

**DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD**
**24 JANUARY 2017**
**1.30 PM TO 4.00 PM AT BOURNEMOUTH UNIVERSITY**

Parking spaces will be reserved in the University Visitors Car Park

**AGENDA**

- |  |   |         |                                |
|--|---|---------|--------------------------------|
| 1.                                       | Apologies and declarations of interest  | 2 mins  | Gordon Page                    |
| 2.                                       | Minutes of last meeting and matters arising, Forward Plan and Action Log  | 5 mins  | Gordon Page                    |
| <b>3. FOR DISCUSSION AND/OR DECISION</b> |   |         |                                |
| 3.1                                      | National Park Presentation (paper)  | 15 mins | Richard Brown/<br>Sandra Brown |
|  | Board Discussion  | 15 mins | Lorna Carver                   |
| 3.2                                      | Growth Deal Change Requests (papers):   | 5 mins  | Rob Dunford                    |
|  | 3.2.1 Silicon South   | 10 mins | Lorna Carver                   |
|  | 3.2.2 MEMO  | 10 mins | Lorna Carver                   |
|  | 3.2.3 Joint Universities  | 10 mins | Lorna Carver                   |
| 3.3                                      | Assurance Framework (paper)   | 15 mins | Rob Dunford                    |
| 3.4                                      | Director's Update (paper)   | 10 mins | Lorna Carver                   |
| <b>4. FOR INFORMATION</b>                |   |         |                                |
| 4.1                                      | Budget (paper)  | 5 mins  | Lorna Carver                   |
| 4.2                                      | Sub Group Updates: (papers)   | 10 mins | Lorna Carver                   |
|  | <ul style="list-style-type: none"> <li>▪ Connected Dorset</li> <li>▪ Dorset Tourism Association</li> <li>▪ Employment and Skills Board</li> <li>▪ Enterprise Zone</li> <li>▪ Growth Hub</li> <li>▪ Growing Places Fund</li> <li>▪ Housing</li> <li>▪ Inward Investment</li> <li>▪ Rural Enterprise Group</li> </ul> |         |                                |
| 4.3                                      | Communications Update (paper)   | 5 mins  | Charlotte Knight               |
| 4.4                                      | Combined Authority Update (paper)   | 5 mins  | Gary Suttle                    |

5. PROGRAMME MANAGEMENT

5.1 Growth Deal Update (paper)

15 mins

Rob Dunford

6. ANY OTHER BUSINESS

6.1 Date of Next Meeting: 23 March 2017  
Venue: Lulworth Castle

**DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD**

**MINUTES OF MEETING HELD ON**

**24 JANUARY 2017 FROM 1.30 PM TO 4.00 PM AT BOURNEMOUTH UNIVERSITY**

**Board Attendees:**

Alison Moore (AM)  
Andrea Smith (AS)  
Andrew Wickham (AW)  
Emma Hunt (EH)  
Gordon Page (GP) - Chair  
Jim Andrews (JA)  
Jim Stewart (JS)  
John Beesley (JB)  
John Sutcliffe (JSu)  
Kim Slowe (KS)  
Nigel Evans (NE)  
Richard Smith (RS)  
Sara Uzzell (SU)

**Also Present:**

Andy Smith (ASm) (attending for Richard Bates)  
Bridget Downton (BD)  
Jane Portman (JP)  
Kate Ryan (KR)  
Kathryn Hill (KH)  
Katherine May (KM)  
Lorna Carver (LC)  
Mike Harries (MH)  
Peter Finney (PF)  
Rob Dunford (RD)  
Tony Alford (TA)

**Presenting:**

Richard Brown  
Sandra Brown

**Apologies:**

Andrew Flockhart (AF)  
Gary Suttle (GSu)  
Geoffrey Smith (GS)  
Janet Walton (JMW)  
Robert Gould (RG)  
Sally Edgington - BEIS

Item	Content	Who
1	<p><b>Apologies and Declaration of Interest</b></p> <p>Apologies received: Gary Suttle, Geoffrey Smith, Janet Walton, Robert Gould.</p> <p>GP informed the Board that James Weld had stepped down due to business reasons.</p> <p>Declarations of Interest were received from Jim Andrews, Emma Hunt and Nigel Evans in relation to item 3.2.</p>	
2	<p><b>Minutes of Last Meeting and Matters Arising</b></p> <p>The Minutes were agreed as an accurate reflection of the last meeting, apart from one change to item 4.6. They are expecting 1,200 delegates to the business conference and not 2,000. The Forward Plan and Action Log were reviewed.</p> <p>Matters Arising - JS updated on the European Maritime Day. The event is progressing well and was launched at the London Boat Show which was covered by the BBC.</p>	
3.	<b>FOR DISCUSSION AND/OR DECISION</b>	
3.1	<p><b>Dorset National Park</b></p> <p>Richard and Sandra Brown joined the meeting to present on the Dorset National Park. Richard Brown mentioned there was an Economic Analysis report available on their website. He explained that the National Park would take over from the Dorset Area of Outstanding Natural Beauty (AONB) and the interests of Natural England.</p> <p><b>Action: GP suggested that the LEP provides some detail on the strategic economic plan and see how that sits with the National Park plans.</b></p> <p><b>Action: It was agreed that the LEP did not have a position on this at this time.</b></p> <p><b>Please note: if Board Members want to meet with the Dorset National Park it should be in a private capacity and not as a representative of the LEP.</b></p>	<p>LC</p> <p>All Agreed</p> <p>All to Note</p>
3.2	<p><b>Growth Deal Change Requests (Commercial in Confidence - Board Only)</b></p> <p>Discussions took place around the Growth Deal Change Requests.</p>	
3.3	<p><b>Assurance Framework</b></p> <p>RD explained that the Assurance Framework needs to be updated annually and that the Board and our Accountable Body need to approve and sign off the updated Assurance Framework by 28 February, so this can be submitted to Government to allow release of the annual Growth Deal settlement.</p>	

Item	Content	Who
3.	<b>FOR DISCUSSION AND/OR DECISION CONT'D</b>	
3.3	<p><b>Assurance Framework Cont'd</b></p> <p>A discussion was had around a Company Secretary. The role of the Company Secretary is currently covered by a number of people.</p> <p><b>Action: LC to check whether other LEPs have a Company Secretary.</b></p>	LC
3.4	<p><b>Director's Update</b></p> <p>LC spoke to her paper. She updated on the Industrial Strategy paper that has just been released by Government.</p> <p>It was stressed that it is very important for the LEP to be actively involved in the consultation on this green paper and that the LEP should make direct input to the Secretary of State for BEIS.</p> <p>JB offered to facilitate conversations between the Dorset LEP and officials in Greg Clark's office.</p> <p>EH mentioned the importance of the Science and Innovation audit and how Dorset is currently not very well represented in this.</p> <p><b>Action: If anyone has any questions or wants more information please contact LC.</b></p> <p><b>Action: The LEP will provide a response to the Industrial Strategy.</b></p> <p>Peter Finney updated on the National Productivity Fund.</p>	<p>ALL</p> <p>LC</p>
4.	<b>FOR INFORMATION</b>	
4.1	<p><b>Budget (Confidential in Confidence - Board Only)</b></p> <p>The Budget was reviewed and discussed.</p>	
4.2	<p><b>Sub Group Update</b></p> <p>LC introduced the papers and explained they were to ensure the Board has regular updates on what each sub group is doing.</p> <p>The Housing Update was discussed and GP hoped that the forthcoming Report, once public, can be adopted to help towards our policy. LC informed that there is a Housing Group meeting on Thursday 26 February to discuss this report and clarify the LEP and partners' responsibilities.</p> <p>The Growth Hub report was discussed. LC explained they have been bidding for European Funding, which has taken 2 years, and during that process they have had a reduced number of staff. AM mentioned that the Growth Hub report does not talk of all the good work they are doing and their update needs to reflect this.</p> <p><b>Action: LC to ensure the Growth Hub update includes all activity they undertake.</b></p>	LC

Item	Content	Who
4.	<b>FOR INFORMATION CONT'D</b>	
4.2	<p><b>Sub Group Update Cont'd</b></p> <p>Rural Enterprise Group - As James Weld has resigned from the Board a replacement Chair is needed for the Rural Enterprise Group. As this is a sub group of the LEP it needs to be chaired by a LEP Board member. The possible options were discussed.</p> <p><b>Action: It was agreed to co-opt a member of the Rural Enterprise Group to the LEP Board to chair this sub-group.</b></p> <p><b>Action: AM volunteered to chair the next Rural Enterprise Group meeting to discuss whether there was a volunteer who would be co-opted to the LEP Board and Chair the group for one year.</b></p> <p>GP mentioned there are a number of Government consultations requiring responses at the moment, including the National Infrastructure Assessment and Science and Innovation Audit, but chiefly the Industrial Strategy green paper. He will write to each DLEP sub group to ensure they focus on these important tasks and are preparing evidence to feed in to a DLEP response.</p> <p><b>Action: GP to write to each DLEP sub group to ensure they are preparing evidence to feed in to a DLEP response to the various Government consultations out at the moment.</b></p>	<p>All Agreed</p> <p>AM</p> <p>GP RD/LC to follow up</p>
4.3	<p><b>Communications Update</b></p> <p>Charlotte Knight introduced herself and ran through the Communications Update. She mentioned Twitter and that if anyone would like any training on this she would be happy to provide that.</p> <p><b>Action: If anyone would like any training on Twitter to contact CK.</b></p> <p><b>Action: Please let CK know if anyone has anything for the newsletter.</b></p>	<p>ALL</p> <p>ALL</p>
4.4	<p><b>Combined Authority Update</b></p> <p>Kate Ryan gave an update on the progress with the Combined Authority. Due to Parliamentary timescales it now seems likely that the CA will not come into effect until the Autumn. DCLG is considering this alongside local authority reform.</p>	
5.	<b>PROGRAMME MANAGEMENT</b>	
5.1	<p><b>Programme Management Update (Commercial in Confidence - Board Only)</b></p> <p>RD gave an update on the Growth Deal projects.</p>	
6.	<b>ANY OTHER BUSINESS</b>	
6.1	<p><b>Re-election of Jim Andrews</b></p> <p>GP confirmed JA's re-appointment to the Board for a second term.</p>	

Item	Content	Who
<b>6.</b>	<b>ANY OTHER BUSINESS CONT'D</b>	
6.2	<p data-bbox="292 197 671 235"><b>LEP Director Maternity Cover</b></p> <p data-bbox="292 253 1166 353">GP updated the Board that Rob Dunford would be covering Lorna Carver's maternity leave and his role would be back filled for this period.</p>	
6.3	<p data-bbox="292 394 730 432"><b>University Students and HE Export</b></p> <p data-bbox="292 450 1198 551">GP mentioned the University Students and HE Export letter sent to the Prime Minister from the LEP Network and JA and EH confirmed they were happy to be involved with this.</p>	
6.3	<p data-bbox="292 591 1050 629">Date of Next Meeting: 23 March at 10.00 am to 12.30 pm</p> <p data-bbox="292 629 608 645">Venue: Lulworth Castle</p>	