

Paper 2 GLLEP Directors Meeting 12 May 2015

Minutes of a meeting of the board of directors of **GREATER LINCOLNSHIRE LEP LIMITED** (Company Number 09223395) held at Cofely, Origin One, Europarc, Grimsby, DN37 9TZ on Tuesday 12th May 2015 at 10:00hrs

PRESENT:	NAME	POSITION
	Ursula Lidbetter	LEP Director (Chair)
	David Dexter	LEP Director (Deputy Chair)
	Neil Corner	LEP Director
	Professor Mary Stuart	LEP Director
	Andy Orrey	LEP Director
	Richard Wills	LEP Director
	Cllr Davie	LEP Director
	Cllr Redfern	LEP Director
	Cllr Oxby	LEP Director
	Dr Tony Hill	LEP Director
	Cllr Doreen Stephenson	LEP Director
IN ATTENDANCE:	NAME	POSITION
	Ruth Carver (RC)	LEP Secretariat
	<i>Pete Holmes</i>	BIS Observer
APOLOGIES FOR ABSENCE RECEIVED FROM:	Herman Kok	LEP Director

1. CHAIRPERSON

Ursula Lidbetter was appointed chairperson of the meeting and chaired the meeting throughout.

2. NOTICE AND QUORUM

The chairperson reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the chairperson declared the meeting open.

3. DECLARATIONS OF INTEREST

3.1 The Chairperson declared an interest in the Boole Technology Centre and Lincoln Transport Hub.

4. MINUTES OF THE DIRECTORS MEETING HELD ON 5TH MARCH 2015

4.1 *The chairperson reported that the minutes of the board meeting held on 5th March 2015 were correct and that no other issues arose from those minutes.*

5. BUSINESS OF THE MEETING

The chairperson reported that the business of the meeting was to:

(a) Agree interim Finance Report for FYE 2014-15

A full report is contained with the Board Papers pack. The Finance and audit Committee met on the 7th of May to consider the interim accounts and make a recommendation to the Director re appointment of external auditors. The interim Finance Report was agreed and that Streets be appointed as external auditors.

(b) Confirm progress of the Members Agreement

The Members Agreement has now been signed by all three unitary authorities and the GLLEP. It has been submitted to Companies House along with bespoke Articles and is pending formal adoption.

(c) Company Members

The appointment of Members is nearing completion. Our outstanding membership for the board are (Cllr Davie/ Cllr Redfern/ Cllr Oxby/ H Kok) and we also await Cllr Worth (SHDC) and Cllr Brighton (NKDC) applications. Amanda Mosek from Boston College has been recruited to represent the FE sector and Magda Read of Horizon Community Development Ltd (Hull) to represent the community sector. The list of invited members follows below.

	Organisation	Address to	Invite as Member	Notes	Response	Named Member	Approved for membership
1	SHDC	Cllr Gary Porter	Cllr Gary Porter	Leader of the council	Chased 13.03.15	Cllr Nick Worth	Confirmed completing form 17.03. Awaiting
2	NKDC	Cllr Marion Brighton	Cllr Marion Brighton	Leader of the council	Chased 14.04.15	TBC	NKDC pursuing Cllr completion.
3	BBC	Cllr Peter Bedford	Cllr Peter Bedford	Leader of the council	Chased 13.03.15	Cllr Peter Bedford	No application. Adopted in Cllr Exec ✓
4	SKDC	Cllr Linda Neal	Cllr Linda Neal	Leader of the council	Chased 13.03.15	Cllr Linda Neal	✓
5	WLDC	Cllr Jeff	Cllr Jeff	Leader of the council	Chased	Cllr Jeff	✓

		Summers	Summers		13.03.15	Summers	
6	ELDC	Clr Doreen Stephenson	Self or Request alternative	GLLEP Director/ Leader of the council	✓	Clr Doreen Stephenson	✓
7	CoLC	Clr Ric Metcalfe	Clr Ric Metcalfe	Leader of the council	Chased 13.03.15	Clr Ric Metcalf	✓
8	LCC	Clr Colin Davies	Clr T Bridges	Clr Davie is GLLEP Director. LCC want alternative member.	Chased 02 + 13.03.15	Clr T Bridges	Clr Bridges ill. Awaiting recommendation.
9	LCC Public Health (ex. NHS)	Dr Tony Hill	Self or Request alternative	GLLEP Director	✓	Mandy Clarkson	✓
10	NE Lincs Council	Clr Liz Redfern	Self or Request alternative	GLLEP Director	Chased 02 + 13.03.15	TBC	No response
11	North Lincs Council	Clr Ray Oxby	Self or Request alternative	GLLEP Director	Chased 02 + 13.03.15	TBC	No response
12	Environment Agency	Phil Younge	Phil Younge		✓	Phil Younge	✓
13	Lincolnshire Co-Operative	Ursula Lidbetter	Self or Request alternative	GLLEP Director	✓	Amy Morley	✓
14	Federation of Small Businesses	David Dexter	David Thorpe	GLLEP Director	✓	Neil Sharpley	✓
15	Lindum Group	Herman Kok	Self or Request alternative	GLLEP Director	Chased 02 + 13.03.15	TBC	No response
16	Butlins	Chris Baron	Self or Request alternative	GLLEP Director	✓	Chris Baron	✓
17	Ongo Ltd	Andy Orrey	Self or Request alternative	GLLEP Director	✓	Andy Orrey	✓
18	Siemens	Neil Corner	Self or Request alternative	GLLEP Director	✓	Neil Corner	✓
19	PC Tinsley Ltd	Mark Tinsley	Self or Request alternative	GLLEP Director	✓	Mark Tinsley	✓
20	SES Vander Have UK	Ian Munnery	Self or Request alternative	GLLEP Director	✓	Ian Munnery	✓
21	University of Lincoln	Prof Mary Stuart	Self or Request alternative	GLLEP Director	✓	Andrew Stephenson	✓
22	Bishop Grosseteste University	Dame Judith Mayhew Jonas	Dame Judith Mayhew Jonas	Chancellor	✓	Rob Jones – Director of Enterprise	✓
23	FE representation	Press release recruitment plus:	Janet Farr	CLIP	✓	Janet Farr	X
23a		Invited:	Amanda Mosek	Boston College	✓	Amanda Mosek	✓
24	Community Sector	Invited:	Ben Barley David Fannin Carol Phillips	CVS – NK/ Lincoln/ WL CVS – SH/ Boston/	✓		X

		Plus.. :-	Paula Grant Fiona White	EL/SK CVS – North Lincs CVS – NE Lincs Community Lincs		Phillips	
24a	Community Sector	Press release Recruitment	Magda Read	HCDL - <i>Horizon Community Dev Ltd</i>	✓	Magda Read	✓
25	Lincolnshire Chamber of Commerce	Simon Beardsley	Simon Beardsley	CEO	✓	Simon Beardsley	✓

(d) Update on the progress of LSL (appointed solicitors)

We received notification from the Chief Legal Officer at LSL that they will no longer be providing advice to the GLLEP in relation to company matters and we therefore need to seek a replacement firm.

(e) Update on insurance policy

Cllr Redfern's declaration remains outstanding.

(f) Review and agree Director's Code of Conduct Policy and complete Declarations of Interest form.

Further to an anomaly in the wording raised by R Wills, the document is on hold pending legal advice and will be circulated again imminently.

The following declarations remain outstanding and require completion – following circulation of the updated version - (D Dexter/ Cllr Redfern/ M Tinsley)

(g) Recruitment of Finance and Audit Committee

The ToRs state that the committee shall be made up of up between 4 and 6 Members who shall be Company Members or Directors of Greater Lincolnshire LEP, and the membership will reflect the overall composition of the Company. Current membership consists of:-

- Andy Orrey (PR) (Chair)
- David Dexter (PR)
- Cllr Owen Brierley WLDC (PU)
- Vacancy (recruiting) 1 x public sector
- Vacancy (recruiting) 2 x private sector

The inaugural meeting is due to take place on 7th May and we are currently recruiting an additional 3 members from the company members (see 5). Penny Sharp – Commercial Director at WLDC is Cllr Brierley's nominated representative on this occasion. Other applications have been received from; Steve Deville – Director of Resources/ Bishop Grosseteste; Howard Gannaway ex Director and Associate of Horizon Community Learning Ltd; and Amanda Mosek – Principal and CEO of Boston College.

The Audit Committee will be reviewing and selecting from these in due course. It was resolved that Amanda Mosek and Steve Deville would be invited to join the Finance and Audit Committee.

6. DOCUMENTS PRODUCED TO THE MEETING

No documents were produced to the meeting.

7. RESOLUTIONS

IT WAS RESOLVED to:

7.1 The Interim Finance Report was agreed.

7.2 Appointed Auditors would be Streets.

7.3 Amanda Mosek and Steve Deville be invited to join the Finance and Audit Committee.

8. FILING

The chairperson instructed the Company Secretary OR LEP Secretariat to make all necessary and appropriate entries in the books and registers of the Company and to arrange for the necessary forms and documents to be filed at Companies House.

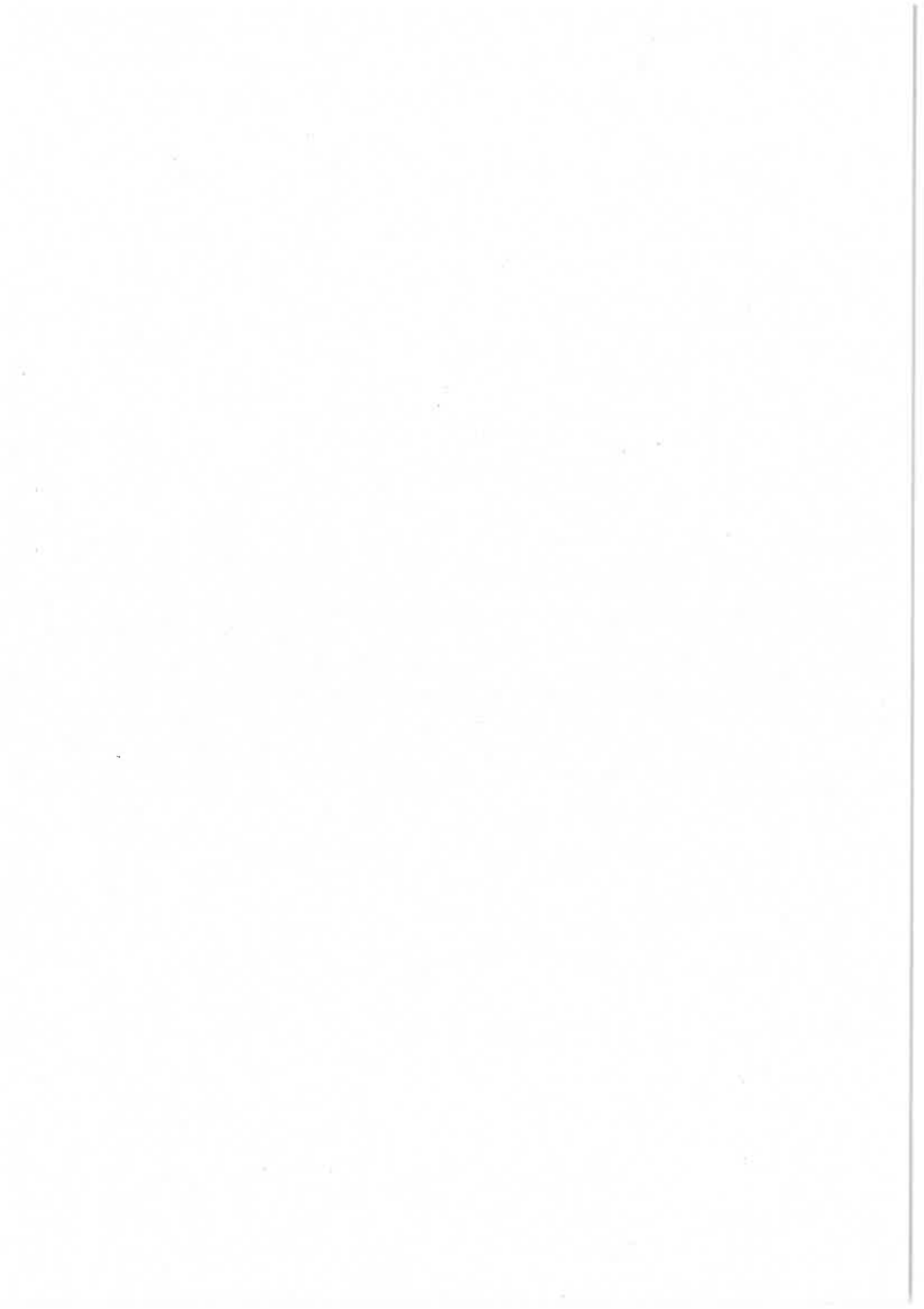
OR

The chairperson instructed [the Company Secretary OR LEP Secretariat to:

8.1 Update the entries to the register of directors [and secretary]; register of members; and minutes books for directors' and members' meetings.

9. CLOSE

There was no further business and the chairperson declared the meeting closed.



	Actions
<p><u>LEP Directors present :</u> Ursula Lidbetter (UL – Chair), David Dexter (DD – Deputy Chair), Richard Wills (RW), Dr Tony Hill (TH), Andy Orrey (AO), Mark Tinsley (MT), Cllr Colin Davie (CllrD), Professor Mary Stuart (MS), Neil Corner (NC), Cllr Doreen Stephenson (DS), Cllr Rob Waltham (RWa)</p> <p><u>Apologies from Directors:</u> Herman Kok, Cllr Liz Redfern, Ian Munnery, Chris Baron,</p> <p><u>Observers:</u> Pete Holmes, Cities and Local Growth Team</p> <p><u>LEP</u> Ruth Carver (RC) and Sue Groves (SG) Note Taker</p> <p><u>In Attendance for specific items:</u> Andy Gutherson (AG) – LCC, David Brierley (DB) – North East Lincolnshire Council</p> <p><u>Officers:</u> Angela Blake (AB) (North East Lincolnshire Council)</p> <p><u>Welcome by the Chair – Ursula Lidbetter</u> The Chair welcomed everyone to Europarc at Grimsby.</p> <p><u>Declarations, Minutes and Matters Arising</u> The Chair stated that if Boole Technology and Lincoln Transport Hub were to be discussed, she would have to declare an interest and leave the meeting. Declarations to be recorded within the minutes</p> <p><u>Directors Business</u> See separate Directors Minutes.</p> <p><u>Board Meeting</u> The minutes of the meeting on 5th March 2015 were agreed as drafted with one minor amendment. Both these and the agenda are to be published on the LEP website – all present agreed they were happy for these to be published.</p> <p><u>Matters Arising</u> RW had attended a Midlands Connect event in Derby on 30 March 2015 on behalf of UL with the Chairs of West and East Midlands LEPS. He updated the Board on the meeting, and all agreed on the importance of engaging with the Midlands Connect. The board agreed a contribution of up to £10,000.</p>	

<p><u>Operational Report including Growth Deal Progress</u></p> <p>Ruth Carver updated the Board on activities undertaken over the last six weeks. A number of EU funding calls launched at the end of March with applications expected.</p> <p>The chair is meeting the East Midlands CX, and will be discussing Financial Instruments. It was agreed that MS, PH, MT would make recommendations on behalf of the Board to the chair ahead of the meeting. The papers from meeting to be shared.</p> <p>The Food Enterprise Workshop was attended on 27 April 2015 focusing on the three FEZs. The Board agreed this should move from being a proposal to being a focussed plan with project leads continuing to lead. The structure of sub-groups are to be reviewed. A paper will be circulated and will be published on the website in the near future.</p> <p>RC stated that good progress is being made on Growth Deals and that all are projects are on target. Detailed discussions to be held at the GLLEP Investment Board.</p> <p>Following the opening of the Castle, visitor numbers have increased, with 34,000 visitors in April with local businesses reporting benefits. The Board agreed that this project should be promoted across the area.</p> <p>It was queried what the process would be for replacing a project which didn't progress and how replacement projects are brought forward. The Board agreed that a discussion would be needed with businesses with RC confirming a master list of available projects to be re-visited over the summer months.</p>	<p>RC</p> <p>MT/ MC</p> <p>RC</p>
<p><u>Finance Report</u></p> <p>The Audit and Finance Committee met in May 2015, it considered the interim accounts for 2014-15. Direct income was from £500k cash and £250k match, with expenditure being approximately £540k, with the remainder being utilised this financial year and next. A balance sheet was provided in Paper 4. UL and Pete Moore are to sign off the finances. RC stated that no information is available regarding the future funding of LEPs.</p> <p>It was queried whether funds could be top-sliced from Growth Deal. Finance & Audit Committee are addressing this as one other LEP is known to be actioning this with two others considering it.</p>	<p>Finance and audit committee</p> <p>Secretariat – future board</p>
<p><u>Approval of the Business Plan</u></p> <p>Ruth Carver presented the business plan for 2015-16. It was agreed that Area 4 should have an increased budget to implement working arrangements. The board agreed the business plan with the following amendments and suggestions</p> <p>GLNP to be invited to a future meeting.</p> <p>A proposal of up to £10k for a Midlands Connect -wide LEP is being assessed and negotiated.</p> <p>Priority 2 (Health & Social Care) is dependent on the NHS, but work is ongoing but isn't included. TH to present to the September Board.</p> <p>A directory of businesses to be created as a way of communications, RC to action.</p> <p>The Board approved the Business Plan.</p>	<p>RW/ RC</p> <p>TH</p> <p>RC</p> <p>RC</p>

<p><u>NE Lincs Regeneration Schemes</u> Angela Blake and David Brierley presented this item. The Board supported the plans for the regeneration of Grimsby and Cleethorpes –The presentation is to be circulated to board members.</p> <p>The Board queried whether Humberside Airport would be expanded. BAE are investing and therefore it is likely to grow. Offshore wind turbines are also important to the area and will continue being developed.</p> <p><u>Housing</u> New housing will create new businesses within supply chains.</p> <p>Freeman Street/Hope Street are likely to be developed with a development programme for regeneration ongoing and to be made available by the Autumn.</p>	<p>AB</p> <p>AB</p>
<p><u>Peer Review Progress</u> The Chair welcomed Andy Gutherson to the meeting. Andy gave an update to the meeting on the LGA/PAS "Open for Growth" peer review challenge undertaken earlier the year.</p> <p>To establish Best Practice, it was suggested talks be held with Cambridgeshire, Norfolk and Northamptonshire.</p> <p>Individual meetings with Chief Executives and their championing of the agenda are ongoing.</p> <p>There is a recognition that they need to embed so that the whole Council understands:</p> <ul style="list-style-type: none"> • clarity of role and visibility of Board • re-affirm Champions of Board • Perhaps a joint of CEO and District Councils re-launch <p>The board suggested addressing the balance of public and private sector to keep it fresh, be accountable and have a driving process for businesses.</p>	
<p><u>Devolution</u></p> <p>A briefing paper on devolution was circulated to board members. It included information on the existing devolution and city deal from around the country . The paper set out a process in developing an economic prospectus for Devolution.</p> <p>Pete Holmes updated the board with insights on governments current thinking, including the involvement of LEPs in any devolution deals. Pete Holmes (PH) clarified that Government focus on devolution is driven by the Conservative Manifesto. Public sector Board members confirmed Las are under budget pressures and all non-discretionary duties are under pressure.</p> <p>Cllr Doreen Stephenson has stepped down from the leadership at East Lindsey District Council and the Chair thanked her for all the work and support she has given to the LEP. A replacement will be sought at the next Lincolnshire Leaders Group.</p>	
<p><u>Any Other Business</u></p> <p>The Board stated the LEP should be able to shape the future with the new MPs and how we</p>	

can shape the Northern Powerhouse, Midlands Engine	
<u>The meeting was closed</u>	