

**Note of Full Partnership Board Meeting held on
13th November 2014
Room C20, National Exhibition Centre, B40 1NT**

Present

Board Members

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| David Frost | (Stoke-on-Trent & Staffordshire LEP) - Chair |
| Cllr Gordon Alcott (sub. Cllr Adamson) | (Cabinet Member, Cannock Chase Council) |
| Adrian McLaughlin | (Dunston Business Village) |
| Jonathan Dale | (Longton Avia (UK)) |
| Ken Stepney | (JCB/ EQ Management) |
| Kevin Oakes | (Steelite International) |
| John Carr | (Barrington Engineering) |
| Mike Heenan | (Leader, Stafford Borough Council) |
| Judith Kirkland | (Business Enterprise Support) |
| Cllr Mohammed Pervez | (Leader, Stoke-on-Trent City Council) |
| John Tradewell | (Chief Executive, Staffordshire County Council) |
| Jo Tyzzer (sub. John van de Laarschot) | (Stoke-on-Trent City Council) |
| Ron Dougan | (Trent and Dove Housing) |
| Cllr Phillip Atkins | (Leader, Staffordshire County Council) |

Associate Members

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| Geoff Riley | (Staffordshire BIC) |
| Ian Jenkinson | (Stilwell LLP) |
| John Smart | (Kapability Associates) |

HE/FE Observers

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| Sandra Booth | (Staffordshire University) |
| Graham Morley | (Association of Colleges – Staffordshire) |

Observers / In Attendance

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| Bob Phillips | (Cannock Chase Council) |
| Jeff Marlow | (Southern Staffordshire Partnership) |
| Antony Baines | (Staffordshire County Council) |
| Val Tomlinson | (Newcastle-under-Lyme College) |
| David Cragg | (The Skills Show) |
| Sara Williams | (Staffordshire Chambers of Commerce) |

Advisory/Secretariat

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| Darryl Evers | (Staffordshire County Council) |
| Peter Davenport | (Stoke-on-Trent & Staffordshire LEP) |
| Alex Greatholder | (Stoke-on-Trent & Staffordshire LEP) |
| Kevin Postones | (Dept. Business, Innovation and Skills) |
| Antony Werren | (Dept. Business, Innovation and Skills) |

i. Pre-meeting Presentations

Prior to the start of the LEP partnership board, two presentations were delivered to the group. The first presentation was given by Graham Morley, Chair of the Staffordshire Association of Colleges which detailed how the colleges were working together to add value to the FE offer in the area. The second presentation was given

by David Cragg, Deputy Chair of the Skills Show who gave an open invitation for the LEP to consider involvement in a West Midlands level Skills Show.

1. Chairs Introduction

The chair gave a short introduction, summarising some of his observations made over the past six months spent in his new position. Comments were made with regards to:

- the willingness and desire of partners to cooperate.
- the interdependence of all of the partners.
- the success of businesses in the area both in SMEs and large companies with significant brand presence.
- the diversity of our economy and how well it is recovering.
- the significant reduction in unemployment leading to pre-recession levels.
- the prominence of domestic trading versus international trade.
- the opportunity present by being located at the centre of the country for distribution.
- the need to focus on skills over the coming year to ensure we have a well-developed strategy which is underpinned by implementation of a supporting action plan.
- the importance of ensuring that the area's offer for skills is coherent rather than segregated.
the criticality of achieving and evidencing timely effective delivery on our supported investments.

2. Apologies

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| John van de Laarschot | (Stoke-on-Trent City Council) |
| Richard Cotterell | (Perkins Engines) |
| Cllr Terry Crowe | (Cabinet Member, Stoke-on-Trent City Council) |
| Kerry Diamond | (Zytek) |
| Cllr Mike Wilcox | (Leader, Lichfield District Council) |
| Mark Kerrigan | (Alton Towers Resort) |
| Jeremy Mellor | (Wood Goldstraw & Yorath) |
| Michael Gunn | (Staffordshire University) |
| Cllr Michael Stubbs | (Leader, Newcastle-under-Lyme Borough Council) |
| Richard Ward | (Vistage International) |

3. Declarations of Interest

Cllr Mike Heenan declared his interest in matters pertaining to Beacon Business Park.

4. Notes of Previous Meeting and Matters Arising

The notes of the previous meeting were approved with no matters arising.

5. Key Performance Indicators

The Key Performance Indicators were summarised.

Apprenticeships – the criteria by which the validity of apprenticeships was measured had changed. Throughout the year this had impacted on the reported figures for apprenticeships, causing the numbers to drop. The partnership board was assured that enough time had passed so that going forward it would be easier to compare apprenticeship figures as the resulting inconsistency from the changes was in the past.

Business Helpline – It was highlighted that at previous meetings the LEP had committed to improving the promotion of the Business Helpline. The secretariat confirmed that as the Growth Hub had been properly established, there were now

more channels through all the partners (inc. Staffordshire Chambers of Commerce) which the business helpline was being promoted.

New business start-ups – The secretariat was asked whether there was any additional data supporting the record of new business start-ups. The group was informed that the information used was bank search data; this gives a record of the number of business accounts opened in an area each month. At the moment there was no identified regular supply of further information regarding sector or other attributes. It was explained that there is no mandatory formal register of all businesses in the UK. It was suggested that we monitor registrations at Company's House. The Growth Hub's CRM data would provide the LEP with a further useful source of information.

6. Presentation on Progress on City, Local Growth Deal and EU Investment Strategy

Darryl Evers, Deputy Director of Place at Staffordshire County Council, delivered a presentation detailing the progress made on the City Deal, Growth Deal and ESIF. The supporting slides could be requested by members of the partnership board from the secretariat on demand.

The Chair emphasised that the LEP should explore other sources of investment in order to secure as much as possible in anticipation of further reductions in public expenditure.

7. Progress Report from Sub Groups

A sub-group update paper was circulated in advance of the meeting detailing sub-group activity since the previous meeting.

8. Working with Neighbouring LEPs

The LEP had signed a Memorandum of Understanding with Greater Birmingham and Solihull LEP detailing how European funding would be spent in the overlap region.

Emphasis was placed on pursuing opportunities for joint working with all of our strategic partners, not only GBSLEP. This would require consideration of strategic relationships with bodies not simply bounded by purely administrative boundaries. The point was made that with there being so much activity around devolution in England, we should not isolate ourselves, rather we should form alliances and relationships with neighbouring areas for the benefit of the economy.

Members indicated the importance of making sure that at an operational level our working groups seek to work with groups in the surrounding areas.

9. Amended Governance and Constitution

A number of papers had been circulated prior to the meeting detailing the proposed changes to the LEP governance.

The core reason for changing the governance was given as being to make sure that the LEP structure, and process surrounding the delivery of the key deals were conducive to one another. Making sure that the governance was appropriate would increase the extent of success in delivering the deals and increase confidence from government.

The major changes were as follows:

Partnership board and executive group: The partnership board would have two new voting positions; a member representing the Staffordshire Chambers of Commerce and a member representing the local FE providers. The practice of substituting for meetings when unavailable to attend and having associate board members would be

discontinued. On the executive board a new voting position was to be created; this would be a local representative of HE.

Sub Groups – The only sub groups going forward would be a joint city deal and growth deal group, a group for European funding, the Education Trust and a strategic funding and finance group maintaining oversight.

The only other groups would be policy, advisory and task and finish groups.

During the discussion before the vote, there was a proposal to allow board members to send substitutes. The consensus was that aside from it being difficult for a business board member to brief a substitute appropriately, there were only three meetings in a year and so with enough notice members should manage to attend.

Recommendations for approval were made on four points:

- i. For the governance to be adopted.
- ii. For power to appoint business members to the sub-groups to be delegated to the Chair.
- iii. For power to lead the process of recruiting new people to the LEP secretariat to be delegated to the Chair.
- iv. For power to lead the review of the role and constituents of the Education Trust to be delegated to the Chair.

A unanimous vote approved the recommendations.

10. Any Other Business

After the meeting members visited the Skills Show.

Dates of next meetings:

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| Executive Group | 11th December 2014 |
| Full Partnership Board | 12th March 2014 |