

DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD

26 JANUARY 2021 1.30 PM TO 4.00 PM

VENUE: ZOOM MEETING

MINUTES

Board Attendees:

Andrew Wickham (AW)
Arabella Lewis-Smith (AL)
Diane Grannell (DG)
Cllr Drew Mellor (DM)
Cecilia Buffon (CB)
Emma Hunt (EH)
Ian Girling (IG)
Jim Andrews (JA)
Jim Stewart (JS) (Chair)
Cllr John Beesley (JB)
John Sutcliffe (JSu)
Luke Rake (LR)
Nick Gaines (NG)
Nicola Newman (NN)
Paul Read (PR)
Sara Uzzell (SU)
Sophia Story (SS)
Cllr Spencer Flower (SF)
Cllr Tony Ferrarl (TF)

Also Present:

Amy Blackham (AB) (Dorset LEP)
Aidan Dunn (AD) (Dorset Council)
Bill Cotton (BC) (BCP Council)
Corrina Osborne (CO) (Dorset LEP)
Elizabeth Spence (ES) (BEIS)
Graham Farrant (GF) (BCP Council)
John Sellgren (JSe) (Dorset Council)
Kathryn Hill (KH) (Dorset LEP)
Lorna Carver (LC) (Dorset LEP)
Martina Hanulova (MHN) (Dorset LEP)
Matt Prosser (MP) (Dorset Council)
Rebecca Davies (RD) (Dorset LEP)

Presenting:

Sandra Rothwell (SR)

Apologies:

Nick Brook (NB)

Item	Notes and Decisions	Action
1.	<p>Apologies were received from Nick Brook.</p> <p>Declarations of Interest were received from:</p> <p>JS in relation to the Getting Building Fund item 5.3 IG for all items relating to the Business Support Programmes DG for all items relating to B&P College LR for all items relating to Kingston Maurward College EH for all items relating to the Arts University Bournemouth JA for all items relating to Bournemouth University.</p>	
2.	<p>The Minutes were agreed as an accurate reflection of the last meeting. There were no matters arising.</p>	
3	<p>Director's Update</p> <p>LC informed the Board that the Annual Performance Review with BEIS was taking place in February and reminded everyone that this is reporting on strategy, governance and delivery.</p> <p>LC mentioned that there was also a peer review being organised with the Marches LEP and facilitated by the Centre for Governance & Scrutiny. LC highlighted that there had been a peer review with another LEP held last year which was a useful exercise.</p> <p>LC also informed the Board that all South West LEP CEOs would be collectively meeting with Mike Greatwich, the new South West Head of Place.</p>	
4.	Guest Presentation	
4.1	<p>Dorset Investment Prospectus</p> <p>LC ran through the introduction of the presentation slides. She explained that the Investment Prospectus it is a living document and will be regularly updated as activities get delivered and new opportunities arise. The four big portfolios are Smart, Well, Natural and Living.</p> <p>SR explained that her brief was to look at the content and ensure that it would stand up to test and challenge and that making things happen and associated communications and marketing work would need to be undertaken by those with expertise following the completion of the Investment Prospectus. SR reiterated that the Investment Prospectus is based on the LEP evidence base particularly that from LIS, Skills and Covid-impact. SR then ran through the rest of the presentation.</p> <p>SR went on to explain that it was much clearer where the investments were from the public sector than the private sector, and therefore a market test was undertaken. This took the shape of an open proforma to all stakeholders for big ideas over the next 10 years and more than 50 were received, with a significant proportion from the private sector. Cushman and Wakefield liaised with potential investors and developers to find out what they were looking for. Two things came back from the process, it became clear in asking Dorset for the big ideas was at that what point LEP could add value in landing these big ideas. It was clear that Dorset LEP has been instrumental in strategy development and overseeing programme delivery but what remains is at what point could Dorset LEP get involved in taking those ideas forward to maximise scale and impact.</p>	

Item	Notes and Decisions	Action
4.	Guest Presentation Cont'd	
4.1	<p>Dorset Investment Prospectus Cont'd</p> <p>Discussions through the LIS Steering Group have included when Dorset LEP might get involved in pipeline ideas. The benefit of having two unitary councils and stronger engagement with MPs is that there is a great opportunity to speak with one voice and hopefully the Investment Prospectus will move us forward in this.</p> <p>A discussion took place around what was needed for the marketing of the Investment Prospectus. It was agreed that this is a useful underpinning document and that there may be a need for different documents for different audiences/markets. The Government need one document explaining how we can deliver their policy focus, for large business a document explaining why they should invest here and for small business one explaining how we can help them survive/thrive in the future.</p> <p>It was explained at the LIS Steering Group the implementation plan will be discussed and a steer gained from the Board on this. This is a 10-year prospectus and we will not be able to do everything straight away, just where the immediate focus is and opportunities that we know right now.</p> <p>The recommendations in the paper were discussed and agreed:</p> <p>RECOMMENDATION: Support the overall Dorset Investment Prospectus content and portfolios (smart, well, natural and living).</p> <p>RECOMMENDATION: Identify a small editorial group of Directors (x 4) to finalise copy and design during February 2021.</p> <p>RECOMMENDATION: This editorial group to support a launch (and communications plan) for March 2021.</p>	<p>All agreed</p> <p>All agreed</p> <p>All agreed</p>
5.	Governance	
5.1	<p>Communications Update</p> <p>AB updated the Board that there is a continued focus on business support initiatives. CB asked if there was a forward-looking communications plan and AB explained there was a plan as to what communications to release and to which audience.</p> <p>PR asked whether anybody collects the outcomes or benefits that come out of the communications and AB explained that this is something that is being looked at as part of the forward planning.</p> <p>It was mentioned that there are a number of Board members that have a wealth of contacts they can utilise for comms when needed.</p> <p>The Board noted the paper.</p> <p>David Walsh joined the meeting at 2.45 pm</p>	

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5.	Governance Cont'd	
5.2	<p>Nominations and Remuneration Committee</p> <p>Sophia Story left the meeting at 3.00 pm.</p> <p>JA ran through the paper and the recommendations in it. The board approved the recommendations below:</p> <p>RECOMMENDATION: To approve Sophia Story joining the Board as a full Board Member and Member.</p> <p>RECOMMENDATION: To formally thank Richard Smith for his 6-year stint on the Dorset LEP Board which came to an end in December 2020.</p> <p>All people on the Board Member pipeline list are approved as committee members</p> <p>Sophia Story re-joined the meeting at 3.05 pm.</p>	<p>All agreed</p> <p>All agreed</p>
5.3	<p>Performance and Investment Committee (Confidential - Commercially Sensitive)</p> <p>MH spoke to her paper.</p> <p><u>LOCAL GROWTH DEAL</u></p> <p>MH explained that the £100m programme is on target and we will be working closely with all partners to ensure all programmes closed successfully.</p> <p>RECOMMENDATION: The Board notes the Local Growth Fund Deal financial update, including risks identified.</p> <p>JSu acknowledged MH and the Local Authorities hard work that has gone into delivering this and wanted to thank MH for this.</p> <p>MH explained she will be taking a year off for maternity leave and CB wished her well.</p> <p><u>GETTING BUILDING FUND</u></p> <p>The recommendations below were approved by the Board via written procedures on 12 January 2021.</p> <ul style="list-style-type: none"> The LEP Board approves £1,216,792 of the Getting Building Fund for the Border Control Post Project, subject to MHCLG's approval and successful resolution of the Dorset LEP due diligence process in line with the Local Assurance Framework. The LEP Board approves additional £200,000 of the Getting Building Fund for the Public Trade Office, subject to MHCLG's approval. 	<p>All noted</p> <p>All noted</p> <p>All noted</p>

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5.	Governance Cont'd	
5.3	<p>Performance and Investment Committee Cont'd (Confidential - Commercially Sensitive)</p> <ul style="list-style-type: none"> • NOTE: The Board formally notes the Getting Building Fund recommendations 1 and 2 approved by the Board via written procedures on 12 January 2021. <p>MH informed that Board that The Getting Building Fund is all committed and to be completed by March 2022.</p> <p>The recommendation below was shared with the LEP Board via written procedures on 13 January 2021 and is pending approval at the time of writing this report. Should the Board approve the recommendation below by 20 January 2021, it will be officially noted at the January Board meeting.</p> <ul style="list-style-type: none"> • Dorset LEP Board accepts the recommendations from the independent assessment and approves progressing the Border Control Post project from due diligence to grant agreement, subject to the receipt of value for money statement from S151 Officer. • NOTE: The Board formally notes the Getting Building Fund recommendation progressing the Border Control Post to funding agreement approved by the Board via written procedures on 20 January 2021. <p><u>GROWING PLACES FUND</u></p> <p>MH ran through the recommendations in the paper relating to the Growing Places Fund.</p> <ul style="list-style-type: none"> • RECOMMENDATION: The LEP Board approves the submitted change request to extend the Dorset Council's Ultrafast Broadband grant agreement from 31 March 2021 to 31 December 2021. • NOTE: Board notes the update on Canford Renewable Energy Limited. • NOTE: Board notes the update on Stokeford Farm. • NOTE: Board notes the update on ReidSteel. • NOTE: The Board notes the decision made by the Performance and Investment Committee on the proposed £5,000 fee charged for due diligence on future Growing Places Fund applications. 	<p>All noted</p> <p>All agreed</p> <p>All noted</p> <p>All approves</p> <p>All noted</p> <p>All noted</p> <p>All noted</p> <p>All noted</p>
5.4	<p>Finance Report (Confidential - Commercially Sensitive)</p> <p>LC explained we are within budget, which has been set and continuing to deliver against it.</p>	

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5.	Governance Cont'd	
	<p>Finance Report Cont'd (Confidential - Commercially Sensitive)</p> <p>CB asked about the interest rate and AD explained that Dorset Council undertakes treasury management on behalf of Dorset LEP. The interest rate at beginning of the year was higher and it fell early in the financial year due to Covid-19. AD reassured the Board that Dorset Council has a treasury management team that will endeavour to maximise interest for Dorset Council and Dorset LEP.</p> <p>LC explained that the accounts were produced for the Board meeting but there is weekly contact with the accountable body. There is also a Finance Committee who will be looking at this too. The Finance, Audit and Risk Committee meets quarterly but can make sure the Board has the most up to date information we can moving forward.</p> <p>RECOMMENDATION: The Board notes the 2020/21 financial position.</p>	All noted
6.	Strategy	
6.1	<p>Strategic Infrastructure Committee</p> <p>CO informed the Board that there were no recommendations in the paper.</p> <p>BC explained that there are two sub national transport bodies across the South West. Dorset are working closely with the Western Gateway looking at strategic transport.</p> <p>JS explained that he Chairs the Business and Transport group and there is significant work going on the routes south west to south east and south coast to midlands. A public event will be held in March and the Board will be invited.</p> <p>CO said the Connected Dorset will be reignited and Jim S will be chairing this, and its main focus will be on transport.</p> <p>The Board noted the paper.</p> <p>Aidan Dunn left the meeting at 3.22 pm</p>	All noted
6.2	<p>Business Growth and Inward Investment Committee</p> <p>FM informed that the Peer to Peer networks have excelled, gaining national recognition and gave thanks to the delivery partners.</p> <p>NN explained that she facilitates one of the Peer to Peer groups. The people within groups have been carefully selected to avoid overlap in competition. They spend 3 hours once a month looking at specific issues they are struggling with and they are brilliant.</p> <p>CB asked whether there was an opportunity to infiltrate and influence.</p> <p>LC informed that we have contact information on our CRM but we will need to make sure that the focus of the peer to peer remains as its original purpose.</p>	

Item	Notes and Decisions	Action
6.	Strategy Cont'd	
6.2	<p>Business Growth and Inward Investment Committee Cont'd</p> <p>LC said we have been an exemplar nationally and report into BEIS. She thanked FM and RD and the delivery partners.</p> <p>IG explained that the facilitators and speakers are handpicked to deliver the very strong programme.</p> <p>FM informed that there was something unique about Dorset to be celebrated. It is small enough that people know each other but large enough to be a strategic mix of businesses.</p> <p>Matt Prosser and John Sellgren left the meeting at 3.30 pm</p> <p>The recommendations in the paper were noted and agreed.</p> <p>RECOMMENDATION: To note the success of the Peer Networks programme.</p> <p>RECOMMENDATION: To help communicate the key messages around EU readiness and the services being offered through the Dorset Gateway.</p> <p>FM updated on the EU transition and that additional funding has been secured via BEIS for businesses to make adaptations for leaving the EU.</p> <p>Action: We report weekly to BEIS on local intelligence on any underlying issues so do share any such things with FM.</p>	<p>All noted</p> <p>All agreed</p> <p>All</p>
6.3	<p>Skills Advisory Panel and Board</p> <p>RD updated the Board that the Skills Advisory Panel and Board met a fortnight ago and explained about the Local Skills Report, which will be the view of local skills across the country, and Dorset LEP is leading this for Dorset. This will be the skills strategy going forward that will form part of the Investment Prospectus. RD stated Dorset LEP is also involved in lots of bids working towards economic recovery with DWP around skills and training across Dorset and delivering Skills Bootcamps.</p> <p>IG left the meeting at 3.36 pm</p> <p>RD updated on the Careers Hub delivery and stated that there have been challenges getting businesses into schools. Previously Enterprise Advisors have gone into schools to give inspirational talks and invited year 10s to undertake work experience. This is now all virtual and Dorset LEP is trying to recruit businesses to offer a one day virtual work experience to year 10s. This year group have been impacted a great deal by Covid-19 as it is and in addition information on careers has been limited. It has been a struggle to engage sufficient businesses as they themselves have been impacted by Covid-19 and have other focuses of their attention.</p> <p>Action: If anyone knows of any businesses that can help offer this get in touch with RD.</p> <p>The Board noted the paper.</p>	<p>All</p>

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7.	Papers for Information	
7.1	<p>Advisory Group Updates</p> <p>The Board noted the paper.</p> <p>LR explained that the focus of the Rural Enterprise Group is on the Dorset Local Plan and he suggests the Dorset LEP coordinates a response.</p> <p>LR went on to explain that he sits on the Local Nature Partnership group and they will be a useful body for informing the Investment Prospectus.</p>	
8.	Any Other Business	
	<p>BC informed the Board that this is the last meeting he will be supporting as he has a new role at Oxfordshire County Council. He went on to say that he has supported the LEP since it was formed in 2011 and that it has been a real pleasure working with everyone.</p> <p>CB and the Board thanked BC for all his work for the LEP.</p>	

Note: Date of Next Meeting – 25 March 2021