

**NB: In line with our Local Assurance Framework (LAF) these minutes are published as a draft record until formal ratification at the next Members' Meeting**



**LLEP BOARD OF DIRECTORS**  
**Minutes of the Meeting – 7 July 2020**  
**(Microsoft Teams)**

**Attendance and Apologies:**

<b>Directors</b>		<b>Representing</b>	
Kevin Harris	<b>KH</b>	Private Sector	Chair
Emma Anderson	<b>EA</b>	Private Sector	
Prof Robert Allison	<b>RA</b>	Universities	
Sonia Baigent	<b>SB</b>	Private Sector	
Chas Bishop	<b>CB</b>	Private Sector	
Verity Hancock	<b>VH</b>	Further Education	
Anne-Marie Hunt	<b>AH</b>	Private Sector	
Dr Nik Kotecha OBE	<b>NK</b>	Private Sector	
Ajmer Kaur Mahal	<b>AKM</b>	Private Sector	
Neil McGhee	<b>NM</b>	Private Sector	
Jaspal Singh Minhas	<b>JSM</b>	Private Sector	
Cllr Jonathan Morgan	<b>JM</b>	Leicestershire District Councils	
Andy Reed OBE	<b>AR</b>	Private Sector	
Cllr Terry Richardson	<b>TR</b>	Leicestershire District Councils	
Sir Peter Soulsby	<b>SPS</b>	Leicester City Council	
<b>In Attendance</b>			
Fiona Baker	<b>FB</b>	Leicester City Council	
Alison Greenhill	<b>AG</b>	Leicester City Council	
Pete Holmes	<b>PH</b>	Cities and Local Growth Unit (CLGU)	
Kevan Liles	<b>KL</b>	Voluntary Sector	
Helen Miller	<b>HM</b>	LLEP	
Tom Purnell	<b>TP</b>	Leicestershire County Council	
Mandip Rai	<b>MR</b>	LLEP Chief Executive	
Colin Sharpe	<b>CS</b>	Leicester City Council – Accountable Body	
Andrew Smith	<b>AS</b>	Leicester City Council	
<b>Apologies</b>			
Anil Majithia	<b>AM</b>	Private Sector	
Nick Rushton	<b>NR</b>	Leicestershire County Council	
Karen Smart	<b>KS</b>	Private Sector	
Peter Sutton	<b>PS</b>	Cities and Local Growth Unit (CLGU)	

**Minute****Action**

<p><b>1.</b></p> <p>1.1</p> <p>1.2</p>	<p><b><u>Welcome and Apologies</u></b></p> <p>KH welcomed all present to the meeting.</p> <p>Apologies for absence were noted as above.</p>	
<p><b>2.</b></p> <p>2.1</p> <p>2.2</p> <p>2.3</p>	<p><b><u>Declarations of Interest</u></b></p> <p>JM Declared an interest in the supplementary item Paper G "Getting Building Fund" (Minute 8 refers) as leader of Charnwood Borough Council.</p> <p>JM also reported that he had recently requested an update to his LLEP Register of Interests declaration.</p> <p>VH Declared an interest in the supplementary item Paper G "Getting Building Fund" (Minute 8 refers) as the FE representative.</p>	
<p><b>3.</b></p> <p>3.1</p>	<p><b><u>Minutes and Actions - LLEP Board 2 June 2020</u></b></p> <p>The Minutes of the meeting held on 2 June 2020 were agreed as a correct record.</p>	
<p><b>4.</b></p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p> <p>4.11</p> <p>4.12</p>	<p><b><u>Actions and Progress Update - LLEP Board 2 June 2020</u></b></p> <p>MR submitted a report, which provided the following updates on the status of the actions and progress since the Board meeting on 2<sup>nd</sup> June 2020:</p> <p><u>Operational Budget 2020/21</u></p> <p>The budget monitoring reports would be submitted to the October Board meeting.</p> <p><u>LLEP/Accountable Body Agreement</u></p> <p>The Agreement had been signed by both parties and uploaded on LLEP website.</p> <p><u>Enterprise Zones</u></p> <p>It was noted that Expressions of Interest (EOIs) had been progressed to full business case and were being appraised with an expectation that this process would be completed for the Board meeting on 4 August 2020.</p> <p>Meetings had taken place with all of the suggested parties on 11 June 2020 and a subsequent meeting on 18 June 2020 had been held to progress the legal agreements.</p> <p>Further details on the legal agreements were included in Paper D (Minute 6 refers).</p> <p><u>Governance Review</u></p> <p>The progress of the Governance Review and adoption of Terms of Reference and revised structures was progressing.</p> <p>Details and the updated position were included in Paper E (Minute 7 refers).</p>	<p><b>MR/CS/AG</b></p>

Minute		Action
4.13	<u>Growing Places Fund</u>	
4.14	MR referred to the details in the report, which provide detailed updates in respect of the current position with Haywoods, Gresham's, Norton, and the pipeline in general.	
4.15	It was clarified that the Pensions Ombudsman would be making a decision in respect of Norton and that the LLEP would be advised of the impacts. It was accepted that the LLEP were not the sole creditor involved.	
4.16	TR reiterated his comments at previous meetings and in associated discussions where he had stated that the security of LLEP finances through personal guarantees could not be certain.	
4.17	AG provide information of the impacts of the Norton situation and commented on the process to be undertaken to begin bankruptcy proceedings if satisfactory responses were not received by stated deadlines. It was confirmed that the accountable body held a charge on the property and therefore the guarantee was evident.	
4.18	It was also noted that the Haywoods repayment deadline had been extended and represented the final extension.	
4.19	It was reported that updates and options would be submitted to the meeting to be held on 4 August 2020.	MR/AG
4.20	<u>Pipeline</u>	
4.21	In terms of the pipeline a competitive process had been put in place to determine the GPF proposals currently on the pipeline. The results of due diligence and other checks and investigations will be brought to Board in due course	MR
4.22	KH referred to the use of his discretion as Chair to agree to the supplementary item Paper G "Getting Building Fund" following the Prime Minister's recent announcement and allocation of funds (Minute 8 refers).	
4.23	<u>Covid-19 Economic Recovery Plan (ERP)</u>	
4.24	The slides submitted to the previous meeting had been shared and a further update would be included in Paper F (Minute 9 refers).	
<b>5.</b>	<b><u>LLEP Membership</u></b>	
5.1	MR submitted a report, which sought formal approval of recent membership requests of the Leicester and Leicestershire Enterprise Partnership Ltd.	
5.2	In response to a question it was clarified that within the Company's Articles of Association the Directors were able to approve the memberships.	
5.3	<p>AGREED to:</p> <ol style="list-style-type: none"> <li>1) note and approve the requests for membership to Leicester and Leicestershire Enterprise Partnership Ltd;</li> <li>2) agree to the formal template letter welcoming new members setting out their roles and responsibilities.</li> </ol>	

Minute		Action
<p><b>6.</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><b><u>Enterprise Zones</u></b></p> <p>MR submitted a report, which sought approval of the Business Rates Legal Agreements, delegated responsibility for any final amendments to the legal agreements to the Chief Executive and accountable body S151 Officer. The report also provided information on the proposed use of EZ business rates uplift between 2017-20.</p> <p>JM provided supplementary background information to the report and commented that in accordance with the Board’s previous decisions, meetings between all parties had been convened to discuss the outstanding matters and agree a way forward. It was expected that the business rates agreement could now be signed by all parties including the accountable body.</p> <p>In response to a question it was clarified that a full copy of the proposed agreement had not been submitted to the Board for detailed scrutiny before the decision in accordance with accepted practices. It was also acknowledged that there had been significant input by the LLEP and the accountable body in drafting the agreement and that there had been an accelerated need to conclude matters.</p> <p>AGREED to:</p> <ol style="list-style-type: none"> <li>1) approve the EZ Business Rates Legal agreements;</li> <li>2) delegate responsibility for any final amendments to the legal agreements to the Chief Executive and accountable body S151 Officer; following consideration and approval by the Billing Authorities;</li> <li>3) agree in principle the proposal for the use of EZ business rates uplift between 2017-20, subject to business case approval by the Board.</li> </ol>	<p><b>MR/AG</b></p>
<p><b>7.</b></p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b><u>Governance Review</u></b></p> <p>MR submitted a report, which sought agreement to the terms of reference and membership of the LLEP Investment Panel.</p> <p>It was reported that the nomination’s received had exceeded the proposed number of Investment Panel members by one Director and it was therefore recommended that the Panel membership be increased accordingly.</p> <p>AGREED: to approve the terms of reference and membership of the LLEP Investment Panel.</p>	
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b><u>Getting Building Fund (GBF)</u></b></p> <p>As referred to previously in the meeting (Minute 4.22 refers), KH referred to the use of his discretion as Chair to agree to the supplementary item Paper G “Getting Building Fund” following the Prime Minister’s recent announcement and allocation of funds.</p> <p>MR submitted a report, which provided information on the allocation to the LLEP by government of £20m “Getting Building Fund” (GBF).</p> <p>The report advised of the process to allocate the GBF to projects and sought agreement on the process for decision making.</p>	

Minute	Action
<p>8.4 In view of the projects that may be eligible for the GBF and that had been appraised and shortlisted, it was noted that not all were at a full business case stage.</p> <p>8.5 The strength of the projects in the initial pipeline as identified by the LLEP Team at this stage was recognised. It was confirmed that further detail of the projects and any relevant supplementary information could be shared before the Extraordinary meeting.</p> <p>8.6 KH and MR confirmed that they would discuss availability and propose a date, to be canvassed to Directors by Democratic Support as soon as practicable.</p> <p>8.7 In response to a question concerning the context of the funding and the comparative amounts allocated to LEPs nationally, it was noted that this had been largely determined on population but mother factors including Covid resilience had been considered.</p> <p>8.8 AGREED to:</p> <ol style="list-style-type: none"> <li>1) note the process to date in developing the project submissions;</li> <li>2) to convene an Extraordinary meeting of the Board to determine the allocation of the GBF</li> </ol>	<p><b>MR/KH</b></p>
<p><b>9 CV-19 Economic Recovery Plan</b></p> <p>9.1 MR submitted a report, which provide an update on the progress of the Leicester and Leicestershire Economic Recovery Strategy and associated evidence base in response to the COVID-19 pandemic and ensuing economic crisis.</p> <p>FB reported that the issues had been considered and approved by The Skills Advisory Panel at a recent meeting.</p> <p>TR commented on the significant effort to ensure that grant funding to small businesses was claimed and allocated, however a number of businesses had been ineligible for the discretionary funds. A petition on this matter had been submitted but there appeared to be little or no progress to assist those businesses.</p> <p>FB commented that the issue was well known and documented, with lobbying by the CBI, FSB, Local Chambers of Commerce and other partners continuing. The matter had also been considered by the CV-19 Business Recovery Cell.</p> <p>It was reported that the impacts on business in the tourism and agriculture sectors were expected as a detailed level of information was currently being assessed by consultant's on behalf of the LLEP.</p> <p>NM also commented on the discussion at the Business Board where a coordinated approach and response to the situation across all interested partners had been encouraged. It was suggested that a presentation submitted to the Business Board concerning support in CV-19 recovery, including non-financial support, could be shared and would be sent to Directors for their information.</p> <p>It was also noted that the Chancellor's forthcoming announcement on business recovery to be given on 8 July would also affect the immediate situation.</p>	<p><b>HM/FB</b></p>

Minute		Action
	<p>In respect of available information and activities being undertaken separately from the Board, it was suggested that reports of LLEP Sub-Groups and relevant meetings be submitted to future meetings as a short information sharing exercise. This was welcomed by Directors to increase awareness of ongoing wider work.</p> <p>AGREED to note the content of the report and that future Board agendas include an item to provide updates from sub-groups.</p>	<p><b>All to Note</b></p> <p><b>MR</b></p>
<p><b>10.</b></p> <p>10.1</p> <p>10.2</p>	<p><b><u>National Policy Update</u></b></p> <p>PH referred to the following issues:</p> <ul style="list-style-type: none"> <li>• The Chancellor’s forthcoming announcement on business recovery to be given on 8 July</li> <li>• The Prime Minister’s New Deal would accelerate the Town Deal.</li> <li>• An address to the LGA was expected on planning reforms and devolution.</li> <li>• Businesses involved in the visitor economy were to receive funding to assist recovery.</li> <li>• The £1.5 billion investment to arts and heritage.</li> </ul> <p>AGREED that the updates be noted</p>	
<p><b>11.</b></p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p>	<p><b><u>Any Other Business</u></b></p> <p><u>Freeport – east Midlands Airport</u></p> <p>NK and NM commented on the need to raise the LLEP’s profile in promoting the Freeport at East Midlands Airport. It was noted that although the Freeport was within the LLEP area, the main influences appeared to be from the D2N2 LEP and other regional partners.</p> <p>MR reported that the LLEP’s communications and marketing activities would be made stronger, given the positive outcomes and opportunities provided by the initiative. MR explained that the LLEP’s voice on the issue would be enhanced and work would be accelerated following the conclusion of a consultation exercise.</p> <p>Directors offered their individual and joint support to the work of the LLEP Team to ensure that the potential benefits were recognised.</p> <p><u>Textile Sector</u></p> <p>It was noted that an agreed position of the LLEP would be prepared in view of recent poor media publicity concerning the operation of some businesses in the textile sector. Information would be sent to Directors in accordance with the information collated by the Growth Hub.</p> <p><u>Future Meetings</u></p> <p>It was noted that the Democratic Support Officer would canvass Directors regarding the Extraordinary meeting to discuss the Gettign Building Fund.</p> <p>There would also be a meeting on 4 August 2020.</p>	<p><b>HM</b></p> <p><b>All to note</b></p>