

DRAFT MINUTES

DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD

22 SEPTEMBER 2020 AT 1.30 PM TO 3.30 PM

VIDEO CONFERENCE

MINUTES

Board Attendees:

Arabella Lewis-Smith (AL)
Diane Grannell (DG)
Emma Hunt (EH)
Ian Girling (IG)
Jim Andrews (JA)
Jim Stewart (JS) (Chair)
John Sutcliffe (JSu)
Luke Rake (LR)
Cllr Mark Howell (MH)
Cllr Tony Ferrari (TF)
Nick Brook (NB)
Nick Gaines (NG)
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:

Lee House (LH) (Dorset Council)
Amy Blackham (AM) (Dorset LEP)
Bill Cotton (BC) (BCP Council)
Corrina Osborne (CO) (Dorset LEP)
David Walsh (DW) (Dorset Council)
Elizabeth Spence (ES) (BEIS)
Finn Morgan (FM) (Dorset LEP)
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)
Rebecca Davies (RB)

Apologies:

Andrew Wickham (AW)
Nicola Newman (NN)

Item	Notes and Decisions	Action
1.	<p>Apologies were received for: Andrew Wickham and Nicola Newman</p> <p>Declarations of Interest: IG, SF, DG, EH, JS, RS, PRi, LR, VS, MH all declared an interest in agenda item 4.</p>	
2.	<p>The Minutes were agreed as an accurate reflection of the last meeting, with an amendment put forward by SF to be made to item number 5.5.</p> <p>There were no matters arising.</p>	
3	<p>Chair's Update</p> <p>JS gave an update to the Board on the pertinent work he and the Dorset LEP team have been doing, including meetings with our local MPs, Members of Parliament and regional engagement work.</p> <p>He explained potential project risk around project delivery. as part of the Growth Deal Fund. He assured the Board that the LEP Team are working closely with partners to minimise all risks and emphasised it is imperative that all delivery is completed by 31 March 2021.</p> <p>He informed the Board that a round of Board recruitment and Committee recruitment will commence in the autumn.</p> <p>JS updated the Board of the work on the Investment Prospectus and that across September and October, final programme areas will be 'tested' on the Investment Prospectus proforma with a wider group of stakeholders to obtain feedback and identify potential areas of investment. Consultation will also take place with national investors and developers to assess views of, and appetite, in investing in Dorset.</p>	
4.	Delivery	
4.1	<p>Delivery Update (Confidential - Commercially Sensitive)</p> <p>MHN gave an update to the Board on the Programme delivery. She informed that Dorset LEP will be changing to monthly financial forecasts to allow for better financial risk mitigation before the end of the Local Growth Fund in March 2021.</p>	
5.	Governance	
5.1	<p>Communications Update</p> <p>The Board noted the paper and the good news within this including interest from the media which remains strong with 12 recent announcements generating 37 pieces of media coverage across the region. The Board noted the request of the Communications Team who are keen to feature more case studies of Dorset's businesses who are able to adjust, adapt and recover from the pandemic and continue to support or recruit new apprentices.</p>	

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5.	Governance Cont'd	
5.2	Nominations and Remuneration Committee	
5.2.1	<p>Chair Remuneration and Recruitment</p> <p>The paper on the Chair remuneration and recruitment was discussed and all recommendations in the paper (below) were approved:</p> <ol style="list-style-type: none"> The Nomination & Remuneration Committee recommend the Dorset LEP Board approve remunerating the role of the Dorset LEP Chair. It is recommended the Chair position is paid at £20,000 per annum. The Nomination & Remuneration Committee recommends the Board approves the proposed process and principles regarding Chair recruitment as outlined in this paper. 	<p>Approved</p> <p>Approved</p>
5.2.2	<p>Board Review</p> <p>The Board agreed the recommendation in the paper as:</p> <p>The Nomination & Remuneration Committee recommend the Board approves the proposal to recruit an external company to undertake a Board Review in October 2020.</p>	<p>Approved</p>
5.2.3	<p>Update on Committee Recruitment Campaign</p> <p>As per its Terms of Reference, the Nomination & Remuneration Committee are responsible for considering succession planning for Dorset LEP Board and its Committees and for the recruitment process to fill vacancies when they arrive. JA highlighted that there are vacancies for members of the business community to fill on the following Committees:</p> <ul style="list-style-type: none"> • Performance & Investment Committee • Overview & Scrutiny Committee • Business Growth and Inward Investment Committee • Finance, Audit & Corporate Risk Committee. <p>JA stated a pipeline of members will be created for future vacancies for the Dorset LEP Board.</p> <p>JA informed the Board that the recruitment process will be open, and all vacancies advertised on the Dorset LEP webpage, promoted through our social media channels and elsewhere. The Board are also encouraged to promote the opportunities via their networks.</p>	
5.3	<p>2020/21 Financial Update to the Board (Confidential - Commercially Sensitive)</p> <p>The Board noted the Finance paper.</p>	
5.4	<p>Overview and Scrutiny Committee</p> <p>The Board noted the paper.</p>	

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6.	Strategy	
6.1	<p>Business Growth and Inward Investment Committee</p> <p>The Board noted the paper and the recommendations within it:</p> <ul style="list-style-type: none"> • To note the doubling of business support funding secured by Dorset LEP. • That board members promote the various new programmes of support that have been developed. • To note the work and efforts of the partners that have helped to develop enquiries relating to the Dorset's Sustainable Aquaculture HPO. 	
6.2	<p>Skills Advisory Panel and Board</p> <p>The Board noted the paper.</p>	
7.	Papers for Information	
7.1	<p>Advisory Group Updates</p> <p>The Board noted the paper.</p>	

Note: Date of Next Meeting - 26 November at 10.00 am