

Coast to Capital

Reference: Coast to Capital Board Meeting
Date: 01 July 2021
Report Title: Matters Arising Schedule
Report by: Nick Darwin
Item No: 1)c)

Meeting Reference	Action	Lead	Status
1. April 2021 meeting (Item 2)	Final amendments to Business Plan to be made	JS	We plan to circulate the Business plan before the Board.
2. April 2021 meeting (Item 2)	Budget 2020-2021 to be discussed at upcoming Finance and Resources Committee	JS	Discussed at Finance and Resources Committee on 10 th June
3. April 2021 Meeting (Item 2)	Further develop Regional Projects Portfolio	JS	To be discussed at Item 3
4. April 2021 meeting (Item 3)	Further discuss the participation in a SPV for the Crawley Innovation Centre	AM	To be discussed at Item 2

Coast to Capital

Board Meeting 52

Thursday 29 April 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); Paul Marshall (PM); Rosaleen Liard (RL); Jane Longmore (JL); Phélim Mac Cafferty (PMC); Claire Mason (CM); Frances Rutter (FR) and Jonathan Sharrock (JS).

Other attendees:

- Clare Mulholland (CMH) – BEIS (Cities & Local Growth Unit).
- Kate Edwards (KE); Geoff Raw (GR); Alice Rowland (AR); Wendy McRae-Smith (WMS); Nigel Manvell (NM) Accountable Body (Brighton and Hove City 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 52, which was the Fourth to take place on Zoom.

Apologies were noted from; Matt Furniss, Colin Kemp, and Cavendish Elithorn.

JK noted this was the first Board meeting with the new Accountable Body, Brighton and Hove City Council, which was in place on the 1st April 2021.

JK then welcomed members of the new Accountable Body to the meeting (Geoff Raw, Alice Rowland, Wendy McRae-Smith, and Nigel Manvell) and allowed them to introduce their roles and involvement with the papers.

GR left the meeting.

The Board acknowledged the re-appointment of Rosaleen Liard and Martin Harris, which had been agreed before the meeting, for a three-year and one-year term respectively.

b) Public Comments

There were no public comments.

c) Minutes of the January Meeting and Matters Arising documents

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

d) Declarations, Disclosures & Conflicts of Interest

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

JS noted that there are no conflicts of interest applicable for any discussion regarding Regional Projects.

At item 5, ND stated that Mark Brunt, Alice Rowland, and Phelim Mac Cafferty had a potential conflict of interest and will be placed in a waiting room for the duration of the item.

JS explained Zoom protocols to members.

2. Business Plan and Budget 2021-2022

JS presented the proposed Business Plan and Budget to the Board. JS noted the plan had been developed in line with conclusions of the January Board meeting: for Coast to Capital to be bold and ambitious in meeting the challenges of a changing economy whilst ensuring strategic objectives that are outlined would be met.

The strategic approach was for Coast to Capital to evolve to ensure continued relevance to the economic challenges that the region faces. This would ensure that we remained relevant and influential on the Government's ongoing LEP review. The new business plan had a strong focus on business engagement, delivery of Regional Projects to increase funding and profile for the region, and leadership on skills, labour market and innovation issues. There would continue to be a strong focus from the LEP on programme management, managing our existing investment portfolio and the development of the corporate identity of the organisation.

It was noted that Paragraph 4 of the paper was to be ignored, as consultation with staff on proposed restructure of the executive team had not yet begun.

The Board welcomed the approach and raised the following questions:

- The draft business plan needed further work to properly capture the ambition of this vision
- It was important for the plan not to be reactive, but to help the region get ahead of the challenges it faces and deliver greater economic growth in the region
- The draft needed to set out clear objectives for delivery this year, so that progress could be properly measured.
- It would be important for the LEP to be able to address further developments in different parts of the region such as rising levels of unemployment.

JS reiterated the strong interest from partners in the prospect of regional projects to assist economic recovery for the area. The new strategic approach set out in the business plan would form the basis of an evolutionary approach to future years work adapting to any further changes in our operating environment.

The Board approved the Business Plan subject to final edits.

CMH and PM left the meeting.

JS presented a draft balanced budget, setting out how the company would use resources in order to deliver this Business Plan. The Board welcomed the lack of explicit dependence on using the reserves to deliver core business. The budget took account of the need to raise revenue to support new initiatives such as regional projects. There were risks around a number of income sources including contributions from local authorities and income from the Growing Places Fund. The outcome of the LEP review would also be relevant to this. It was noted that the Accountable Body would work closely with the team to support development of the budget, including preparing for scrutiny and review by the new Finance and Resources committee. It would be beneficial in developing this budget further.

The Board approved the budget for 2021-22.

JS updated the Board on progress in developing a portfolio of regional projects, which was a central part of the new Business Plan. The Board noted the 42 expressions of interest that had been received from a variety of stakeholders, which were provisionally grouped under headings of Net Zero, Regional Identity, Local Economies, and Airport Economies. The Board asked JS to develop this thinking further, in collaboration with partners, in order to make clear recommendations to Board at the July meeting on the best way to proceed. This approach would need to reflect the priorities of the Business Plan.

3. Stronger, Smarter, Greener Delivery

KT noted that this item would consist of 3 presentations that will spotlight 3 projects in the Stronger, Smarter, Greener Delivery portfolio.

JS presented on the Innovation Centre to the Board. JS noted the project's strategic objectives to help SMEs develop. The timeline of the project was outlined and JL highlighted her role in leading and scrutinising the project. The Board raised concerns over the most effective use of funds on the project, to which JS and JL reassured the Board that this consideration has been reviewed. The Board gave an

agreement in principle to explore participation in a Special Purpose Vehicle alongside other options to operate the Innovation Centre, subject to further analysis of the options and a full discussion at the July Board meeting.

JA then presented on the Natural Capital Investment Company. JA stated the large biodiversity gains that are available in the coming future due to upcoming legislation. The key role of the Sussex Wildlife Trust in the project was stated to the Board. The Board noted the potential success of the project and endorsed the environmental impact this project would bring to the region.

KT spoke on the Home Decarbonisation Academy, raising the importance of re-skilling people to help meet government targets of decarbonisation of homes in the country. The Board noted the presentation and paper provided.

4. Executive Report

JK handed to JS to give an overview of the Executive Report. JS gave an overview of the economic picture for the Coast to Capital area, including the effects of the pandemic. It was noted by the Board that Coast to Capital's area had been disproportionately affected by the pandemic. JS highlighted the success of the Peer-to-Peer review and our continued work with Catalyst South. JS presented on the upcoming LEP engagements which the Board noted.

MB then gave updates on services provided by Coast to Capital. MB highlighted the success of the Backing Business's grants in helping businesses survive the pandemic. MB detailed the use of the £4 million funds across the region. The strength of job creation programmes, 220 jobs being created so far, was presented to the Board. The Board praised the successes of the services team and noted the information provided in the Executive Report and Chair's report.

The Board approved the Finance and Resources Committee Membership.

5. Delivery

a) Investment Consent Paper

AR, MB, and PMC left the meeting due to a conflict of interest.

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

b) Growing Places Fund Update Paper.

MB re-joined the meeting.

KD as Chair of the Growing Places Committee presented the Growing Places Fund Update paper. No comments were raised.

AR and PMC re-joined the meeting.

6. Reflection and Close

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

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.

**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.