

LLEP BOARD OF DIRECTORS

Extraordinary Board meeting

**Attendees - LLEP Board,
Jackie Heeds and/or Stephen Pearson, Freeths**

10am, 19 February 2024

Virtual MS Teams meeting

AGENDA

TIME		ITEM	REPORT	DECISION /DISCUSSION INFORMATION	LEAD
10:00	1.	Welcome and Apologies			Co-Chairs
	2.	Declarations of Interest			All
10:05	3.	Minutes and actions – LLEP Board Meeting 12 December 2023	Paper A (Prev mins)	Decision	Co-Chairs
10.15	4.	CEO LLEP Update		Presentation	Phoebe Dawson
10.45	5.	Liabilities of the directors		Discussion	Jackie Heeds and/or Stephen Pearson
11:15	6.	Update on end of LLEP Celebration		Verbal	Elizabeth Botmeh
AOB					
11:25	7.	Any Other Business			Co-Chairs

LLEP Board of Directors

PAPER A

LLEP BOARD OF DIRECTORS – Draft minutes

3pm, Tuesday, 12 December 2023

Virtual Teams meeting

Organiser: Sharif Chowdhury

Chair: Andy Reed OBE (AR).

Directors present: Emma Anderson (EA), Sonia Baigent (SB), Peter Bedford (PB), Chas Bishop (CB), Cllr Adam Clarke (AC), Cllr Samia Haq (SH), Anne-Marie Hunt (AMH), Dr Nik Kotecha OBE (NK), Neil McGhee (NM), Anne-Marie Hunt (AH), Cllr Terry Richardson (TR), Jo Tallack (JT).

In Attendance: Elizabeth Botmeh (EB), Phoebe Dawson (PD), Mary-Louise Harrison (MLH) Jo Dexter (JD), Colin Sharpe (CS).

Apologies: Lorraine Boorman (LB), Nishan Canagarajah (NC), Verity Hancock (VH), Gosia Khrais (GK), Anil Majithia (AM), Glynis Wright (GW).

Minutes Taken By: Sharif Chowdhury

CC To: All

MINUTES

1.	<u>Welcome and Apologies</u>	
1.1	AR welcomed those present to the meeting and expressed gratitude for the members' attendance amidst their pre-Christmas engagements.	
1.2	SC noted the apologies received from LB, NC, VH, GL. AM, GW,	
2.	<u>Declarations of Interest</u>	
2.1	There were no new declarations of interest.	

<p>3.</p> <p>3.1</p> <p>3.2</p>	<p><u>Minutes and Actions LLEP Board of Directors Meeting held on 10 October 2023</u></p> <p>The minutes were recorded as a true and accurate record.</p> <p>PD confirmed that there were no updates outside the purview of the current meeting's agenda.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p>	<p>LLEP and our role supporting L&L achieve Net Zero ambitions</p> <p>MLH detailed the LLEP's Net Zero programme's aim to align with global and national climate goals. She emphasized LLEP's role in fostering sustainable practices across sectors, noting ongoing collaborations and the integration of new technologies for emission reduction.</p> <p>MLH shared that the LLEP Economic Strategy 2021-30 focuses on sustainable economic growth, with particular attention to energy efficiency and renewable energy, was discussed. MLH outlined how this approach is vital for both environmental and economic resilience.</p> <p>MLH noted the commitment of local councils to climate emergency declarations was underlined through the Climate Emergency Action Plan. MLH discussed the LLEP's support for their Net Zero Road Maps, emphasizing joint efforts in sustainable urban planning and green infrastructure.</p> <p>MLH highlighted LLEP's achievements in promoting green business practices and its role in significant projects like the Green Infrastructure Project, illustrating the tangible impacts on CO2 reduction.</p> <p>MLH updated on upcoming projects were discussed as part of the Future Activities and Studies, including innovative studies aimed at further reducing emissions and integrating sustainable practices in local businesses and communities.</p> <p>AR emphasized the importance of engaging SMEs in the transition to green practices, suggesting targeted support and incentives.</p> <p>NM pointed out the challenges in balancing economic growth with environmental sustainability, calling for a pragmatic approach in policy-making.</p>	

4.8	CB and AC discussed the potential of renewable energy, emphasizing the need for increased investment and collaboration with technology providers.	
4.9	The importance of public awareness and education in driving the decarbonization agenda was a common thread in the discussion by board members.	
4.10	Board members proposed forming a task force to identify and address barriers to achieving the Net Zero target.	
4.11	Action Point - MLH agreed to incorporate the feedback into a revised action plan.	MLH
4.12	Action Point - The Board proposed to revisit these points in the next meeting to monitor progress and ensure alignment with the strategic objectives.	ALL

MLH left the meeting.

5.	Update of End of LLEP Celebration	
5.1	AR emphasized the significance of commemorating LLEP's decade-long contributions through a grand celebration.	
5.2	EB updated that a comprehensive 36-page impact report is currently being developed in preparation of the event. This report encapsulates the extensive achievements and milestones reached by LLEP.	
5.3	EB shared that the event is scheduled for 18th March at the Space Center, promises to be a significant occasion. The event will feature a compelling video presentation and an insightful speech, which are anticipated to vividly outline LLEP's future strategies and goals.	
6.	CEO Update - Review of Delivery Plan	
6.1	PD provided a comprehensive overview of the delivery plan, highlighted several ongoing projects and key strategic initiatives. The detailed discussions covered critical topics including:	
6.2	Business Rates Pooling: There was unanimous agreement to continue engagement with the two remaining projects, ensuring their successful completion.	

6.3	Growth Hub: Despite funding challenges, the Growth Hub maintains its operational efficacy, evidenced by recent updates to its website and the renewal of the CRM contract.	
6.4	Create Growth Program: The programme's success was underscored through reports of impactful events and discussions centred around innovation and intellectual property.	
6.5	Innovation: PD shared progress in the Innovation strand and referred to the much-anticipated Innovation Festival in February.	
6.6	Inclusion and Skills Development: PD noted positive progress in pilot programs extending to 2027, and the ongoing success of skills boot camps.	
7.	LLEP Transition Board Update	
7.1	AR and PD shared updates from the Transition Board where there have been detailed planning as part of the transition process and coordination with significant stakeholders.	
7.2	PD shared that the emphasis was on a seamless transition, ensuring continuity in the momentum of LLEP's current projects and initiatives.	
	<i>Sharif Chowdhury and Elizabeth Botmeh left the meeting.</i>	
8.	Any other business	
8.1	There was no other business.	