

**STOKE-ON-TRENT AND STAFFORDSHIRE  
LOCAL ENTERPRISE PARTNERSHIP**

**Note of a Board Meeting held on  
12<sup>th</sup> September 2013**

**Octagon Boardroom, Staffordshire University, Weston Road, Stafford**

**Present**

**Board Members**

Ron Dougan	(Trent and Dove Housing) –Chair
Ken Stepney	(JCB)
Mark Kerrigan	(Alton Towers)
Kerry Diamond	(Zytek)
Judith Kirkland	(BES)
John Carr	(Barrington Engineering Ltd.)
Adrian MacLaughlin	(Dunston Business Village)
Jenny Tucker	(Keele University)
Philip Atkins	(Leader, Staffordshire County Council)
Nick Bell	(Chief Executive, Staffordshire County Council)
Cllr Terry Turner	(rep. Gareth Snell, Newcastle u Lyme Borough Council)
Cllr Gordon Alcott	(Cabinet Member, Cannock Chase Council)
Cllr Val Richards	(Deputy Leader, Lichfield District Council)
Cllr Mike Heenan	(Leader, Stafford Borough Council)
Cllr Paul Shotton	(Deputy Leader, Stoke-on-Trent City Council)
John Betty	(representing Stoke-on-Trent City Council)

**Associate Members**

Jonathan Dale	(Longton Avia (UK) Ltd.)
Geoff Riley	(Staffordshire & Black Country Business Innovation Centre)
<i>Ian Jenkinson</i>	<i>(Stilwell LLP)</i>

**University/Further Education Observers**

Sarah Robinson	(Stoke College)
Michael Gunn	(Staffordshire University)

**Observers / In attendance**

Bob Phillips	(Cannock Chase Council)
Paul Masterman	(Staffordshire County Council)
Nigel Senior	(Staffordshire County Council)
John Sellgren	(Newcastle under Lyme Borough Council)
Cllr Frances Beatty	(Stafford Borough Council)
Jeff Marlow	(Lichfield District Council)

**Advisory/Secretariat**

Jonathan Phipps	(Stoke-on-Trent City Council)
Darryl Evers	(Staffordshire County Council)
Peter Davenport	(Staffordshire County Council)
Chloe Taylor	(Staffordshire County Council)

1. **Introductions and Welcome**

The Chair welcomed Terry Turner, Michael Gunn, and Nigel Senior to the meeting and noted the resignation of Sean Parry who was thanked for his hard work on the Board.

2. **Apologies**

Apologies were received from: Cllr Mohammed Pervez, John van de Laarschot, Cllr Gareth Snell, Sara Williams, Richard Ward, John Smart, Stuart Adams, and Richard Cotterell.

3. **Declaration of Interest**

The following members declared an interest in items on the agenda:

Cllr Mike Heenan – Growing Places Fund Round 1

Adrian MacLaughlin – Growing Places Fund Round 2

4. **Notes of the Previous Meeting and Matters Arising**

The notes of the previous meeting were agreed with the addition of a paragraph summarising the District and Borough Council contribution.

The following additional text has been agreed for Item 7 – Revised Governance Arrangements:

- District and Borough council members raised concern about the District council representation in the revised governance arrangements. Especially given the contribution of districts to economic development, including the Economic Development Strategy as part of the Staffordshire Economic Consortium. Clarification was sought on how the district representatives would be decided, and whether they would be a member or an officer.
- The Chair emphasised that District Councils are a key part of the proposed governance arrangements with two seats on the LEP Executive Group via the lead role on the sub-groups. Decision over members would be explored further and clarified at the next Board meeting in September.

A revised draft of the notes will be circulated shortly.

Action: Secretariat to amend notes to reflect District and Borough Council contribution at 11<sup>th</sup> July meeting.

5. **Key Performance Indicators**

The presentation was supported. The Apprenticeship data source needs to be clarified and the presentation should show trends given the cycle over the course of a year rather than quarterly. The Sub Group Headline indicators need to be updated by all Sub Group Leads and facilitators. The Board will explore other data sources including the impact of Welfare Reforms.

**Action**

1. KPI report to be updated and circulated
2. Education Trust team to obtain work programme data from Jobcentre Plus.

## **Items for Decision**

### **6. Governance**

#### (a) Final Governance Structure

District and borough council queried the composition of the district board. The Board agreed that local authority partners would agree nominees to lead the 'Sites and Infrastructure' and the 'Housing and Place' Sub Group.

With an amendment to the membership of the Funding Management Group to comprise **two** business members, two LA of which one would be a S151 representative the proposed governance was agreed with 14 votes in favour.

#### (b) Chair Appointment

The Board voted to ratify the appointment process for recruiting the new LEP Board Chair (with 14 votes in favour). Nominations for a Vice Chair will be invited.

#### (c) Capacity Review

An examination of the Delivery Office will be undertaken in accordance with the principles agreed. This will be reported to the LEP Executive Group in October.

## **Action**

1. The Executive Group to meet in October. Partnership Board to meet in November to consider the draft Strategic Economic Plan.
2. Local Authority partners to agree who will lead the 'Sites and Infrastructure' and the 'Housing and Place' Sub Group.
3. The composition of the Funding Management Sub Group will be amended.
4. The changes will be communicated to partners and the business community by the Secretariat.
5. The Executive Group and Secretariat will progress the recruitment process for the new Chair.
6. A capacity review will be undertaken and a detailed proposal presented to the November Partnership Board.

### **7. Growing Places Fund Round 3 – Confidential**

Mike Heenan and Adrian MacLaughlin left the room.

The matter was discussed and agreed.

Mike Heenan and Adrian MacLaughlin returned.

## **Items for discussion**

### **8. Update on the City Deal – Confidential**

Not for publication.

9. **Progress on developing the Strategic Economic Plan and EU Investment Strategy**

John Sellgren – CXO Lead - updated the Board on the development of the Strategic Economic Plan and EU Investment Strategy. There has been significant progress to date and a series of Challenge sessions have been held that were well attended. Input has been received from a number of partners which will be analysed and further contributions are welcome. Supporting advisory and challenge capacity was to be secured.

The Board supported the presentation and asked that the Secretariat explore the EU Opt Ins in accordance with the suggestions in the report and that the costs and benefits of each of the opt ins was understood, especially how they impacted on the allocation of funds overall.

Action:

Briefing on the content of the plan will include key influencers such as MEP and MP.

1. Copy of the presentation and core objectives of the strategy to be circulated to Board members.
2. Cost and Benefits of the Opt Ins to be undertaken and reported to the Executive Group and Strategic Finance Sub Group.

10. **Transport Update covering Local Transport Body; HS2; Aviation.**

The Local Transport Body has asked three schemes to proceed in developing business cases for detailed review and prioritisation.

NSCCI have developed a Draft Aviation Strategy. The Board agreed to review and input in to the strategy.

The LEP agreed to discuss its position on the HS2 Consultation at the next Enterprise Partnership Board.

**Action**

1. Board members to review Draft Aviation Strategy and forward any comments to the Secretariat by the end of September..

11. **Any Other Business**

In accordance with the process agreed in June 2012 the Board agreed that Jonathan Dale should be invited to become a Board Member as a replacement for Sean Parry.

A number of local engagement events are being held. The first of these is at Rodbaston on the 16<sup>th</sup> October at 7:30 – 9:30. Invitations are being issued through local networks and local Board members are being invited.

**Action**

1. Information about the local engagement events to be circulated to Board members.
2. Board members to promote local engagement events through their networks.

## **Reports for Information**

### **(a) Sub-Groups Update**

The sub-group reports were received. The work of the Business Development Group around Social Enterprise was noted, in particular, that a 'Social Enterprise Means Business' engagement event was being planned for October. The Sites & Infrastructure Group will be holding an event in November on Broadband.

The meeting closed at 7:40pm

### **Date of next meeting**

To be confirmed