

**LLEP Board of Directors**

**3pm, Tuesday, 10 October 2023**

**Face to face: Charnwood Campus**

**Organiser: Sharif Chowdhury**

**Co-Chair: Anil Majithia (AM), Andy Reed OBE (AR).**

**Directors present: Emma Anderson (EA), Sonia Baigent (SB), Peter Bedford (PB), Chas Bishop (CB), Lorraine Boorman (LB), Nishan Canagarajah (NC), Verity Hancock (VH), Cllr Samia Haq (SH), Gosia Khrais (GK), Neil McGhee (NM), Dr Nik Kotecha OBE (NK), Cllr Terry Richardson (TR), Glynis Wright (GW).**

**In Attendance: Elizabeth Botmeh (EB), Phoebe Dawson (PD), Colin Sharpe (CS).**

**Apologies: Cllr Adam Clarke (AC), Anne-Marie Hunt (AH), Rani Mahal (RM), Jo Tallack (JT).**

**Minutes Taken By: Sharif Chowdhury**

**CC To: All**

**MINUTES**

<b>1.</b>	<b><u>Welcome and Apologies</u></b>	
1.1	AR welcomed those present to the meeting.	
1.2	SC noted apologies received from AC, AH, RM and JT.	
<b>2.</b>	<b><u>Declarations of Interest</u></b>	
2.1	There were no new declarations of interest.	
<b>3.</b>	<b><u>Minutes and Actions LLEP Board of Directors Meeting held on 8 August 2023</u></b>	
3.1	NK noted to include NK as an apology in section 1.2 of the meeting minutes.	
3.2	The Board agreed to record the minutes of the previous meeting on the 8 <sup>th</sup> of August 2023 as a true and accurate record.	
<b>4.</b>	<b><u>Introduction to Local Skills Improvement Plan (LSIP)</u></b>	

Minute		Action
4.1	GT provided an in-depth introduction to his role and outlined the government's delegated authority for the development of the LSIP which was identified as one of the eight trailblazers leading the agenda in this critical area.	
4.2	GT noted that the LSIP Governance and Operation will include the ERB leading the LSIP initiative, which will involve multiple stakeholders including LEP representation, colleges, and government agencies such as the DWP. A mobile application is being developed to collect data points from businesses.	
4.3	GT presented the LSIP website mentioning a growing demand for an improved app, as the current version remains unfit for purpose, necessitating this transition.	
4.4	GT noted that the initiative is funded to March 2025 and its continuation beyond this point may be influenced by future political elections.	
4.5	NM queried the benefits of LSIP for SMEs and expressed his interest in understanding the expected outcomes.	
4.6	SH sought information about the prevalence of English language barriers in Leicester.	
4.7	VH noted that 25% of adults in Leicester lack basic skills or qualifications, suggesting a critical area of focus for LSIP.	
4.8	CB questioned whether sufficient business support exists to make the apprenticeships impactful, and if there were performance metrics in place.	
4.9	NK emphasized the importance of making young people business-ready and the need for business engagement in schools. A point was made that different regions within Leicestershire are at varying levels which must be considered in the LSIP.	
4.10	TR mentioned the hosting of events at prisons to further community involvement.	

Minute		Action
<b>5.</b>	<b>CEO Update and Delivery Plan</b>	
5.1	PD provided an update was provided on the ongoing work related to the organisational transition by presenting the delivery plan. New columns have been added in the progress report for outcomes and outputs.	
5.2	PD reported on updates within the team where monthly one-to-one meetings with all team members have now been implemented.	
5.3	PD expressed other developments in other initiatives including improving communications with universities, inviting NC to future meetings.	
5.4	PD reported on the successful event under the Create Growth programme where Intellectual Property was identified as a key focus area.	
5.5	PD updated on other events delivered despite financial constraints including the successful events that have been conducted including the Net Zero Initiatives. Additional full-time resources have been allocated for this initiative.	
5.6	The board was informed about initiatives to apply for money for skills boot camps in collaboration with the local councils. Focus on digitalisation at Leicester college was also mentioned.	
5.7	NK raised concerns regarding the monitoring of investments. PD assured the board that monitoring mechanisms are in place.	
5.8	NM queried about career development opportunities in the net zero space. PD responded that this will be addressed in separate planning.	
<b>6.</b>	<b>LLEP Transitions Board and Role of Business Voice in Post-LEP World</b>	
6.1	AR sought more information about governance models and funding from Upper Tiers.	
6.2	PD discussed the need for a robust business voice in decision-making processes.	
6.3	Issues surrounding governance, Innovation, Net-Zero, Skills and Digital transition were debated.	

<u>Minute</u>		<u>Action</u>
6.4	A wide range of views were expressed regarding governance models, representation of business voices, and the challenges tied to LLEP transitioning.	
6.5	There was consensus on the need for clearer governance and decision-making structures.	
6.6	<b>ACTION POINT</b> – AR to present the governance model presented during the meeting to the Transition Board.	<b>AR</b>
<b>7.</b>	<b>Operational Budget</b>	
7.1	CS shared that the budget is largely consistent with what was presented in June, with some adjustments related to Careers and CEC funding reducing the deficit.	
7.2	AM noted that the financial outlook is similar to the earlier forecasts.	
<b>8.</b>	<b>Any other business</b>	
8.1	There was no other business.	