

**DORSET LOCAL ENTERPRISE PARTNERSHIP: BUSINESS GROWTH AND INWARD INVESTMENT COMMITTEE MEETING
 WEDNESDAY 11 DECEMBER 2019, 09:30 – 11:00**

ACTION & DECISION LOG

1. **PRESENT:** John Sutcliffe – Chair (JS), Finn Morgan (FM), Geoff Sagar (GS), Helen MacSorley (HMS), Ian Jones (IJ), Jayne Codling (JC) & Mark Howell (MH)

APOLOGIES: Adrian Trevett (AT), Arabella Lewis-Smith (AL), Ian Girling (IG), Nick Gains (NG), Rob Emony (RE) & Sophia Story (SS)

ALSO IN ATTENDANCE: Jamie Sergeant (JST)

Item	Subject/Title	Action/Decision	Owner	Deadline	Progress
2.	Purpose and People – Terms of Reference – Membership – Nomination of a Vice-Chair	2.1. HMS would circulate the conflict of interest policy, ALL who wish to remain on the committee to sign and return a copy of this which will be published on the DLEP website (personal details to be censored).	HMS	20/12/19	
		2.2. Following an in-depth discussion about the Terms of Reference (ToR), the following key points were raised:	-	-	-
		2.2.1. – The Nolan principles were highlighted of particular note in the document.	-	-	-
		2.2.2 – ALL were in agreement to undertake the responsibility to shape the objectives and refine the focus on activities as the work of the committee progressed.	-	-	-
		2.2.3 – HMS would update the table in section 4.6. to include Local Authority representatives.	HMS	20/12/19	
		2.3. The ToR were agreed by the committee.	-	-	-
		2.4. FM clarified a representative from the Department for Business, Energy and Industrial Strategy (BEIS) would be approached to join the committee once a permanent post had been appointed in the role for continuity purposes.	FM	ongoing	

		2.5.	Nominations for a Vice-Chair were sought from the wider membership of the committee. No nominations were put forward and it was agreed that this would be raised at the next scheduled meeting of the committee in March 2020.	-	-	-
		2.6.	It was agreed that the committee needed to prioritise how Dorset is collectively being sold by really understanding its offer, how existing opportunities are being identified and utilising resources in an effective manner.	-	-	-
3.	Strategy Delivering a programme of Business Growth and Inward Investment for Dorset: - Dorset's Local Industrial Strategy (LIS) - Dorset LEPs Delivery Plan - Mapping of existing programmes - Inward investment and internationalisation	3.1.	JS provided clarity around the approach to that had been taken in producing Dorset's LIS.	-	-	-
		3.2.	It was agreed that understanding the working relationships and focussing of resources to benefit Dorset as a whole a fundamental part of developing the Committee's role in implementing the 'business environment' element of the LIS.	-	-	-
		3.3.	It was agreed that members of the committee would identify two or three high-level priorities for the Dorset community with their respective networks.	ALL	11/03/20	
		3.4.	JS & FM would discuss how to take forward a pilot of the GREAT campaign with the aim of identifying relevant local case studies that would align with the themes campaign and the LIS.	JS & FM	ongoing	
		3.5.	Members of the committee were encouraged to maintain dialogue virtually to retain momentum. JS, FM and HMS would contact the wider committee with a proposal for how to do this in due course.	JS, FM and HMS	17/01/20	
		3.6.	JS would provide an update to the Dorset LEP Board meeting in January and report back at the next committee meeting.	JS	11/03/20	
4.	Future Business Forward Plan	4.1.	It was agreed that the Forward Plan agenda item would be carried over to the next committee meeting. HMS would add this to the agenda for the next meeting.	HMS	11/03/20	
5.	Any Other Business	5.1.	HMS would liaise with committee members to secure the most mutually convenient schedule of dates for future committee meetings.	HMS	17/01/20	