

**DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD**

**2 APRIL 2020 FROM 2.00 PM TO 3.30 PM**

**CONFERENCE CALL**

**MINUTES**

**Board Attendees:**

Andrew Wickham (AW)  
Arabella Lewis-Smith (AL)  
Diane Grannell (DG)  
Cllr Gary Suttle (GS)  
Ian Girling (IG)  
Jim Andrews (JA)  
Jim Stewart (JS) (Chair)  
John Sutcliffe (JSu)  
Cllr Mark Howell (MH)  
Nick Brook (NB)  
Nick Gaines (NG)  
Nicola Newman (NN)  
Paul Read (PR)  
Phil Richardson (PRi)  
Richard Smith (RS)  
Sara Uzzell (SU)  
Sophia Story (SS)  
Cllr Spencer Flower (SF)  
Cllr Vikki Slade (VS)

**Also Present:**

Aidan Dunn (AD) (Dorset Council)  
Amy Blackham (AB) (Dorset LEP)  
Bill Cotton (BC) (BCP Council)  
David Walsh (DW) (Dorset Council)  
Graham Farrant (GF) (BCP Council)  
John Sellgren (JS) (Dorset Council)  
Kathryn Hill (KH) (Dorset LEP)  
Lorna Carver (LC) (Dorset LEP)  
Martina Hanulova (MH) (Dorset LEP)  
Matt Prosser (MP) (Dorset Council)  
Oliver Rooke (OR) (BEIS)

**Apologies:**

Emma Hunt (EH)  
Luke Rake (LR)

Item	Notes and Decisions	Action
1.	<p>Apologies were received for: Emma Hunt and Luke Rake</p> <p>Declarations of Interest: IG declared an interest in Dorset Gateway, BCP Council declared an interest in item 4.2 and Project Pipeline, Dorset Council declared an interest in item 4.2 and Project Pipeline.</p>	
2.	<p>The Minutes were agreed as an accurate reflection of the last meeting. There were no matters arising.</p>	
3	<p><b>Director's Update</b></p> <p>JS informed the Board that he had been part of a number of national meetings with the LEP Network and Government Ministers to get clarity on a number of issues related to COVID 19 impacts. Hopeful for responses early next week.</p> <p>LC gave the Board an update on her paper. She informed the Board the LEP Team were working from home and getting on with things. There is some additional funding coming down for business support but we have no details on that yet. LC assured the Board that the Programme team is working with partners of the Growth Deal projects and it was a little too early at the moment to have certainty on risks to delivery linked to Covid 19.</p>	
4.	<p><b>Delivery</b></p>	
4.1	<p><b>Communications Update</b></p> <p>Amy Blackham gave an update on Comms and the campaigns that have been running.</p> <p>We will shortly be in touch with all Dorset MPs as they are part of our ongoing engagement.</p> <p>We are launching a Business Impact Survey regarding COVID-19 to gather information that can be input to Government and to help us to better understand the impact of COVID-19 on Dorset businesses as well as inform possible local responses. IG mentioned that DCCI was promoting the Gateway every opportunity they can along with the support that is available from the Councils.</p> <p>JS mentioned to the Board that if anyone had any messages that they wanted him to relay to Government to please contact him.</p> <p>Oliver Rooke (OR) confirmed that they support feeding back information through different channels and they are in the process of feeding back on delivery and pushing what support is in place.</p>	
4.2	<p><b>Performance and Investment Committee (Confidential - Commercially Sensitive)</b></p> <p>MH spoke to their paper.</p> <p><b>Action: The Board agreed all the recommendations in the report:</b></p> <p><b>Dorset LEP Board notes the submission of the Growth Deal Q3 return to BEIS and its green RAG rating.</b></p> <p><b>AL left the meeting at 3.00 pm</b></p>	<p>All agreed</p>

Item	Notes and Decisions	Action
<b>5.</b>	<b>Governance</b>	
5.1	<p><b>Budget (Confidential - Commercially Sensitive)</b></p> <p>LC gave an update on the financial report, the closing down of this year's accounts and then the paper to agree next year's budget.</p> <p><b>Action: The Board approved the 2020/21 budget.</b></p> <p><b>AD left the meeting 3.07 pm</b></p>	
<b>6.</b>	<b>Strategy</b>	
6.1	<p><b>Business Plan Update</b></p> <p>LC spoke to the paper and explained that due to recent events the business plan will paper will need to include an additional paragraph to reflect that the LEP would be working to support local businesses etc in relation to COVID-19.</p> <p>LC explained that we have to submit our Business Plan to Government by 1 May. The report should provide clarity to the Board on we are focussing on but it will need to be updated in regards to COVID-19 and the time and work being put in from the Gateway.</p> <p>LC explained that this document covers the working being undertaken with regards to the core budget and that it is an operations plan in regards our operational budget, not to do with future funding.</p> <p><b>Action: The Board approved the recommendations in the report:</b></p> <ol style="list-style-type: none"> <li>1. That the LEP Board notes the content of this report.</li> <li>2. That the LEP Board approves the 2019/20 End of Year Summary Report, subject to Accountable Body sign-off at financial year end.</li> <li>3. That the LEP Board approves priorities across the 2020/21 Business Plan.</li> </ol> <p><b>Action: The LEP Board gives delegated authority to the Chair to approve the additional paragraph relating to COVID-19. The business plan will then be submitted to government.</b></p>	<p>All approved</p> <p>All agreed</p>
6.2	<p><b>Business Growth and Inward Investment Committee</b></p> <p>IG explained that this group was going to spend some time to enhance the ToR.</p>	
6.3	<p><b>Skills Advisory Panel and Board</b></p> <p>The Board noted the paper.</p>	

Note: Date of Next Meeting - 26 May at 1.30 pm