

**Executive**

**Board**

**Confidential AGENDA**

**Thursday 19 September 2019**

**6pm-8pm**

**Strategi Solutions, Hub 3, Evolution,**

**Hooters Hall Road, Newcastle-under-Lyme, ST5 9QF**

**AGENDA**

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| **Item** | | **Subject** | **Lead** | **Report Status/Timing** |
| **1** | **Introductions** | | Alun Rogers | 5 mins |
| **2** | **Apologies** | |
| **3** | **Declarations of Interest** | |
| **4** | **Notes of the previous meeting & matters arising**  **Summary of Electronic Decisions** | | Alun Rogers | 5 mins |
| **5** | **Chairs Update and Delegated Decisions** | | Alun Rogers | 5 mins |
| **6** | **LEP Review:**   1. **Staffing & Resources Update** 2. **Board Member Vacancies** | | Alun Rogers/Jacqui Casey/Simon Ablewhite | **Information**  15 mins |
| **7** | **LEP Chair’s Recruitment** | | Jacqui Casey | **Decision**  20 mins |
| **8** | **Full Risk Register Review** | | Mohammed Ahmed | **Discussion**  10 mins |
| **9** | **Local Industrial Strategy Update** | | Alun Rogers | **Discussion**  10 mins |
| **10** | **Delivery Update**   1. Mid Year Review 2. Annual Performance Review Improvement Plan Update 3. Report on Progress Against LGF Outputs & Outcomes | | Mohammed Ahmed | **Decision**  15 mins |
| **11** | **EZ Quarterly Reports:**   1. Ceramic Valley 2. i54 Enterprise Zone | | Abi Brown  Philip Atkins | **Information**  5mins |
| **12** | **Midlands Engine Investment Fund Update** *(report to follow)* | | Mohammed Ahmed | **Information**  10 mins |
| **13** | **Assurance Framework Updates** | | Jacqui Casey/ Simon Ablewhite | **Decision**  5 mins |
| **14** | **Special Resolution: Changes to Articles of Association** *(report to follow)* | | Jacqui Casey/ Simon Ablewhite | **Information**  5 mins |
| **15** | **Future Discussion Items under section of meeting reserved for strategic planning** (October suggestion: Skills) | | ALL | **Discussion**  5 mins |
| **16** | **Any Other Business** | | All | 5 mins |

**SSLEP Forward Plan:**

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| **Executive Board Meeting Date 17th Oct 2019** | | | |
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| **Lead Board Member/ Officer:** | **Item Name:** | **Time:** | **Recommendation:** |
| W Dean/A Baines & J Obada | Focus on Skills  Review of work to date, outcomes, impacts  Future Priorities |  | For Discussion |
| A Rogers/ J Casey | Endorsement of New Board Members |  | For Decision |
| A Rogers/S Hicks | Local Industrial Strategy |  | For Discussion |
| A Rogers/J Casey | Review of Operational Sub Groups |  | For Decision |
| M Ahmed/ S Palphreyman | Risk Register |  | For Information |
| J Casey/S Ablewhite | Mid-Year Review Feedback |  | For Discussion |
| A Rogers/J Casey | APR Implementation Plan: Progress Report |  | For Decision |
| M Ahmed/ S Ablewhite | LEP Qtr 2 Finance position 2019/20 |  | For Information |
| M Ahmed/ S Ablewhite | Growth Deal Programme Update |  | For Information |
| Mohammed Ahmed/ Sarah Simpson | Growing Places Fund: Overview |  | For Information |

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| **Executive Board Meeting Date** 21 November 2019 | | | |
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| **Lead Board Member/ Officer:** | **Item Name:** | **Time:** | **Recommendation:** |
|  | Strategy Focus to be agreed by the Board |  |  |
| M Ahmed/ S Palphreyman | Full Discussion Risk Register Separate Item |  | For Information |
| A Rogers/S Hicks | Local Industrial Strategy |  | For Discussion |
| A Rogers/ J Casey | Annual Performance Review Improvement Plan: Progress Report |  | For Discussion |
| A Rogers/J Casey | Review of Sub Groups: LIS related requirements & LEP Board Leads |  | For Decision |
| P Creswell | Etruria Valley Update: Consideration of Deliverability within Funding Programme Timescales |  | For Decision |
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