

**Notes of the LEP Executive Board Meeting
Drawing Room, County Buildings
Thursday 19th April 2018**

Present

Group Members

David Frost (Chairman)	
Cllr Abi Brown	Deputy Leader, Stoke-on-Trent City Council
Mohammed Ahmed	National Grid
John Henderson	Chief Executive, Staffordshire County Council
James Leavesley	Leavesley Group
Alun Rogers	risual
Cllr Patrick Farrington	Stafford Borough Council
Sarah Montgomery	National Memorial Arboretum
Kevin Oakes	Royal Crown Derby
Paul Farmer	Wade Ceramics
David Sidaway	City Director, Stoke-on-Trent City Council
Dr Mark Bacon	representing Prof Trevor McMillan, Keele University
Cllr Mark Winnington	representing Philip Atkins, Staffordshire County Council

Advisory/Secretariat

Peter Davenport	Stoke-on-Trent & Staffordshire LEP
Alison Thomas	Stoke-on-Trent & Staffordshire LEP
Julie Frost	Stoke-on-Trent & Staffordshire LEP

In Attendance

Andrea Whitworth	BEIS
Archie Corliss (for Energy Strategy item)	Encraft
Andrew Proctor (for Smart Staffordshire item)	Staffordshire University

Apologies

Cllr Philip Atkins	Leader, Staffordshire County Council
Prof Trevor McMillan	Keele University
Wendy Dean	Strategi Solutions
Richard Cotterell	Perkins
Cllr Brian Edwards	South Staffordshire Council

1. Introductions

The Chairman welcomed everyone to the meeting.

2. Apologies

These were noted.

3. Declarations of Interest

No additional declarations were made beyond those set out in the registers of interests.

4. Energy Strategy Development

A presentation was given by a representative from Encraft. Stakeholder workshops would be taking place on the 23rd April in Lichfield and the 28th April in Stoke. Anyone wishing to attend the workshops should contact Archie Corliss. An Implementation Plan is being produced which will contain actions the LEP can take locally.

Action: Archie Corliss to present the final document to the Executive Group meeting in June or July

5. Smart Staffordshire

A presentation (<https://www.stokestaffslep.org.uk/app/uploads/2018/04/180419-item-5-Smart-Staffordshire-Public.pdf>) was given which was followed by a discussion around skills and education and living and working in Staffordshire. The group was working closely with Microsoft who would be holding a pop-up event at the Shire Hall, Stafford on the 24th May. Members of the Executive approved proposals to set up a working group, headed by Alun Rogers, to co-ordinate and drive the initiative.

Actions:

1. Alun Rogers to bring back a costed plan to May's Executive Board Meeting for approval
2. Peter Davenport to reissue presentation slides

6. Notes of the previous meeting and any matters arising

The minutes were agreed to be a true record of the meeting and the following points raised:

- An amended KPI dashboard has been circulated and comments were being drafted into a new version
- A discrepancy in Point 3 – CDGD – was noted and the minutes would be duly amended
- Representatives of SOTCC requested clarification, outside of this meeting, on process to allocate the balance of the £850k of Local Growth Fund capital.
- Due to the amount of apologies received, it was agreed to reschedule the GVA session from 1st May. The members present expressed a willingness to attend on a better date – **Action:** Julie Frost
- SME Expansion Support business case was approved releasing a capital grant award of up to £7.2m.

7. Chairman's Delegated Decisions and Actions

There were no delegated decisions to report.

The Chairman proposed the appointment of Alun Rogers as Vice Chair. This was agreed by all present and those not present by email. The appointment would commence from this meeting.

An update was given on discussions between the LEP, SoTCC, and local MPs with Channel 4. Meetings had taken place and the deadline for the City to submit a formal bid was the 11th May.

8. KPI

The dashboard was noted.

9. Provisional 17/18 Finance Outturn

The report (<https://www.stokestaffslep.org.uk/app/uploads/2018/04/180419-item-9-2017-18-Q4-PROVISIONAL-OUTTURN-Dashboard.pdf>) was circulated for information.

Members were asked to make the GPF call out known to their contacts.

10. City & Growth Deal Programme Report

An update was given and reports were circulated for information and discussion. It was noted that two projects, Hanley-Bentilee Link, and ROF Featherstone had not progressed to the

business case stage. The Friarsgate project was being kept under review in conjunction with GBSLEP with a meeting set for early August.

The business case for the allocation of a grant of £380,313 (£760,626 including match) to Staffordshire University from the Skills Capital Equipment Fund was agreed.

11. Ceramic Valley Enterprise Zone Implementation Plan

The Ceramic Valley Enterprise Zone (CVEZ) Implementation plan had been circulated to Executive Board Members. It set out a programme of investment across the zone, the supporting governance, delivery arrangements, and finances. As the document contains some confidential information the document to be submitted to MHCLG would not be published. However a summary will be made available on the website.

In discussing the document the board agreed the following:

- a. The adoption of the updated Ceramic Valley Enterprise Zone Strategic Implementation Plan dated April 2018
- b. The inclusion of the SoTCC contributions to the Etruria Valley Link Road project in the CVEZ SIP. This will see SoTCC contribute £7.16m to road infrastructure improvements and recover this sum via the CVEZ uplift in business rates subject to Department for Transport approval of the full business case.
- c. The inclusion of Tunstall Arrow gap funding for development within the CVEZ SIP. This will see SoTCC spend £2.14m invested in gap funding development on Tunstall Arrow and the recovery of this sum via the CVEZ uplift in business rates.
- d. The inclusion of the Highgate Ravensdale Bridge repair project in the CVEZ SIP. This will see SoTCC invest £0.47m on bridge repairs and recover this sum via the CVEZ uplift in business rates.
- e. SoTCC will review any changes to its capital investment programme within its medium term financial strategy. Any changes to the investment programme will be considered against other priorities including £10m for the Highgate Ravensdale Bridge infrastructure project. This investment would be recovered via the CVEZ uplift in business rates.
- f. The inclusion of the Etruria Valley fibre optic project in the CVEZ SIP. This will see SoTCC spend £0.495m on installing super-fast broadband infrastructure on the Etruria Valley site and the recovery of this sum via the CVEZ uplift in business rates
- g. For the avoidance of doubt, the Project Board, through the SSLEP Executive Board, will continue the practice that the first call on the additional business rates resulting from new development at Chatterley Valley West will be used to recover expenditure made by the Borough Council or County Council at Chatterley Valley West, and likewise, the first call on additional business rates resulting from new development in the City's EZ sites will be used to recover expenditure made by the City Council on the City's EZ sites.

It was advised that the LEP must take ownership of the Enterprise Zone and understand the opportunity to fund the right projects to attract the business and jobs the bid was approved for. Land contamination issues were being addressed and would be included in reporting on progress.

Action: Cllr Brown to arrange a ½ day programme for members to tour the Ceramic Valley area

12. Ceramic Sector Deal

An update was given on the on progress to date

(<https://www.stokestaffslep.org.uk/app/uploads/2018/04/180419-item-12-Ceramic-Sector-Deal-Public.pdf>)

Discussions nationally had made progress with Ministerial, Parliamentary, and civil servant discussions. Locally discussions were being held with all parties about their aspirations to secure the investment needed, and the Sector Deal working group would be meeting again in May.

Members approved the following recommendation:

1. For SSLEP to write to the “partners” seeking their written commitment to support the project;
2. To request the Accountable Body to establish a capital project financed initially from Growing Places Revenue to a maximum of £80,000 in advance of the feasibility being proven.
3. To establish a project-specific Governance structure for the Ceramic Park, including identifying and funding a Project Manager for the duration of the initiative and who will report on progress at regular milestones.
4. Seek tenders from appropriate companies/consortia for the provision of a first stage outline Business Plan and Masterplan, sufficient for the assessment of the viability and risk of the proposals and to provide the basis of a second detail stage briefing for the implementation of the plan.

13 Policy and Task Group Reports

A report was circulated for information

(<https://www.stokestaffslep.org.uk/app/uploads/2018/04/180419-Item-13-Sub-Group-Policy-Group-Updates-Public.pdf>). It was noted that a presentation about MIPIM would be given to the next Executive Board meeting.

14 Any Other Business

None.

Date and time of next meeting:

Thursday 17th May

6pm-8pm

County Buildings Drawing Room