
LLEP BOARD OF DIRECTORS
Minutes of the Meeting – 6 October 2020
(Microsoft Teams)

Attendance and Apologies:

Directors		Representing	
Kevin Harris	KH	Private Sector	Chair
Emma Anderson	EA	Private Sector	
Prof Robert Allison	RA	Universities	
Sonia Baigent	SB	Private Sector	
Chas Bishop	CB	Private Sector	
Verity Hancock	VH	Further Education	
Anne-Marie Hunt	AH	Private Sector	
Dr Nik Kotecha OBE	NK	Private Sector	
Ajmer Kaur Mahal	AKM	Private Sector	
Anil Majithia	AM	Private Sector	
Neil McGhee	NM	Private Sector	
Jaspal Singh Minhas	JSM	Private Sector	
Cllr Jonathan Morgan	JM	Leicestershire District Councils	
Andy Reed OBE	AR	Private Sector	
Cllr Terry Richardson	TR	Leicestershire District Councils	
Nick Rushton	NR	Leicestershire County Council	
Sir Peter Soulsby	PS	Leicester City Council	
In Attendance			
Fiona Baker	FB	LLEP	
Peter Chandler	PC	Leicester City Council	
Gavin Fletcher	GF	LLEP	
Alison Greenhill	AG	Leicester City Council – Accountable Body	
Helen Miller	HM	LLEP	
Mandip Rai	MR	LLEP	
Colin Sharpe	CS	Leicester City Council- Accountable Body	
Andrew Smith	AS	Leicester City Council	
Peter Sutton	PSu	Cities and Local Growth Unit (CLGU)	
Sue Tilley	ST	LLEP	

Minute		<u>Action</u>
<p>1.</p> <p>1.1</p> <p>1.2</p>	<p><u>Welcome and Apologies</u></p> <p>KH welcomed all present to the meeting.</p> <p>There were no apologies for absence.</p>	
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p><u>Declarations of Interest</u></p> <p>CB and VH Declared an Interest in Item 5 "Investment Panel", in regard to the recommendation to approve the Project Change Request at the National Space Centre.</p> <p>AM declared an interest in Item 5 "Investment Panel" relating to the discussion on the Innovation Board.</p>	
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p><u>Minutes and Actions – 4 August 2020</u> <u>Written Procedures – LGF Updates and Returns</u></p> <p>The Minutes of the Meeting held on 4 August 2020 were agreed as a correct record.</p> <p><u>Update – Haywood Estates (Minute 5 refers)</u> It was reported that a payment had been received and Haywood had agreed to the contract variation and conditions. MR confirmed that details could be shared.</p> <p><u>Written Procedures - Result of Decision</u> The Democratic Support Officer submitted a report, which confirmed the outcome of a decision taken under Written Procedures as defined in the Local Assurance Framework. The decision was in relation to the LGF Updates and Returns.</p> <p>AGREED to:</p> <ol style="list-style-type: none"> 1) Forward details of the revised Haywood contract conditions to Directors. 2) Note the LGF Updates and Returns, as a decision taken under written procedures. 	<p>MR</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p><u>Gresham Development Progress.</u></p> <p>PC presented details of the progress on the development at the former Fenwick department store on Market Street.</p> <p>It was noted that the project was an investment involving private investors and funding from the LLEP's Growing Places Fund for an aparthotel with workspace, retail space and would significantly add to the regeneration of the area.</p> <p>It was noted that an invite to view the construction process had been made, and details would be circulated.</p> <p>In discussing the content of the presentation slides, the likely types of businesses interested in the redevelopment were noted, together with the flexibility encouraged in the marketing to allow bespoke arrangements for business support programmes.</p> <p>In considering the issues arising from recent webinars the to offer workspace to a 'community of entrepreneurs' was welcomed.</p>	

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4.6	In response to questions the total amount of floor space was confirmed over the 2 floors, and the design allowing some modular meeting rooms was explained.	
4.7	<p>It was considered that the redevelopment was an opportunity to promote economic recovery and prosperity in the current climate.</p> <p>AGREED: To ask Directors to support the promotion of the ongoing project and arrange site visits as appropriate.</p>	ALL
<p><i>The Chair indicated that items would be considered in the following order, as a change to the published agenda:</i></p>		
5.	<p><u>Massachusetts Institute of Technology (MIT)</u> <u>Regional Entrepreneurial Acceleration Programme (REAP)</u></p> <p>5.1 RA presented a report, which provided an update on the work of the MIT and the REAP initiative and to advise on the next steps</p> <p>5.2 It was reported that an update had been circulated by MR to Directors by email since the agenda pack was issued in respect of summary information. Also, an update on the Economic Recovery cell meeting held recently and ongoing consideration by IP and possible refresh of the Industrial Strategy to ensure links to Government policy.</p> <p>5.3 It was also noted that the REAP was progressing at the necessary pace and that Loughborough University had been nominated as a National partner for the MIT, with an opportunity in the spending review and .to roll out MIT nationally</p> <p>5.4 A video to explain the future process did not play and it was advised that this could be forwarded to Directors separately.</p> <p>5.5 It was accepted that the Terms of Reference of the Innovation Board would require further consideration and Directors were asked to confirm nominations for its membership, this would be also considered in the subsequent agenda item.</p> <p>5.6 MR commented on the support offered in the process by University colleagues and asked that this be recorded.</p> <p>5.7 AGREED to:</p> <ol style="list-style-type: none"> 1) note the work to date of the MIT REAP Group; 2) note the appointment of Prof Bob Allison as LLEP Board Champion for Innovation and MIT REAP programme; 3) note the nominations of Dr Nik Kotecha, Andy Reed and Anil Majithia of the Innovation Board; 4) the recommendation for an Innovation Board to be established and the Terms of Reference to be prepared. <p>Circulate the video to Directors separately.</p>	

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<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p>Zero Carbon Plan.</p> <p>Gavin Fletcher (Nottingham City Council and LLEP) presented a report and shared slides to provide an update on the work of the Midlands Energy Hub in relation to the zero-carbon ambition.</p> <p>TR reminded the Board that not all Districts were in a position to develop climate change policies, which could affect priority on future investments.</p> <p>In terms of Champions, it was suggested that this be opened for nominations, rather than the proposal for a single appointment.</p> <p>AGREED to:</p> <ol style="list-style-type: none"> 1) note the work of the Midlands Energy Hub; 2) note the early work creating zero carbon opportunities in the LLEP area; 3) support the development of a broad LLEP action plan working towards the Zero Carbon agenda and propose actions in order to shape this into a final plan; 4) support the actions to support the immediate local needs of the zero-carbon agenda across the LLEP area, including supporting the LLEP Covid-19 Economic Recovery Plan; 5) invite nominations for Board champions for Zero Carbon, noting that NM and CB had requested their nominations. 	<p>ALL</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p><u>Investment Panel / Economic Recovery Plan</u></p> <p>AR spoke to the submitted report, which provided an update following the inaugural Investment Panel (IP) meeting, and information was provided in respect of the following:</p> <ul style="list-style-type: none"> • Chairperson (AR) • Terms of Reference, with recognition that amendments were sought • A Project Change Request (PCR) for the National Space Centre recommended, with recent updates being advised. • Economic Recovery Planning and Investment proposals <p>It was noted from the appendices, which had included the Minutes of the inaugural meeting, that the IP had considered its role and ToR in a significant level of detail.</p> <p>In response to a question it was clarified that there was no financial ceiling of PCRs but that they would need approval by the Board of Directors and the level of funding was therefore not delegated to the IP.</p> <p>HM and FB shared Power Point slides on the ERP. The use of reserves was highlighted, and it was confirmed that the release of the allocation would be considered at in February 2021. .</p> <p>FB explained that there was a strong possibility that the publication of the National Economic Recovery Strategy and Devolution White paper would be delayed and that therefore the Economic Recovery Cell recommendation was to review the right time for the procurement of the of consultancy to develop the LLEP Economic Recovery Strategy, to avoid redundant work and ensure synergy with Government ambitions</p>	

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7.6	AGREED to. <ol style="list-style-type: none"> 1) note the content of the report and associated appendices; 2) approve the recommendation from the Investment Panel for the Project Change Request for the National Space Centre; 3) Consider the development of the LLEP Economic Recovery Strategy when the National Economic Recovery Strategy and Devolution White paper are published in the new year 4) Endorse the indicative allocation of £1.6 m Growing Place funding to the areas identified by the Investment Panel and SAP and within the presentation to Board relating to extension of Kickstart, MIT Reap and Zero Carbon 	
8.	<u>Business Board Update</u>	
8.1	NM as Chair of the Business Board submitted a report, which provided an update on the work of the Business Gateway Board.	
8.2	The report and update were noted.	
9.	<u>Skills Advisory Panel (SAP) Update</u>	
9.1	It was noted that there were currently no updates from the SAP.	
10.	<u>National Policy Update</u>	
10.1	PSu provided a verbal update, including: <ul style="list-style-type: none"> • Chancellor’s announcements on new job support schemes. • Covid Recovery Plan. • Mid- year review of the LLEP was positive with the implementation of key elements of the Governance such as the Investment Panel. PSu noted that other Governance was still to be finalised. • LGF projects continued to be monitored. • Minutes of Mid-year review – likely to be middle of October this would be circulated to Board members in due course. 	MR
11.	<u>Any Other Business</u>	
11.1	<u>Director Recruitment</u>	
11.2	MR advised that the deadline for applications had expired on 18 September 2020. There had been strong interests with four applicants to be interviewed by the Appointments Panel on 19 and 20 October 2020, with a view to recommending to the AGM in December.	
11.3	<u>AGM</u>	
11.4	MR commented that as raised in the pre-Board briefing, ideas for items were sought for the AGM. It was noted that the issues concerning development of Scrutiny arrangements had previously been raised.	ALL

Minute		Action
11.5	<u>SME Support</u>	
11.6	JSM raised an issue with SME Support and in particular the textiles and entertainment sector.	
11.7	<u>Chairs and Chief Executive report</u>	
11.8	NM raised the issue of the Chair and Chief Executive report that would provide feedback where Chair, Chief Exec and other Board members are representing the LLEP. KH and MR agreed this was required.	KH/MR