities & Local Growth Unit).
- Kate Edwards (KE) and Sean Murphy (SM) – Accountable Body Croydon Council.
- Malcolm Brabon (MBR); Nicholas Darwin (ND); Anthony Middleton (ALRM); 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 the Coast to Capital Board Meeting 51, which was the third to take place on Zoom.

Apologies were noted from; Hamid Ali, Matt Furniss, Paul Marshall, Colin Kemp, Manju Shahul-Hameed and Lisa Taylor. It was noted that Bob Lanzer was attending the meeting on behalf of PM and Sean Murphy was attending on behalf of LT.

JK noted that it was the last Board meeting with Croydon Council as Coast to Capital's Accountable Body and the Board thanked Lisa Taylor and Sean Murphy for their hard work and support.

Given the boundary changes would come into effect on 1 April 2021 it was also the last one Croydon Council would be able to attend as a Coast to Capital Member. JK thanked Hamida Ali and Manju Shahul-Hameed in particular for the role she had played and huge contribution to the LEP.

JK welcomed Nick Darwin (Governance Officer) and Clare Mulholland (Government Area Lead) to their first Board meeting.

b) Public Comments

There were no public comments.

c) Minutes of the October Meeting and Matters Arising documents

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

d) Declarations, Disclosures & Conflicts of Interest

JK Confirmed all conflicts of interests are updated and read out the Conflicts of Interest statement.

KN confirmed PMC would leave the meeting for Accountable body decision (item 6b). KN also confirmed that MB and JA would be excluded from the vote on Item 6c.

JS explained Zoom protocols to members.

2. Business Plan and Budget 2021-2022

JS presented the approach to the Business Plan and Budget 2021-22 noting the uncertainty caused by the current context in particular in relation to future funding. The importance of developing a two-year business strategy which enabled Coast to Capital to exercise more control over its future was highlighted.

JS presented the current finance position and noted that a surplus of £175k was expected for the current financial year. A draft deficit budget for 2021-22 had been prepared and it was recommended that the reserves be used to meet the gap. It was noted that cash reserves were strong, the reserves policy would be reviewed and cost control and diversification of revenue was a priority. It was agreed that the structures and priorities of the business would be reviewed to ensure sustainability over future years.

Following discussion and input from the Board it was agreed that Coast to Capital would need to deliver the following priorities:

- Development of a dynamic pipeline of projects which will help to address the most important issues facing the regional economy. Collaborating with the public, private and third sectors to develop innovative projects which will make a real difference to our economy and maximise investment in the region.

- Leadership, support and assistance to local partners bidding for funding under the Levelling Up fund or a potential trial of the UKSPF.
- Delivery of our commitments under the Getting Building Fund, with 15 projects to be delivered in the region by March 2022.
- Continued high quality services to support local businesses through the Growth Hub and Peer to Peer development support service.
- An effective engagement programme with the full diversity of businesses and partners across the economy to ensure that our strategy reflects the priorities of the region including increased partnership work with business membership groups.
- To ensure the organisation is effectively structured to deliver this work.

CE joined the meeting.

3. Stronger, Smarter, Greener Delivery

AM drew attention to projects such the Natural Capital Investment Company, the Innovation Centre and the Freeport bid to display the significant success the Stronger, Smarter, Greener strategy has produced. The Board gave their support for the projects listed. The Board raised the need to ensure that companies set up under this strategy continued to survive after initial investment. The Board stressed the desire to continue to develop strong partnerships within the local area to propel projects forward. JS discussed the Freeport bid and agreed to ensure all partners were joined up to avoid objections to the bid.

The meeting participants took a short break.

4. Executive Report

KN highlighted the work undertaken on the business's Equality Diversity and Inclusion Management Plan and commended the work undertaken on the Respect Pledge. The Board also noted that in advance of the Annual Performance Review with Government no compliance issues had been raised and Coast to Capital had been assessed to have 'met' all the Assurance Framework requirements which was the highest possible rating. JS added that attention to staff wellbeing was a priority and supported by engagement survey feedback.

MB then gave updated on services provided by Coast to Capital. MB stated the progress in Peer Networks Programme and the delivery of Recovery Grants whilst giving overview on the business environment to the Board.

KT followed with an update on Strategy and Policy highlighting the progress on the Skills Strategy and Action Plan.

The Board noted the updates and successes.

DH left the meeting.

5. Delivery

a) Investment Consent Paper

KD as Chair of the Investment Committee presented the Investment Consent paper to the Board and no comments were raised.

b) Growing Places Fund Update Paper.

KD as Chair of the Growing Places Committee presented the Growing Places Fund Update paper. The Board noted the success of the programme and the resilience of businesses helped by the programme. No comments were raised.

6. Governance

a) New Accountable Body

KN noted the conflict of interest and asked ND to move PMC to the Zoom waiting room.

PMC left the meeting.

KN tabled to the Board the decision to appoint Brighton and Hove City Council (BHCC) as the accountable body from 1 April. KN reassured the Board that the Audit and Risk Committee had undertaken a robust tender process for this appointment.

The Board approved the appointment of Brighton and Hove City Council as the Coast to Capital Accountable Body from 1 April 2021. The Board confirmed the CEO's mandate to agree and sign the service agreement.

b) Governance Review

Progress on the Governance Review was noted by the Board. No points were raised for discussion.

The Board approved the Procurement Policy and noted that the other policies would be circulate for final approval.

c) Board and Committee Appointments

JA and MB were excluded from the vote but not asked to leave the meeting at this point in the meeting.

The Board approved:

- the appointment of Mark Brunt to the Audit and Risk Committee
- the re-appointment of the Independent members of the Audit and Risk Committee
- the appointment of Jamie Arnell as the Natural Capital Board sponsor

The Board noted the current Board vacancies and upcoming recruitment process.

7. Reflection

JK allowed the Board a few moments to reflect on any matters that has been raised in the meeting. The Board raised no further points.

BL left the meeting.

8. Close

There was no further business to be raised.

JK thanked the Board for their participation and the Coast to Capital team for their hard work in the preparation and delivery of the Board meeting.

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

Coast to Capital

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

Meeting Reference	Action	Lead	Status
1. January 2021 meeting (Item 2)	Business Plan in line with points agreed at last meeting to be developed and presented at next Board Meeting	JS	Agenda Item 2
2. January 2021 meeting (Item 2)	2021-2022 Budget to be announced at next Board Meeting	KE/JS	Agenda Item 2
3. January 2021 meeting (Item 3)	Keep Board members up to speed on Stronger Smarter Greener Developments.	JS	A Stronger Smarter Greener Delivery update will be covered item 3.
4. January 2021 meeting (Item 3)	Agreement for submission of Freeport bid.	JS	Bid has been submitted and reviewed by Government.
5. January 2021 meeting (Item 6)	Signing of service agreement to appoint new Accountable Body.	JS	Agreement Signed and Handover completed for 1 April 2021
6. January 2021 meeting (Item 6)	Further policies to be circulated by email to board for approval	KN	Policies circulated and approved.

**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.