

NB: In line with our Local Assurance Framework (LAF) these minutes are published as a draft record until formal ratification at the subsequent Board of Directors meeting.



LLEP BOARD OF DIRECTORS

Minutes of the Meeting

1 October 2019

Attendance and Apologies:

Directors		Representing	
Kevin Harris	KH	Private Sector	LLEP Chair
Prof Robert Allison	RA	Universities	
Emma Anderson	EA	Private Sector	
Verity Hancock	VH	Further Education	
Dr Nik Kotecha OBE	NK	Private Sector	
Anil Majithia	AM	Voluntary Sector	
Neil McGhee	NM	Private Sector	
Jaspal Minhas	JM	Private Sector	
Andy Reed OBE	AR	Private Sector	
Cllr Terry Richardson	TR	Leicestershire District Councils	
Nick Rushton	NR	Leicestershire County Council	
Karen Smart	KS	Private Sector	
Sir Peter Soulsby	PS	Leicester City Council	
In Attendance			
Fiona Baker	FB	LLEP	
Iain Gillespie	IG	Universities	
Alison Greenhill	AG	Leicester City Council – Accountable Body	
Kevan Liles	KL	Voluntary Sector	
Helen Miller	HMi	LLEP	
Helen Mitchell	HM	Cities and Local Growth Unit (CLGU)	
Tom Purnell	TP	Leicestershire County Council	
Mandip Rai	MR	LLEP Chief Executive	
Andy Rose	ARo	LLEP	
Colin Sharpe	CS	Leicester City Council – Accountable Body	
Andrew Smith	AS	Leicester City Council	
Apologies			
Chas Bishop		Private Sector	
Cllr Jonathan Morgan		Leicestershire District Councils	

Minute		Action
<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p> <p>1.5</p> <p>1.6</p>	<p>Welcome and Apologies</p> <p>KH welcomed those present.</p> <p>Apologies for absence were noted as above.</p> <p><u>Limited Company and Incorporated Status of the LLEP</u></p> <p>NR commented that following the LLEP Review and since the incorporation of the LLEP as a Limited Company, little had altered in the style and design of documentation, or the LLEP's logo. He considered that this was necessary as the LLEP was operating under a revised status and company rules, with the appointment of substitutes being no longer possible given as an example.</p> <p>MR accepted that as the LLEP Board was now convened as a meeting of Directors of the company limited by guarantee, the style of documents could reflect a new image.</p> <p>It was AGREED:</p> <p>That options for the redesign of the LLEP's documentation to reflect its revised status and image be considered and brought forward to a future meeting of the Board of Directors.</p>	<p>MR</p>
<p>2.</p> <p>2.1</p> <p>2.2</p> <p>2.3</p>	<p>Declarations of Interest</p> <p>HM advised the Board of Directors that she had accepted a Trustee position with the Twycross Zoo.</p> <p>Although in attendance in an observing and advising capacity, she asked Directors to be aware of her appointment and confirmed that she would not take part in any future discussions concerning the zoo.</p> <p>The position was noted.</p>	
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p>Minutes of Previous Meeting – 6 August 2019</p> <p>The Minutes of the previous meeting held on 6 August 2019 were agreed as a correct record.</p> <p><u>Enterprise Zones– Update (Minutes 3.4 – 3.7 refer)</u></p> <p>MR submitted a report, which informed the Board of the proposed process and timetable for the investment of the retained Enterprise Zone (EZ) business rates.</p> <p>It was noted that progress on the Memorandum of Understanding (MOU) between the LLEP and the billing authorities was being made and a revised timetable was submitted for information.</p> <p>TR referred to the apology for absence submitted by Councillor Jonathan Morgan, noted earlier in the meeting. In representing the District Councils he requested that he be allowed to read a prepared written statement expressing their current position. KH agreed that the statement below be read.</p>	

Minute		Action
3.6	<p><i>"Charnwood Borough Council and Hinckley and Bosworth Borough Council remain committed to agreeing suitable arrangements to deliver our respective Enterprise Zones.</i></p> <p><i>Charnwood Borough Council and Hinckley and Bosworth Borough Council were disappointed to hear of a late paper regarding the Enterprise Zones and not to have been involved in its development.</i></p> <p><i>We have still yet to see the draft MOU and request that we are included in its drafting and not presented with a final draft, both Councils will be setting out our specific key principles which we wish to see included in the MOU. It should be noted that any funding for Enterprise Zone schemes will need to be approved by the Billing Authority and LLEP for the Enterprise Zone in question. Therefore, any schemes currently being assessed within our Enterprise Zones will need to be agreed with the Borough Councils ahead of any LLEP approval".</i></p> <p>In view of the current position Directors expressed a strong commitment to progress the matter without further undue delay. It was suggested that a Special Board meeting be convened on 5 November 2019 to replace the Programme Board meeting scheduled to be held on that date.</p>	
3.7	<p>It was confirmed that the recommendations within the update on the EZs to be submitted to the Special Board meeting would include the progress concerning the Leicester Waterside EZ site and implications relating to the Transforming Cities Fund (TCF) bid.</p>	
3.8	<p>It was AGREED:</p> <ol style="list-style-type: none"> 1) That the written statement submitted by the District Councils be noted. 2) To convene a Special meeting of the Board of Directors on Tuesday 5 November 2019 at 3.00 pm. and that the Programme Board scheduled for that date be cancelled. 	
4.0	<p>Feedback from Mid-Year Review – 19 September 2019</p>	
4.1	<p>HM introduced the item and explained that the purpose of the Mid-Year Review was to enhance the existing annual assurance process and act as a formal review point for the Improvement Plans.</p>	
4.2	<p>The key initial outcomes from the review were favourable in terms of delivery and the allocation of funds, and the LEP team was thanked and congratulated in this respect.</p>	
4.3	<p>In terms of governance, it was noted that the gender balance of the Board of Directors had caused concern as the previous recommendation to ensure that one third of the Board were female was still outstanding from the 2018/19 Annual Performance Review. It was noted that the target for the gender balance was one third by the end of March 2020, and half by March 2023.</p>	
4.4	<p>MR commented on the options previously considered and advised that the Board and numbers of Directors could be increased to alleviate the current imbalance. A change to the Local Assurance Framework to increase the numbers of Directors to 18, with a minimum of 15 was recommended.</p>	
4.5	<p>A discussion ensued in regard to the appropriateness of targeting advertisements specifically to female applicants. In response to questions it was confirmed that existing Directors could begin to ask colleagues or associates in their business networks to apply.</p>	

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4.6	EA and KS commented on their recent recruitment experiences where this had been the case and that the language used in advertisements could be validly aimed at female applicants, as well as targeting particular skill sets or sector expertise.	
4.7	Directors with experience of the process were encouraged to be involved in the advertisement and recruitment process.	
4.8	<p>It was AGREED:</p> <ol style="list-style-type: none"> 1) To amend the Local Assurance Framework to increase the numbers of Directors from a minimum of 15 to a maximum of 18. 2) To specifically advertise the vacancies for the new Directors towards female applicants, with the input and assistance of Directors EA and KS. 	EA/KS/ MR
5.	Draft Local Industrial Strategy (LIS)	
5.1	MR submitted a report, which provided an update on the development of the Local Industrial Strategy (LIS).	
5.2	It was noted that the first draft of the document had been presented to the Board on 6 August and subsequent meetings with LIS analysts in CLGU and officials in government departments had taken place. The amended approach to the development of the document to form logic chain was explained and the key factors were set out, including any outstanding issues to be addressed.	
5.3	It was clarified that the document had been prepared to identify the policy areas of focus, challenges and actions. The feedback of the LISA panel was circulated. The positive response concerning the evidence base was noted in particular.	
5.4	It was also noted that the next stage of the development of the LIS would be to increase engagement with stakeholders and to enhance the co-authoring of the document with Government colleagues.	
5.5	It was reported and confirmed that as conversations and consultations were ongoing, the timetable had not been departed from and it was expected that an update would be submitted to the Board of Directors at its December meeting. The pressures on CLGU and the impact of national policies and uncertainties such as Brexit were explained. In this regard the email text outlining the current position as received from HM and detailed in the report was noted.	
5.6	MR also referred to the PowerPoint slides circulated with the agenda and advised that these had been presented to the County Council's Scrutiny Commission.	
5.7	MR referred to ongoing and enhanced discussions with the LEP Network concerning LIS strategy and delivery. In terms of the national policy uncertainties and recent changes to the Cabinet and Secretary of State, it was confirmed that the LLEP Executive had concluded that the impetus to continue the LIS development should continue. The need for an investment plan for projects and pipelines was expressed and it was noted that over 30 projects had been included in the original LIS Prospectus.	

Minute		Action
5.8	The opportunity for new projects to fill 'gaps' identified by the LIS was also recognised.	
5.9	In terms of the delivery of the outcomes of the LIS it was noted that the influence of the Midlands Engine Strategy and the emphasis of support from Government would be critical over the forthcoming weeks. It was considered that the document had an excellent format and foundation that outlined the strengths of Leicester and Leicestershire.	
5.10	In conclusion MR requested that any specific comments on the logic chains as circulated be forwarded to him or to FB.	
5.11	The report and update was noted.	
6.	Growing Places Fund (GPF) - Gresham / Fenwick Redevelopment	
6.1	<i>It was noted that the paper for the item had been marked : NOT FOR PUBLICATION By virtue of paragraph 3 as defined at Annex 7 of the Local Assurance Framework</i>	
6.2	ARo submitted a report, which sought approval in principle for a Growing Places Fund (GPF) loan of £4m to support the redevelopment of the former Fenwick's department store on Market Street, Leicester into serviced apartments, co-working business space and associated facilities.	
6.3	In discussing the validity of the loan request and the investment in the property, Board expressed that the percentage of return required further examination.	
6.4	It was decided in debate that the recommended delegated authority to the LLEP Chief Executive to progress the issue would not be supported, as it was considered more appropriate for the matter to be determined by the Board of Directors, given the level of risk. It was therefore suggested that a further report be submitted to the Special Meeting of the Board of Directors convened on 5 November 2019 (Minute 3.10 (2) above refers).	
6.5	Although the proposed use of the building was welcomed and supported, and the proper use of the GPF for the purpose was recognised, it was confirmed that the report would need to outline the outcomes in full of the due diligence tests to be undertaken. It was also requested that the actual role of the Board as Company Directors in taking any decision and supported by the Accountable Body be clarified in the report.	
6.6	It was AGREED that <ul style="list-style-type: none"> 1) The £4m GPF loan investment request be deferred 2) That the due diligence exercise be undertaken to the satisfaction of the LLEP Secretariat and the Accountable Body; and 3) That a further report be submitted to the Special Meeting on 5 November 2019. 	
7.	Annual General Meeting Agenda – 1 October 2019	
7.1	MR submitted the Agenda for the Annual General Meeting which would commence at 5.30pm following the meeting.	
7.2	The Agenda and format of the AGM were noted.	

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<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Board of Directors - Meeting Dates 2020-2021</p> <p>The Democratic Support Officer submitted a report, which proposed meeting dates until the end of the 2021 financial year in accordance with the Local Assurance Framework.</p> <p>It was also proposed that meetings continue to be held in Room G.01, City Hall commencing at 3.00pm and concluding at approximately 5.00pm.</p> <p>It was AGREED that meetings be convened in on the following dates:</p> <table data-bbox="252 488 770 741"> <tr> <td><u>2020:</u></td> <td><u>2021:</u></td> </tr> <tr> <td>4 February</td> <td>2 February</td> </tr> <tr> <td>7 April</td> <td>6 April</td> </tr> <tr> <td>2 June</td> <td></td> </tr> <tr> <td>4 August</td> <td></td> </tr> <tr> <td>6 October</td> <td></td> </tr> <tr> <td>1 December</td> <td></td> </tr> </table>	<u>2020:</u>	<u>2021:</u>	4 February	2 February	7 April	6 April	2 June		4 August		6 October		1 December		
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<p>9.</p> <p>9.1</p>	<p>Other Business</p> <p>There were no items of 'Other Business'</p>															

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