

**DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD MEETING**

**26 NOVEMBER 2020 FROM 10.00 AM TO 12.30 PM**

**ZOOM MEETING**

**MINUTES**

**Board Attendees:**

Andrew Wickham (AW)  
Arabella Lewis-Smith (AL)  
Diane Grannell (DG)  
Cllr Drew Mellor (DM)  
Ian Girling (IG)  
Jim Andrews (JA)  
Jim Stewart (JS) (Chair)  
Cllr John Beesley (JB)  
John Sutcliffe (JSu)  
Luke Rake (LR)  
Nick Brook (NB)  
Nick Gaines (NG)  
Nicola Newman (NN)  
Richard Smith (RS)  
Sara Uzzell (SU)  
Sophia Story (SS)  
Cllr Spencer Flower (SF)  
Cllr Tony Ferrari (TF)

**Also Present:**

Aidan Dunn (AD) (Dorset Council)  
Amy Blackham (AM)  
Bill Cotton (BC) (BCP Council)  
Cecilia Buffon (CB)  
Corrina Osborne (CO) (Dorset LEP)  
Daniela Doncakova (DD)  
Elizabeth Spence (ES) (BEIS)  
Finn Morgan (FM)  
Graham Farrant (GF) (BCP Council)  
John Sellgren (JSe) (Dorset Council)  
Kathryn Hill (KH) (Dorset LEP)  
Lee House (LH)  
Lorna Carver (LC) (Dorset LEP)  
Martina Hanulova (MHN) (Dorset LEP)  
Cllr Philip Broadhead (PB)  
Rebecca Davies (RD)  
Suzanne Bond (BEIS)

**Apologies:**

Emma Hunt (EH)  
John Beesley (JB)  
Paul Read (PR)

**Presenting:**

Catherine Turner, Homes England

Sandra Rothwell, Rothwell to the Point

Item	Notes and Decisions	Action
1.	<p>Apologies were received for: Emma Hunt, Cllr John Beesley and Paul Read.</p> <p>Declarations of Interest were received from LR for any funding relating to Kingston Maurward College, JA for any funding relating to BU, DG for any funding related to B&amp;P College and RS for any funding related to the Battlelab.</p>	
2.	<p>The Minutes were agreed as an accurate reflection of the last meeting. There were no matters arising.</p> <p>Board agree appointment of Cllr Drew Mellor and Cllr John Beesley as Directors and Members of Dorset Local Enterprise Partnership CIC.</p>	
<b>3.</b>	<b>Guest Presentations</b>	
3.1	<p><b>Presentation from Homes England</b></p> <p>Catherine Turner (CT) from Homes England gave a presentation on the work they are undertaking to inform the Board as to how the LEP can work in partnership with Homes England to deliver more homes across the whole of Dorset. She explained that Homes England works with a mix of land, money and people and that they work with local authorities to provide large scale housing projects. CT ran through the various projects they are currently working on in Dorset and she stated that Homes England are looking to work strategically with groups and organisations to help understand local issues.</p> <p>DM stated the presentation was helpful and timely as Dorset is now able to articulate strategic vision, place and scale as a region. He stated he would like to work further with Homes England to ensure the delivery of homes in the right place and with the right people.</p> <p>SF stated both councils are currently in the process of developing their local plans and work with Homes England can be linked in via this.</p> <p>CT emphasised the need to consider scale and to review all levels of the housing market as there is not a one size fits all model and stated Homes England can be an enabler for delivery against what Dorset's housing priorities are.</p> <p>It was recommended that Homes England and the Dorset LEP Board continue strategic engagement regarding housing capacity and future plans across Dorset.</p> <p><b>Action: KH to circulate the presentation to the Board. Board Members to contact Catherine directly to pursue strategic conversations.</b></p>	KH
3.2	<p><b>Investment Prospectus Update</b></p> <p>SR gave a presentation to update the Board on the Investment Prospectus. The presentation was to give an overview of process, emerging investment ideas to date, portfolio as it stands, next steps and recommendations. She</p>	

Item	Notes and Decisions	Action
<b>3.</b>	<b>Guest Presentations Cont'd</b>	
3.2	<p><b>Investment Prospectus Update Cont'd</b></p> <p>emphasised the proposals would be discussed in more detail at the Local Industrial Strategy (LIS) Steering Group on December 9th.</p> <p>SR reiterated that Dorset LEP is developing a 10 year Investment Prospectus with a focus on achieving the LIS priorities and ambition and ensuring economic recovery/rebuilding linked to COVID-19. The Investment Prospectus will underpin a number of detailed investment opportunities for the LIS and other associated economic growth plans across Dorset. Its purpose is to translate the ambitions and interventions set out across the LIS and related plans into a coherent programme for investment and delivery in the next 2 to 10 years.</p> <p>Whilst this work does not require a rebrand of an 'Invest in Dorset' proposition, it does seek to provide a Prospectus format and style which is both easily comprehensible and compelling.</p> <p>SR shared with the Board that a soft market test was undertaken with potential investors/ developers and the outcome was that the perception of Dorset is that it is an opportunity driven area and that it 'has everything going for it'.</p> <p>SR also outlined all of the funding opportunities on the horizon including that linked to the National Infrastructure Strategy, the levelling up fund, UK Shared Prosperity Fund and the focus on green recovery.</p> <p>SR shared the themes of the Investment Prospectus submissions which are around transport, digital, energy, supply chains, talent, innovation, natural capital, ways of working, centres of excellence, ambition, town centres, home, health, smart tech, prosperity, cultural, business collaboration, natural assets, visitor experience, STEM, rebuild- coastal, green recovery, ageing well, living lab, retraining/ upskill. SR flagged that there are also gaps in the submissions.</p> <p><b>The Board agreed all Recommendations in the paper:</b></p> <ol style="list-style-type: none"> <li><b>1. Note progress to date across the emerging Prospectus and investment portfolio.</b></li> <li><b>2. Maintain dialogue across all 'big idea' sponsors at this stage in the process.</b></li> <li><b>3. Support further refinement and development of the emerging portfolio across Dorset LEP groups and wider stakeholders into 2021.</b></li> </ol>	
3.3	<p><b>Snapshot of Covid Business Impact</b></p> <p>LC introduced the agenda item and referred to her paper which contained much data on the impact of covid. IG then gave an update from a business perspective. He ran through some observations from recent meetings he had attended and said on the ground it was a mixed picture but the hospitality, leisure, tourism and retail industry had been decimated whilst the digital, marketing and constructions industry things were starting to get a little better. IG stated many businesses were looking at new markets and some opportunities were coming through, the job market is very challenging and</p>	

Item	Notes and Decisions	Action
<b>3.</b>	<b>Guest Presentations Cont'd</b>	
3.3	<p><b>Snapshot of Covid Business Impact Cont'd</b></p> <p>that will only get worse over the coming months. IG shared that some companies are letting their office space go and will not be going back into the office showing the transformation of the workplace.</p> <p>RS explained the Dorset Tourism Association wanted him to update the Board that this has been a very difficult time, with a lot of bankruptcies expected over the next month. He mentioned that cashflow through the winter will be a problem for a lot of businesses and if businesses had to lose a month due to a lockdown, they would rather this was January than December. RS stated the outlook for 2021 in the tourist industry was more positive and hoped to be a good year for those who survive.</p> <p><b>Action: JS explained that the LEP provides a weekly report to Government, and if anyone has any comments to feed back to LC.</b></p>	All
3.4	<p><b>Director's Update Cont'd (including Board composition) (Confidential - Commercially Sensitive)</b></p> <p>LC ran through her paper. She informed the Board that a £4.8 bn Levelling Up Fund had been announced and there is a LEP Chair/ CEO meeting on Tuesday 1 December so hopefully more information will be forthcoming then.</p> <p>LC informed that LEP Capacity Funding and Gateway Funding has been secured for next year. The Annual Performance Review with BEIS would be coming up over the next few months with a date to be confirmed.</p> <p>JS explained that there is a huge amount of activity going on and he has attended meetings including one with the Housing Minister.</p>	
<b>4.</b>	<b>Governance</b>	
4.1	<p><b>Communications Update</b></p> <p>AB ran through the Communication Update Paper and highlighted statistics that show the awareness of Dorset LEP and interest in its work continues to grow.</p>	
4.2	<p><b>Performance and Investment Committee (Confidential - Commercially Sensitive)</b></p> <p>MH highlighted the pertinent points of the paper and a discussion took place.</p>	

Item	Notes and Decisions	Action
<b>4.</b>	<b>Governance Cont'd</b>	
4.3	<p><b>Nomination and Remuneration Committee (Confidential - Commercially Sensitive)</b></p> <p>CB left the meeting.</p> <p>JA introduced the paper and a discussion took place.</p> <p>CB re-joined the meeting. CB said she was delighted to be accepted and was excited to be part of the LEP work ahead.</p>	
4.4	<p><b>Finance, Audit and Corporate Risk Committee update</b></p> <p>CO informed the Board that the first Finance, Audit &amp; Corporate Risk meeting was held in November 2020 where the Terms of Reference were agreed.</p> <p>The meeting provided presentations on responsibilities and assurance arrangements, an overview of finance reporting and an overview of risk management, in order for the Committee to understand current arrangements and to seek feedback on any further refinements.</p>	
4.5	<p><b>Finance Update to the Board (Confidential - Commercially Sensitive)</b></p> <p>LC gave the Board an update on the finances and noted the further improved format of the paper.</p> <p><b>Action: If anyone has any comments on the format and presentation of the financial information to let LC know.</b></p> <p>The Board approved the recommendation in the paper:</p> <p><b>The Board notes the 2020/21 financial position.</b></p>	<p>All</p> <p>All noted</p>
<b>5.</b>	<b>Strategy</b>	
5.1	<p><b>Business Growth and Inward Investment Committee (Confidential - Commercially Sensitive)</b></p> <p>The paper to the Board and the recommendations were noted.</p> <p><b>1. To note the success of the Bid Writing Support Service.</b></p> <p><b>2. To help communicate the key messages around EU readiness and the services being offered through the Dorset Gateway.</b></p>	<p>All noted</p> <p>All noted</p>
5.2	<p><b>Skills Advisory Panel and Board</b></p> <p>The paper to the Board was noted.</p>	
5.3	<p><b>Enterprise Zone Committee</b></p> <p>The paper to the Board was noted.</p>	

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<b>5.</b>	<b>Strategy Cont'd</b>	
5.4	<p><b>Strategic Infrastructure Committee</b></p> <p>The paper to the Board was noted and the Board approved the recommendations:</p> <p><b>1. To note the strategic importance of ongoing energy infrastructure challenges in Dorset.</b></p> <p><b>2. To approve the recommendation that Dorset LEP continue to work with partners to drive this agenda forward.</b></p>	<p>All noted</p> <p>All agreed</p>
<b>6.</b>	<b>Advisory Groups</b>	
6.1	<p><b>Dorset Tourism Association</b></p> <p>The Board noted the paper.</p>	
<b>7.</b>	<b>Any Other Business</b>	
7.2	<p><b>LEP Board Awayday</b></p> <p>The LEP Board Awayday was taking place on Tuesday 8 December. The Board review would be covered and also an update from the LEP Network.</p> <p><b>Action: If anyone has any suggestions for the agenda for this meeting to please contact LC.</b></p>	All
<b>7.</b>	<b>Any Other Business</b>	
7.2	<p><b>Chair Thank You</b></p> <p>The outgoing Chair, JS presented a speech to mark the end of his term as Chair and reiterated he will remain as a Board member.</p>	

Note: Date of Next Meeting - 26 January 2021 at 1.30 pm