

**Notes of the LEP Executive Board Meeting
Drawing Room, County Buildings
Thursday 7th March 2019
Draft Minutes**

Group Members

David Frost (Chairman)	
Alun Rogers (Vice Chair)	risual
Wendy Dean	Strategi Solutions
Mohammed Ahmed	Homeserve
Paul Farmer	Wade Ceramics
Cllr Philip Atkins	Staffordshire County Council
Prof Liz Barnes	Staffordshire University
John Tradewell (for John Henderson)	Staffordshire County Council

Advisory/Secretariat

Jacqui Casey	Stoke-on-Trent & Staffordshire LEP
Julie Frost	Stoke-on-Trent & Staffordshire LEP

In Attendance

Simon Ablewhite	Staffordshire County Council
Sophie McFie-Hyland	Staffordshire County Council

Apologies

Sarah Montgomery	National Memorial Arboretum
Cllr Patrick Farrington	Stafford Borough Council
Cllr Abi Brown	Deputy Leader, Stoke-on-Trent City Council
Cllr Brian Edwards	South Staffordshire Council
David Sidaway	Stoke-on-Trent City Council
James Leavesley	Leavesley Group
John Henderson	Staffordshire County Council

1. Introductions

The Chairman welcomed everyone to the meeting.

2. Apologies

These were noted.

3. Declarations of Interest

There were no declarations of interest.

4. Notes of the previous meeting and any matters arising

The minutes were agreed as a correct record. It was noted that the LEP had been chosen on a rotation basis for an audit on Governance, which took place on the 5th and 6th March. Feedback was expected by May 2019.

5. LEP Review: Move to Company Structure

5a Page turn of draft articles to approve for filing

Handouts of the draft Articles of Association were circulated for information and discussion and were agreed.

5b. Review of Incorporation document

Points raised and agreed were:

- that meetings would be quorate if 9 members were in attendance
- where members were unable to attend, attendance by 'dial in' would be permitted and they would be able to vote. Non attendance would result in no vote. The electronic procedure would remain in line with current procedures
- if a member was absent from 4 or more meetings in a 12 month period, without permission of the directors, then the directors may resolve that the office is vacated

It was confirmed that, in the event of a negative outcome from the LEP review and it not being considered viable for the LEP to continue, the limited company would be dissolved.

A discussion took place on forward planning for when David Frost steps down as Chairman in March 2020. It was noted that the new National Local Growth Assurance Framework (January 2019) contained details of the transparent appointments process. All agreed the post holder must have interests within the county.

5c. Signing Paperwork

Incorporation paperwork was circulated and each member signed as appropriate.

Action: Sophie McFie-Hyland to update the Articles and circulate them to members next week

5d. Local Assurance Framework Update

It was noted that the Assurance Framework would be amended to align with the Memorandum and Articles of Association. The update version would be circulated electronically for approval by the end of March 2019.

6. Growing Places Fund

6a) Request for Approval to Charge an Arrangement Fee

Members of the Board agreed to the recommendation of charging a 1% arrangement fee for future loans to businesses taking up the standard 2-year interest free period. Beyond that, where a position of default occurred, the Board agreed with the recommended that a higher arrangement fee be charged at 2% (a re-arrangement fee), along with the default interest currently charged at the point of default.

Any other Business

There was no other business

Date and time of next meeting:

Full Partnership:

Thursday 21st March

6pm-8pm

Executive Suite, Staffordshire University, Stoke-on-Trent

Executive Board:

Wednesday 18th April

6pm-8pm

Drawing Room, County Buildings, Stafford

(entrance via the blue door on Market Square)