

**West of England Local Enterprise Partnership
Board meeting**

**Friday 15 December 2017, 1:30pm-3.30pm
3 Rivergate, Temple Quay BS1 6ER**

Present:	
Prof Steve West, University of the West of England (Chair)	Marvin Rees, Bristol City Council
Mayor Tim Bowles, West of England Combined Authority	Neil Way, Jeff Way Electricals
Patricia Greer, West of England Combined Authority	James Durie, Business West
Cllr Tim Warren, Bath & NE Somerset Council	
Ashley Ayre, Bath & NE Somerset Council	
Cllr Nigel Ashton, North Somerset Council	
Mike Jackson, North Somerset Council	
Cllr Matthew Riddle, South Gloucestershire Council	
Amanda Deeks, South Gloucestershire Council	
In Attendance	
Helen Edelstyn, West of England Combined Authority	James Cooke, South Gloucestershire Council
Chris Hackett, Bristol City Council	Melissa Houston, West of England Combined Authority
Apologies:	
Nick Horne, Knightstone Housing Group	
Kalpna Woolf, Creative Consultant	
John Pritchard, GKN Aerospace Services Limited	

Draft Minutes

1.	Welcome and Apologies	Action
	Steve West welcomed attendees. Apologies were noted.	
2.	Declarations of Interest	
	All Board members have a responsibility to treat all proposals/projects equally and impartially and must therefore declare whether they or their organisation has either a direct or indirect interest in any of the projects to be considered by the Board. Steve West emphasised it was important to keep this up to date. Members interests are recorded in the published Registers of Interests: http://www.westofenglandlep.co.uk/about-us/board-representatives/ No conflicts of interests were declared	
3.	Minutes of the meeting of 27th September 2017	
	The minutes were approved as a true record.	
4.	Appointment of LEP Chair	
	Tim Bowles introduced the agenda item and noted that the LEP Business Nominations Committee had nominated Steve West to be Chair of the WoE LEP Board. Tim Bowles proposed that the nomination was endorsed and Nigel Ashton seconded it. Steve West accepted the endorsement and said that he was delighted to be chair	

	of the WoE LEP.	
5.	LEP Board Recruitment	
	<p>Steve West updated the LEP Board on the business membership refresh. The positions were advertised on the LEP website, LinkedIn, Twitter, as well as having various conversations with colleagues. We received a positive response with 55 expressions of interest from high calibre individuals across the business community. Whilst we had a good spread of sector representation, the diversity of applicants was perhaps not as great as we had hoped (despite pushing the advert across a wide variety of sector groups). We are keen to develop our approach to business engagement and currently working on proposals for a wider strategic business engagement group; some candidates not selected for Board positions could play a key role within this grouping.</p> <p>Interviews will be held in the New Year, with the new members in place by January's meeting.</p> <p>It was agreed that a deputy chair would be sought and appointed from the business membership.</p>	
6.	Terms of Reference	
	<p>Steve West introduced the LEP Terms of Reference, which had been shaped by the previous LEP purpose document, for agreement. Helen Edelstyn took members through the document, reflecting on what's been previously discussed, what has been amended and the additions.</p> <p>The Board requested the following amendments:</p> <ul style="list-style-type: none"> • Members to serve maximum of 2 terms (renewal of term not automatic) • Phasing of terms. <p>The Terms of References were formally approved following the amendments.</p> <p>James Durie asked a question around the LEP chair attending the WECA committee meetings and if unavailable would an alternative LEP board member be able to attend on his behalf? Mike Jackson noted that the constitution does not allow substitutes. WECA and Joint Committee are public meetings should anyone want to attend.</p>	
7.	Forward Plan	
	<p>Steve West introduced the forward plan document to the LEP Board and invited feedback.</p> <p>The purpose of the forward plan is to get some focus on what should the LEP Board be considering.</p> <p>Amanda Deeks requested further details on the March Board meeting, with specific reference to:</p> <ul style="list-style-type: none"> • 'Energy' - Helen Edelstyn explained that we have received money from BEIS to produce an Energy Strategy. By March we will have the evidence base to discuss. • 'Innovation Narrative' – Helen Edelstyn explained there is a need for further conversations around “What innovation looks like”, understanding, knowledge and direction for the region. 	

	<p>Steve West was keen that the Board understands the regional skills requirements and would welcome input in developing a skills strategy.</p> <p>The forward plan will be a flexible document and members should suggest items for strategic discussion.</p>	
8.	Feedback from Advisory Boards	
	No update given. There have not been any Advisory Board meetings since the last LEP Board.	
9.	Local Industrial Strategy requirements and Regional Strategy	
	<p>Helen Edelstyn updated the LEP Board following the recently released Industrial Strategy which helps to set out the framework, requirements around LEPs and the development of a local Industrial Strategy.</p> <p>Helen Edelstyn highlighted that the introduction of a new bi-annual meeting for LEP Chairs and the Prime Minister signals how Government sees LEPs and we need to make the most of these opportunities.</p> <p>Next steps regarding the West of England Regional Strategy will be workshops with both the UA Chief Executives and Directors, and the LEP Board at the end of January.</p> <p>Steve West noted that the Regional Strategy is a great opportunity for us to truly join-up, this will require the authorities to create synergy between all strategies and activity in the region that supports economic growth.</p> <p>Steve West noted the need to acknowledge large and important sectors such as health and social care within the developing Regional Strategy.</p>	
10.	BREXIT – What Works Centre for Economic Growth	
	<p>Henry Overman gave a presentation to the LEP Board on how the What Works Centre (WWC) can help support the evaluation of interventions within places.</p> <p>The Board discussed a number of issues including; national impacts, sectoral impacts, and the soft and hard impacts of Brexit over the next 3-4 years.</p> <p>Steve West thanked Henry Overman and asked for his view on regional action. Henry Overman referred the Board to the What Works toolkit available on the What Works website.</p> <p>Mike Jackson emphasised the importance of understanding local intelligence as a lot of the local impact of Brexit will depend on the individual businesses and their decisions.</p>	
11.	AOB	
	James Durie mentioned that the Secretary of State for Wales had been in contact with Business West and is interested in developing cross border relations. There will be a summit in January at the Celtic Manor. Details will be circulated with an Eventbrite link to register if available to attend.	
	Next meeting: Wednesday 24th January 2018	