

**Members – David Frost (Chair), Ron Dougan, Philip Atkins, Nick Bell, Jonathan Dale, Kerry Diamond, Mark Kerrigan, Mohammed Pervez, John van de Laarschot, Ken Stepney, Sandra Booth, Mike Heenan, George Adamson**

**Note of Executive Group Meeting held on  
Thursday 11<sup>th</sup> September 2014  
Staffordshire University, Stafford**

**Present**

**Group Members**

David Frost CBE DL (Chair)  
Cllr George Adamson  
Cllr Phillip Atkins  
Cllr Terry Crowe  
Jonathan Dale  
Kerry Diamond  
Ron Dougan  
Mark Kerrigan  
John van de Laarschot  
Ken Stepney  
John Tradewell

Leader, Cannock Chase Council  
Leader, Staffordshire County Council  
Cabinet Member, Stoke-on-Trent City Council  
Longton Avia  
Zytek  
Trent and Dove Housing  
Alton Towers Resort  
Chief Executive, Stoke-on-Trent City Council  
JCB  
Chief Executive, Staffordshire County Council

**University Observer**

Sandra Booth

Staffordshire University

**Advisory/Secretariat**

Peter Davenport  
Alex Greatholder  
Darryl Eyers  
Joanne Tyzzer  
Kevin Postones  
Jeff Marlow

Stoke-on-Trent & Staffordshire LEP  
Stoke-on-Trent & Staffordshire LEP  
Staffordshire County Council  
Stoke-on-Trent City Council  
BIS  
Southern Staffordshire Partnership

**Apologies**

Nick Bell  
Cllr Mohammed Pervez  
Cllr Mike Heenan

Staffordshire County Council  
Leader, Stoke-on-Trent City Council  
Leader, Stafford Borough Council

**1. Introductions**

The Chair welcomed Cllr Crowe, who was introduced and was attending on Cllr Pervez's behalf and John Tradewell, the Chief Executive of Staffordshire County Council.

### **3. Declarations of Interest**

No declarations of interest were made.

### **4. Notes of the previous meeting**

The notes from the previous meeting were agreed.

### **5. Key Performance Indicators**

Key Performance Indicators were summarised with no items for concern raised.

It was remarked that we are outpacing regional and national comparators for a number of KPIs. It was suggested that we should start to highlight this through public relations.

### **6. Growth Deal**

Update on Growth Deal 1

The group were pleased to learn of the progress that had been made. They were keen to secure greater flexibility from Government and were advised that more details would be provided on;

- *Governance arrangements (it is important to maintain clear visibility between projects and the executive group to support accountability)*
- *Private sector leverage for investment in 2015/16*
- *Details of accountable body for LGF*
- *Cross-LEP arrangements with GBSLEP*
- *Details of reporting to stakeholders*

This would be supported by guidance from Government on the following;

- Details of an implementation plan
- Details on the grant offer letter
- A framework for monitoring and evaluation

It was confirmed that the allocation of LGF was currently planned to commence in April 2015. An official signing would be arranged in conjunction with Ministers.

Development of Growth Deal 2

The group was advised that LGF for 2016/17 will be negotiated from September and it is highly likely that details will be confirmed in the autumn statement. The Group supported the use of the previously agreed set of priorities as a starting point.

All project promoters to World Class Skills in the priority list have been asked to review their costs and proposals to confirm their correctness before the draft proposals are developed. The Group agreed that the same Growth Deal Programme Board arrangements should be used to progress the proposals for discussion by the Partnership Board in November.

## 7. City Deal Programme Report

The city deal programme report focussed on items identified as amber.

- Keele University Smart Energy Network Demonstrator needed a grant letter for £5m, which was being negotiated BIS.
- IGISS was noted as spending behind schedule due to delays in the commencement of the programme. Interest had increased following the actions agreed previously but it would still be helpful if Government would extend the deadline.
- Adult Skills Budget Pilot and Local Business Skills Plans – A specific skills strategy and action plan had not yet been created. The executive board was ensured that this would be completed over the following two months.

## 8. Governance – To consider the further recommendations of the Working Group

Following the previous meeting efforts had been made to reduce the complexity of the governance structure. The revised governance paper had been developed alongside advice from BIS.

Cllr Adamson highlighted that GBSLEP had established a supervisory board made up of purely elected members and that that was a requirement for ESIF from the European Union. Our own LEP had not been informed that that was a requirement and consensus was that the only requirement for ESIF was going to be the establishment of a “Local Management Committee”.

**Action:** Secretariat to confirm whether supervisory board is required for ESIF. PD/DE

The recommendations over governance and capacity in the governance paper were approved to be taken forward.

## 9. Sub Group Updates

Sub-Group updates were circulated and briefly summarised.

A request was made for the support of a “West Midlands Strategic Sites Study”. The recommendation was approved. Information coming out of this study will be shared with the districts.

## 10. Any Other Business

Group members were reminded that the date of the annual conference was 22<sup>nd</sup> October and that the annual report would be circulated for comments in advance.

**Action:** Annual report to be circulated for comments. AG  
Cllr Adamson sought information on the local information contained in the Growth Hub Data. The Secretariat would pursue with the lead

20:00 **Close of Meeting**

Date of next meeting: 11<sup>th</sup> October at 6.00 p.m. (Executive Group)

**Circulation**

For Information: Association of Colleges; Staffordshire University,  
Secretariat members, SEP CXO Lead, Sub Group Facilitators, Finance Officers