

**Executive**

**Board**

**Confidential AGENDA**

**Thursday 20th June 2019**

**6pm-8pm**

**Drawing Room, Judges House, Stafford ST16 2LE**

**AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Item** | **Subject** | **Lead** | **Timing** |
| **1** | **Introductions** | Alun Rogers | 5 mins |
| **2** | **Apologies** |
| **3** | **Declarations of Interest** |
| **4** | **Local Industrial Strategy: Consideration of Evidence Base & Stakeholder Plan** | Patrick White, Kevin Fenning  MetroDynamics | 40 mins |
| **5** | **Etruria Valley Update: Consideration of Deliverability within Funding Programme Timescales** (partners to be taken through papers at meeting) | Phil Challinor/Steve Vitta | 15 mins |
| **6** | **Notes of the previous meeting & matters arising** | Alun Rogers | 5 mins |
| **7** | **Chairs Update and Delegated Decisions** | Alun Rogers | 5 mins |
| **8** | **City Deal and Growth Deal Programme:**  Including Growth Deal Open Call Strategic Programme Management Group Recommendations:   * Stoke Flood Alleviation Scheme * Cannock & Tamworth Enterprise Centres | Jacqui Casey | 10 mins |
| **9** | **Finance Update**   1. Finance & Outputs Dashboard Refresh (Verbal Update) 2. LEP Risk Register 3. Annual Accounts 2018/19 4. Proposed Scheme of Delegation | Mohammed Ahmed  S Ablewhite | 15 mins |
| **10** | **Growing Places Fund:**   1. Keel University IC7 2. Blythe Park 3. Canalside Farm | M Ahmed | 10 mins |
| **11** | **Skills Advisory Panel: Terms of Reference & Programme of work** | Wendy Dean | 10 mins |
| **12** | **Any Other Business** | All | 5 mins |

**SSLEP Forward Plan:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Executive Board Meeting Date 18th July 2019** | | | |
|  | | | |
| **Lead Board Member/ Officer:** | **Agenda Item Name:** | **Time:** | **Recommendation:** |
| A Brown/P Cresswell | EZ Quarterly report |  | For Information |
| D Frost/J Casey | LEP Board Vacancies |  | For Decision |
| D Frost/J Casey | LEP Board Member Induction Programme |  | For Discussion |
| D Frost/J Casey | Future Staffing & Resources |  | For Decision |
| D Frost/J Casey | Review of Operational Sub Groups |  | For Decision |
| M Ahmed/ S Palphreyman | Full Risk Register |  | For Discussion |
| A Rogers/S Hicks | Local Industrial Strategy |  | For Discussion |
| M Ahmed/ S Ablewhite | LEP Qtr 1 Finance position 2019/20 |  | For Information |
| D Frost/J Casey | LEP Improvement Plan & Deep Dive |  | For Decision |
| **Executive Board Meeting Date 19th Sept 2019** | | | |
|  | | | |
| **Lead Board Member/ Officer:** | **Agenda Item Name:** | **Time:** | **Recommendation:** |
| J Casey | Advertisement for LEP Chairman |  | For Decision |
| D Frost/ J Casey | Endorsement of New Board Members |  | For Decision |
| A Rogers/S Hicks | Local Industrial Strategy: Emerging Priorities Paper |  | For Decision |
| D Frost/ J Casey | Annual Performance Review Implementation Plan: Progress Report |  | For Discussion |
| D Frost/J Casey | LEP Communications Plan |  | For Decision |
| M Ahmed/ S Palphreyman | Risk Register |  | For Information |
|  |  |  |  |