

**LEP Executive Group Meeting
Broad Eye Building, Earl Street, Stafford, ST16 2QR
21st April 2016**

Minutes

Present

Group Members

David Frost (Chair)	
John Henderson	Chief Executive, Staffordshire County Council
Jonathan Dale	Denovaint
David Sidaway	Rep. CXO, Stoke-on-Trent City Council
Richard Cotterell	Perkins Engines
Cllr Abi Brown	Deputy Leader, Stoke-on-Trent City Council
Prof Trevor McMillan	Keele University
Kevin Oakes	Steelite
Ken Stepney	JCB

Advisory/Secretariat

Peter Davenport	Stoke-on-Trent & Staffordshire LEP
Julie Frost	Office Manager, Stoke-on-Trent & Staffordshire LEP
Alison Thomas	Communications Manager, Stoke-on-Trent & Staffordshire LEP
Andrea Whitworth	BIS West Midlands
Steve Winterflood	Cannock Chase District Council
David Nicholls	Stoke-on-Trent & Staffordshire LEP Programme Manager

In Attendance

James Leavesley (SSLEP Board Member)	Leavesley Group
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Apologies

Cllr Patrick Farrington	Stafford Borough Council
Cllr Philip Atkins	Leader, Staffordshire County Council
Kerry Diamond	Continental Engineering

1. Introductions

The Chair welcomed Kevin Oakes to the Executive Group. Kevin would be assuming responsibility for marketing and promotion, working with the Make It team. James Leavesley, had recently been appointed as a business member of the Board and as an introduction had been invited to the meeting. He was also involved in nominations for Queens Awards and was pleased to report that five local companies had been recognised - <http://www.stokestaffslep.org.uk/congratulations-to-our-queens-award-winners/>

2. Apologies

Noted.

3. Declarations of Interest

A record of declarations of interests was present at the meeting and available for examination. Prof McMillan declared an interest in Item 9 Growth Deal 3.

4. Notes of the previous meeting and any matters arising

The minutes were accepted as a true and fair record.

PD to contact China British Business Council to follow up previous discussions.

The Chair had sent a letter of thanks to Mark Kerrigan

5. Chairs Delegated Decisions and Actions

The Enterprise Zone Memorandum of Understanding had been signed and returned. Media coverage following the recent launch had been positive.

The Executive Group's Reflection event had taken place at Keele on the 11th April. The three key points that emerged were;

- Compiling a clear message to paint a vision of what the LEP is, and is aiming to achieve.
- More engagement with larger businesses to ensure that the work of the LEP was more widely known.
- More work with schools to change perceptions and raise aspirations

Action: Series of local events to be arranged by the LEP Team and points progressed

6. Key Performance Indicators

The KPI had been circulated.

Staffordshire Chambers of Commerce had successfully tendered to operate the Business Helpline, which was now being run from the Stafford offices.

7. City Deal/Growth Deal

The Executive Group agreed to approve or endorse capital expenditure in the following projects in accordance with the report and their business case documents;

- Keele Smart Energy Network Demonstrator (SEND) – Endorse BIS Investment of £5m
- Leek Mill Quarter Heritage Regeneration – release £800,000
- Tamworth Enterprise Quarter – release £2,953,515

Action: Offer letters and contracts to be progressed as appropriate.

8. Assurance Framework

Following the annual conversation process the LGF allocation for 2016/17 had been confirmed with a note regarding a review of Assurance Framework information undertaken by the National Audit Office. BIS Local advised that feedback from the National Audit Office review of the LEP's Assurance Framework had been positive, with the Assurance Framework found to be compliant. However there was a requirement to review it annually. The Executive Group agreed that SCC as Accountable Body for LGF should undertake a review and report back in June.

9. Growth Deal 3

Work had commenced on developing the Growth Deal submission in response to the letter from Greg Clark. A call for projects had been made and the responses would be collated and assessed against the criteria set out nationally and locally. A consultant – Regeneris - had been employed to provide an independent review of the potential bid and proposals. It was agreed that Jonathan Dale and Richard Cotterell

should be involved in this work as it progresses with a further report to the June meeting.

In addition the LEP had recently received a letter regarding Large Major Transport Schemes initiative. Two deadlines were identified in May for 16/17 expenditure and the 21st July for other projects. The minimum threshold for SSLEP were single schemes of at least £48m.

Action:

- 1. Outline GD3 recommendations back to June's Executive Group meeting**
- 2. Large Local Transport Major Schemes response to be considered**

10. Management Funds

The draft revenue budget had been circulated and Executive Group members were asked to comment in the meeting. The proposals were noted and the SFFG was asked to report back with a final budget.

Action: Secretariat and SFFG to finalise budget allocations

11. FE Review Update

Ken Stepney, in his capacity as Chair of the Education Trust Delivery Group, provided a verbal update to the group. He had held discussions with the Local Authority to see where influence and persuasion could be used. A proposal was being put together for the Chair, which would also be presented to the Area Review Commissioner in early May. 6th Form colleges had not been included in the review, it was expected these would be covered separately.

Action: KS to brief the Chair

12. Policy & Task Groups

The report had been circulated for information.

MIPIM - Peter Davenport extended his thanks to Jonathan Phipps, Matthew Potts and Chris Kirkland for their organisation and provided an update on the event. The importance of maximising the use of time was emphasised. Cllr Brown had been involved in media interviews and very positive feedback had been received from Jackie Sadack.

13. Any other Business

- The Apprentice Levy event at Entrust on 6th April had been well attended. Another session was planned for October when the SFA would provide answers to questions raised by participants at April's meeting.
- Midlands Engine – a summary had been circulated for information. David Frost was involved in steering this important initiative and was working with other LEP Chairs.
- Apprenticeship Ladder – Ken Stepney was looking into opportunities and would be holding a meeting with representatives from the Sentinel. Discussions were underway with the Royal Academy of Engineering. Ken Stepney had been invited onto the Prince's Trust Advisory Board for STEM and Training for HS2.

Date of Next Meeting:

Thursday 12th May, Broad Eye Building, Earl Street, Stafford, ST16 2QR