

Coast to Capital Board Meeting No. 23 14 May 2015		Ref No. 23.5
Report Title:	Board minutes of meeting No. 22 held on 16 March 2015	
Report by:	Ron Crank	

	Board Meeting No.22
Date	16 March 2015
Time	5.00 pm – 7.00 pm
Location	Chichester College, Westgate Fields, Chichester, PO19 1SB
Board Members	Tim Wates – Chairman (TW), Steve Allen (SA), Ron Crank (RC), Daryl Gayler (DG), Louise Goldsmith (LG), Martin Heffer (MH), David Hodge (DH), Phil Jones (PJ), Julie Kapsalis (JKa), Shelagh Legrave (SL), Toni Letts (TL), Amanda Menahem (AM), John Peel (JAP), Ravi Shankar (RS), Garry Wall (GW).
Support	Damian Lazenby, BIS (DL), Ian Parkes (IP), David Smith (DS), Sue Maddin (SM)
In attendance	Peter Lewis (PL) Executive Director Corporate Resources and Services, West Sussex County Council (items 1 – 6, 10, 13 and 16)
Distribution	All Board Members

1. Apologies and Welcome

Clive Behagg (CB), Jason Kitcat (JK) and Mike La Rooy (MLR).

TW welcomed AM to her first meeting and formally ratified her appointment to the Board of Coast to Capital.

2. Declaration of Interest

LG declared a conflict of interest regarding Brighton University that was discussed under item 7.4 and withdrew from the room.

3. Notification of items to be withdrawn from the consent Agenda

None.

4. Approval of Consent Items

4.1 Item 8 was **approved**.

5. Minutes of Board Meeting held on 20 November 2014

5.1. The Board considered the Minutes of the Board Meeting held on 20 November 2014 and noted them to be a true and accurate record of the meeting; they were then signed by the Chairman.

6. Matters Arising

The Board considered the schedule of Matters Arising.

6.1 Approval of the Skills Strategy

PJ confirmed that he was satisfied that his concerns had been fully addressed in the current version of the Skills Strategy.

The Board **approved** the Skills Strategy in the form presented to the meeting.

7. Chief Executive's Report

RC delivered an overview of significant aspects of his paper:

7.1 Growth Deal Funding:

The signing of the Growth Deal was confirmed to be taking place on 23 March 2015, in Brighton. Board members were invited to attend.

Action: ALL to advise RC if they wished to attend

[Secretary's note: the signing took place at Ricardo, Shoreham by Sea]

7.3 Food Enterprise Zones:

RC reported that a further bid had been submitted by Mole Valley District Council. He would inform the Board of the outcome when known.

7.4 Brighton University:

LG declared an interest and left the room whilst this item was discussed.

RC reminded the Board of Brighton University's unsuccessful attempt to purchase the vacant Novartis site in Horsham with the support of Regional Growth Fund monies. Discussions to secure funding were still on-going. JAP and TW reiterated the importance of the development of a Higher Education centre to the region and commended RC's diligence in pursuance of the project.

LG re-joined the meeting.

7.5 Business Plan:

The Board believed that the focus of the Business Plan should be the delivery of the Growth Deal and therefore **agreed** the 2015-2016 Business Plan in the form presented to the meeting.

7.6 Key Performance Indicators:

The Board received the latest KPI report and recommended that future six monthly reports be prioritized to include those KPIs which were most critical.

TW recognised the value of a detailed report in providing context for the Business Plan and developing strategies.

Actions: RC to revisit KPI reporting
RC to report, every six months, on critical KPIs

LG recommended a performance dashboard system that had been adopted by West Sussex County Council.

Action: LG / SM to liaise regarding details

7.7 Forum:

RC reported that the Forum promised to be a particularly exciting event with an excellent speaker, Nigel Wilson, Group Chief Executive, Legal & General, and presentations from a number of Board members.

TW shared RC's enthusiasm and commended Board members to encourage their contacts to attend.

Action: All

7.8 Future of LEPs:

RC had noted the current plethora of reports, opinion and press articles regarding the possible future of LEPs. Both he and DH drew the Board's attention to the recent research report by Localis and reported that some of the ideas that it contained had not been well received by local authorities.

8. Executive Committee Meetings 19 November 2014 and 3 February 2015

The Board noted and **agreed** the content and actions of this paper.

9. Digital Catapult Presentation

PJ delivered a presentation and answered questions on the success, thus far, of the Digital Catapult project.

He advised that the Catapult Centre in Brighton was essentially for research and development which offered companies the facilities to work on specific questions or projects.

On behalf of the Board, TW thanked PJ both for his inspiring and informative presentation and for his leadership of the successful project bid.

Action: DS / SM to circulate the presentation to Board members on request.

10. Growth Deal

As recommended in the Growth Deal report, RC sought the Board's agreement for Peter Lewis (PL), Executive Director Corporate Resources and Services and Section 151 Officer for West Sussex County Council, to be invited to attend Board and Executive Committee meetings when final decisions were being made or ratified on the Local Growth Funding.

The Board **agreed** changes to the Board agenda to accommodate this input from the Accountable Body.

PL was welcomed to the meeting for the following items: 10. Growth Deal; 13. Skills Capital Investment Fund; and 16. Infrastructure.

IP gave an overview of his report and answered the Board's questions; in particular regarding the Skills Capital Funding for City College Brighton & Hove (details of the project were included in the Skills Capital Investment Fund report 22.13).

IP was requested to separate the City College Brighton & Hove and Chichester College entries in the Programme Book to enable easier assessment of progress. Additionally, he was requested to produce, for early April, a project report which included the business plan, the risks involved and the drawdown schedule.

Actions: IP to separate the entries in the Programme Book
IP to prepare a Committee / Growth Deal decision making process and circulate
IP to produce a report on City College Brighton & Hove for early April

[Secretary's note: The Programme Book and Dashboard will be circulated to Board members electronically during the last week of each month and a paper copy will be included with Board Agenda papers.]

IP advised that extensive due diligence had been completed on behalf of the Skills Capital Appraisal Panel and that it, together with the Further Education Commissioners, was content with the project management arrangements. On-going aspects of this due diligence included weekly monitoring checks and the establishment of a tripartite steering board of Coast to Capital, Brighton & Hove City Council and City College Brighton & Hove. DG added that the Executive Committee had also considered the project at some length and approved the funding subject to specific provisos, which had been fulfilled (Notes of Executive Committee 3 February 2015, item 22.8.2 refers).

Several members expressed concern that whilst the interim senior management team were themselves highly regarded, the transition to a permanent senior management team presented a significant risk to the successful outcome of the project. Therefore Coast to Capital should be kept fully apprised throughout the recruitment process.

IP agreed to develop and pursue a rigorous monitoring schedule, which included risk implications and KPIs in relation to the performance of management, against which he would report at each Board meeting to ensure that the Board was content with the project's progress.

In consequence, the Board **endorsed** the Skills Capital Appraisal Panel's recommendation and the Executive Committee's approval of the £9.0 million Local Growth Fund grant to City College Brighton & Hove for the development of a Construction Trades Centre (and associated refurbishments).

Action: IP to develop and pursue a rigorous monitoring schedule
TL asked if there was any reason known for the scarcity of Skills Capital applications. SL replied that it was likely that Colleges had struggled to secure match funding.

In response to a question from DH, IP confirmed that Coast to Capital undertook quarterly reporting on jobs and housing to the Department for Business Innovation and Skills.

IP advised the Board of the outcome of the Growth Deal Round 2 announced on 29 January 2015 that secured a further £35.8m funding.

PL thanked the Board for allowing him to join the meeting. He reiterated the benefits to the approval process of the Accountable Body working in concert with Coast to Capital.

Board **noted** progress in implementing the Local Growth Deal and the outcome of the second round of Local Growth Funding.

11. Finance Committee

The Board received the recommendation presented by DG on behalf of the Finance Committee. Several Board members had been involved with the original setting up of the fund and were pleased to note its success.

The Board considered and **agreed** the fund proposal from Finance South East (FSE) as recommended by the Finance Committee.

12. Skills update

The Board **noted** the content of the Skills update; in particular the Skills Funding Agency document regarding increasing the amount of influence LEPs have in the administration of the skills budget.

SL drew the Board's attention to the STEM event: The 2015 Big Bang Fair South East on 30 June 2015 at the South of England Showground that Coast to Capital was sponsoring. JAP also commended the popular and important event.

13. Skills Capital Investment Fund

See item 10 above.

14. Enterprise Committee

SA delivered an overview of the Enterprise Committee report, noting in particular that:

The Committee had reviewed its role and determined that it should be more commercially orientated and challenging.

The Business Navigator Growth Hub was proving successful and an updated mapping exercise was being undertaken to identify the current provision of business support across the Coast to Capital Region.

Three tenders had been received for the new £450,000 Department of Business, Innovation and Skills (BIS) funded Business Navigator Growth Hub service and were being evaluated.

A series of workshops were being delivered to enhance small business digital capability across the region.

An Advanced Engineering sector event was being organised by the Business Overview Committee which would take place later in the spring.

The Coast to Capital Rural Statement had been agreed following consultation with a number of rural groups.

15. International Advisory Committee

The Board **noted** the progress made by the International Advisory Committee.

16. Infrastructure

PL present.

MH delivered an overview of his report and answered questions from Board members.

DH expressed concerns regarding the feasibility of the East Surrey Sites projects. Both MH and GW advised that these concerns had been raised by the sub group of the Infrastructure Committee and reassurance had been provided by Tandridge District Council. With regard to the development of the Caterham site, the District Council was prepared to exercise a compulsory purchase order if it was deemed necessary. The District Council was also fully engaged with the plans to develop the former gas holder site in Oxted.

Subsequently, the Board **agreed** the contents of the paper and **endorsed** the approval of the Local Growth Fund infrastructure project business cases:

- Newhaven Flood Defences
- Shoreham Flood Defences – Adur Tidal Walls
- Brighton Circus Street
- Brighton Preston Barracks central Research Laboratory
- East Surrey Sites – Caterham and Oxted

The Board also **noted** the approval by the Local Transport Body of the business case for the Valley Gardens Phase 1 and 2 which would now progress into the detailed design stage.

Action: IP to progress projects as agreed

[Secretary's note: IP was requested to produce a note confirming the due diligence process and how the committees work in relation to this process. The note was included as an agenda item at the 14 May 2015 Board meeting.]

PL left the meeting.

17. European Structural and Investment Funds Progress

The Board **noted** the progress made by The Coast to Capital Area Shadow European Structural and Investment Funds Committee (The Shadow ESIF Committee) regarding the European Structural and Investment Funds as reported.

JAP drew the Board's attention to the following points:

A Call in the first round under European Regional Development Fund (ERDF) for projects to support the Creative, Digital and IT (CDIT) sector had been agreed.

The Shadow ESIF Committee had decided to submit a proposal for Technical Assistance from the available £861,000 over three years when the Call was issued.

The Shadow ESIF Committee had raised concerns regarding the length of Government Department payment terms and was committed to finding a way to reduce them.

RC apprised Board Members of the restrictions under European Funding open procurement regulations which prevented individuals who were party to the design or development of Calls from being involved in putting in applications for project funding in response to such Calls.

JAP confirmed that membership of the Shadow ESIF Committee did not preclude members' organisations from submitting applications for project funding, provided procedures on conflict of interest were observed.

JAP reported that the Committee was investigating the availability of additional EU funding and would co-ordinate applications to guard against competition between partner organisations.

18. Growing Places Fund ("GPF") Report

The Board both **noted** the contents of the paper and **noted** the approval of the CTEC Loan B facility by the Growing Places Committee under its delegated authority.

19. Audit Committee – Re-appointment of auditors

The Board **approved** the re-appointment of the auditors, Knill James, for a further year, as recommended by the Audit Committee.

Action: DS to advise Knill James accordingly

20. Confidentiality of Business

The Board noted that the information regarding Brighton University as reported by RC was confidential.

21. Any Other Business

21.1 In answer to a question from JAP, IP advised that applications to the Skills Capital Investment Fund for 2016/17 were assessed against an agreed set of criteria.

21.2 GW announced that this was probably his final Board meeting and conveyed his respect for the Board and on-going support for Coast to Capital. TW responded, thanking GW for his commitment and saying that he was sad to lose GW's valued insight. The Board concurred.

21.3 The meeting closed at 7:10 pm.

22. Date of Next Board Meeting

The next Board meeting will be held at 5.00 pm, 14 May 2015, venue to be confirmed.



Chairman

May 2015