

# Coast to Capital

**Reference:** Coast to Capital Board Meeting  
**Date:** 28<sup>th</sup> April 2022  
**Report Title:** Matters Arising Schedule  
**Report by:** Nick Darwin  
**Item No:** 1)c)

<b>Meeting Reference</b>	<b>Action</b>	<b>Lead</b>	<b>Status</b>
1. January 2022 Meeting (Item 2)	Discussion of Coast to Capital's future once LEP funding confirmed from Government	AM	Closed. Addressed in Item 3
2. January 2022 Meeting (Item 3)	The value proposition to be reviewed by the Board in light of Funding confirmation from Government	AM	Closed. Addressed in Item 3
3. January 2022 Meeting (Item 3)	All feedback from customers and stakeholders is to be considered at the April Board	AM	Closed. Addressed in Item 3.
4. January 2022 Meeting (Item 2)	Recommendations from the lesson's learned paper to be embedded into Coast to Capital	AM	Closed.
5. January 2022 Meeting (Item 2)	Vice-Chair appointment to be addressed at April Board meeting	AM/C G	Closed. Addressed at Items 5 and 7.

# Coast to Capital

## **Board Meeting 55**

Thursday 27 January 2022

Zoom

## **Meeting Minutes**

### **Board Members:**

Julie Kapsalis (JK) – Chair; Anthony Middleton (AM) Mark Brunt (MB); Martin Harris (MH); Richard Hopkins (RH); Shaun Gunner (SG); Amanda Jones (AJ); David Joy (DJ); Jane Longmore (JL); Natalie Bramhall (NB); and Claire Mason (CM); Frances Rutter (FR); Karen Dukes (KD); Paul Marshall (PM)

Apologies are noted from; Phelim Mac Cafferty (PMC), who would be deputised by Sirlol Hugh-Jones (SHJ), Rosaleen Liard and Clare Mulholland.

### **Other attendees:**

- Cavendish Elithorn – DfT (LEP Senior Support)
- Nigel Manvell (NM); Wendy Mc-Rae Smith (WMS); Stephen Trigg (ST); Carli Foster (CF) - Accountable Body (Brighton and Hove City Council).
- Nicholas Darwin (ND); Kristel Smith (KS); Matt Wragg (MW); Kirsten Trussell (KT); David Smith (DS); Cali Gasson (CG) – Coast to Capital

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

## **1. Introduction**

### **1a. Welcome and apologies**

JK welcomed Board members to the 55<sup>th</sup> Coast to Capital Board meeting.

JK noted that the Board was to be recorded after Item 3 for the purpose of taking minutes after Item 3. With the recording being deleted after those minutes have been produced.

JK welcomed Cllr Shaun Gunner as the new Southern District representative on the Board. SG introduced himself to the Board.

AM noted this was ST's last meeting as the Head of Finance for Coast to Capital and thanked him for his service. AM noted that CF would be undertaking the role going

forward and introduced her to the Board

JK welcomed Cllr Siriol Hugh-Jones to her first Board meeting representing Brighton and Hove City Council as the deputy for PMC.

### **1b. Public Comments**

There were no public comments.

### **1c. Minutes of the July Meeting and Matters Arising documents**

The minutes of the October 2021 Board meeting were approved by the Board.

The minutes of the AGM meeting in November 2021 were approved by the Board.

AM stated that all matters arising are closed or are to be addressed at the meeting.

### **1d. Declarations, Disclosures & Conflicts of Interest**

JK confirmed all conflicts of interest are updated and the Conflicts of Interest statement was stated to the Board.

AM stated the Conflicts of interest identified for the meeting and that:

- No Conflicts were identified at Item 3, but Board members were reminded to respond in their role as a Coast to Capital director and not as a recipient or payee of specific services.
- At item 4a, PM had a trivial conflict on the Crawley Innovation Centre project, given his role at WSCC, and therefore would not be able to vote.
- At item 4b, there are no direct conflicts due to no decisions being taken, but should further discussion on individual projects arise, some members may have trivial conflicts.
- At item 7a, KD is conflicted on the vote proposed around the extension of her term and will not take part in the vote.

## **2. LEP Review Update**

AM updated the Board on the LEP review and the current operations of Coast to Capital, and the continued uncertainty since nothing has formally been published.

There have been some positive indications recently in relation to the role of LEPs, but we wait in anticipation until there is further clarity.

Business planning and the value proposition activity has progressed since the AGM/Board strategy day, despite the absence of the Levelling Up White Paper and LEP Review. Once published, this could impact the direction and thinking of our business planning.

AM invited members to update the Board if they had any intelligence around the levelling up white paper.

JK highlighted that at a recent meeting of the All-Party Parliamentary Group (APPG) for the South East on, “Financing the future - what does Levelling-up mean for South East England”, there was discussion on the importance of the South East in addition to the value of the role LEPs play especially around skills.

CE joined the meeting.

### **3. Draft Value Proposition & Business Plan**

AM presented to the Board on the draft value proposition plan, and the Board agreed;

- That the value proposition can be presented to our partners/customers over the next few months to ascertain their level of support.
- That the Acting CEO in conjunction with the Chair of the Finance & Resources Committee are delegated to agree the partner charging methodology, and that this is reported back to the Finance and Resources Committee.
- That a plan will be brought back to the Board following certainty on funding commitments from Government and/or partners, including clarity on the use of ringfenced funds and reserves.
- That at the April Board meeting, members will be invited to consider initial customer and stakeholder response feedback, viability of the new proposition in context to this, and any further news on core funding for 2022/23.
- That individual Board members offer their strategic support to be involved in the service offers.

### **4. Delivery**

#### **4a. Crawley Innovation Centre**

JK introduced the Delivery Item and passed to DJ to update the Board on Item 4a.

DJ illustrated the current developments with the Crawley Innovation Centre, noting previous discussions held by the Board and other sub-committees in reviewing this project. DJ highlighted the decision to move forward with “Plan B” proposals with Crawley Borough Council (CBC).

DJ noted to the Board that CBC would have certain conditions and milestones to track the progress of the project. DS built on this and emphasised how these conditions would mitigate the risk of the project but noted the Board’s previous commitment to help Crawley during the pandemic and how this would fit within the original purpose of the Getting Building fund.

The Board were presented with two recommendations within the paper;

- It was **agreed** that the Crawley Innovation Centre project would be awarded the £8.4million of Getting Building funds, subject to the conditions as stipulated in the paper. To note that KD abstained from the vote.
- It was **agreed** that delegated authority be given to the Chair of the Investment Committee & Head of Investments to determine appropriate clauses to be imposed for non-delivery of contractual outputs given the current risk profile of the project.

#### **4b. Consent Paper**

DS presented the Consent paper and updated the Board on various 'high risk' projects.

DS discussed the Investment Committee's recommendation that the Board approves invoking the funding withdrawal process on the Railway Quay project due to unavoidable obstacles preventing progress on the project.

The Board **agreed** to invoke the funding withdrawal protocol for the Railway Quay project.

#### **4c. Growing places**

The GPF paper was noted by the Board.

#### **4d. Lessons Learnt Paper**

JK introduced this item, noting the paper has been presented at the Audit and Risk Committee before coming to the Board.

AJ highlighted that the paper's purpose was to reflect on previous actions to help enhance and enable smooth delivery of future projects of this nature, and asked members of the Board to identify or raise any further comments.

The Board proposed further actions to ensure future projects are mitigated in line with the findings of the paper, with a particular focus on making relevant changes to the Assurance Framework.

JK asked that an update is given at the next meeting on how these lessons have been embedded within Coast to Capital.

#### **4e. Regional Projects Business Case Fund**

MW introduced this item and explained to the Board that the purpose of the Regional Projects Business Case fund was to help organisations develop full business cases and align with the work on developing regional projects.

MW highlighted that a funding pot of circa £1 million was available, and how the Programme Committee will then assess these bids. Next steps were noted to include

how applications would be granted, and how the fund would operate as part of the Regional Projects work.

The Board commended the hard work of the team in producing this piece of work.

## 5. Skills Update

KT presented the Skills update paper, noting to the Board the current context surrounding the Skills 360 Board, Local Skills Improvement Plan (LSIP) paper, Strategic Development Fund and policy changes which shapes the current way the team works.

KT noted the work with the Sussex Chamber of Commerce in developing the LSIP and how well placed the LEP was to assist. The consultancy work currently being undertaken by the team was also highlighted.

The role of the Enterprise Advisors Network and Skills team was discussed, and the Board noted that the services offered by this team would also form part of the value proposition as discussed earlier in the meeting.

## 6. Consultancy Update

MW introduced this Item to the Board, presenting on the current consultancy projects that are underway. It was noted that the current value of the pipeline of projects was approximately £100K, and that Coast to Capital have strengthened our working relationships with partners.

The Board noted how this was a part of the value proposition discussed earlier by the Board. MW stressed the time needed to build this workstream, but that it was valuable to the business.

## 7. Executive Report

### 7a. Executive Report

AM took Board members through this item, noting to the Board that JK had been appointed as Chair of the Catalyst South, and that this strong position would greatly benefit Coast to Capital.

AM then asked the Board to approve KD's second term on the Board, to which the Board **agreed**. The Board highlighted the hard work and commitment of KD.

It was further noted that the appointment a permanent Vice-Chair would be discussed at the April meeting.

AM handed to RH who presented to the Board on the Enhanced Redundancy Policy within the paper. RH noted that this has been discussed in the previous value proposition item and asked the Board for any further comments. The Board **approved** the policy.

AM noted to the Board his role as Acting Chief Executive, and that he was now a registered Director with Coast to Capital, giving him full voting rights as a Board member. JK added that as Acting Chief Executive, AM had the decision-making authority of the Chief Executive; she further thanked AM for his continued leadership.

### **7b. Chair's Report**

Noted by the Board.

### **7c. Committees' Report**

JK introduced the Committees' report to the Board, noting the importance of having a paper that summarised the actions of the Board's valuable sub-committees.

AJ highlighted the work of the Audit and Risk Committee including work on a current payroll audit, and a further audit to develop a three-year audit .

DJ noted that the Investment Committee had been reported on by an earlier paper but gave a further update on the Fairfield Halls project, following recent publication of Grant Thornton's public interest report that mentions Coast to Capital. DJ reassured the Board that there was nothing adverse in respect of Coast to Capital and that the focus was on the project's partner, Croydon Borough Council

## **8. Reflections and Close**

### **8a. AOB**

There was no further business 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.

AM further thanked the Board and the staff for their hard work and commitment during this transitional time for the LEP.

### **8b. Future Meeting**

The next Board meeting is confirmed to take place on the 28<sup>th</sup> of April 2022.

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