



**LLEP Board of Directors**

**3pm, Tuesday, 14 June 2022**

**Face to Face meeting: The University of Leicester, Council Room 1, Fielding Johnson Building**

**Organiser: Sharif Chowdhury**

**Chair: Andy Reed OBE (AR)**

**Directors: Emma Anderson (EA), Sonia Baigent (SB), Peter Bedford (PB), Lorraine Boorman (LB), Nishan Canagarajah (NC), Verity Hancock (VH), Kevin Harris (KH), Anne-Marie Hunt (AH), Anil Majithia (AM), Cllr Jonathon Morgan (JM), Terry Richardson (TR)**

**In Attendance: Elizabeth Botmeh (EB) Sharif Chowdhury (SC), George Olliver (GO), Colin Sharpe (CS), Stewart Smith (SS), Sue Tilley (ST), Jo Dexter (JD)**

**Apologies: Chas Bishop (BP), Alison Greenhill (AG), Dr Nik Kotecha OBE (NK), Ajmer Kaur Mahal (AKM), Neil McGhee (NM), Jaspal Singh Minhas (JSM), Cllr Danny Myers (DM),**

**Minutes Taken By: Sharif Chowdhury (SC)**

**CC To: All**

**MINUTES**

<b>1.</b>	<b><u>Welcome and Apologies</u></b>	
1.1	AR welcomed those present to the meeting.	
1.2	Apologies were received from JMH, RM, CB, NK and NM.	
<b>2.</b>	<b><u>Declarations of Interest</u></b>	
2.1	There were no Declarations of Interest.	

Minute		Action
3.	<b>Minutes and Actions LLEP Board of Directors Meeting Held on 12 April 2022</b>	
3.1	The meeting was recorded as a true and accurate record.	
3.2	AM provided an update on Action Point 4.4 regarding the recruitment of a new chair where the mechanics of the recruitment process is in place and is expected to be completed by January 2023.	
3.3	AM informed the Board that a two-stage interview process will be in place, the first being a stakeholder engagement exercise with a panel chaired by Nishan Canagarajah.	
3.4	It was informed that there have currently been no interested candidates so far, and private board members are able to apply.	
3.5	GO reported that a job description has been sent to Leicestershire Live for wider advertisement of the post, and a press release will be made. However, it was emphasised that general media publications will not be as useful for director level appointments.	
3.6	AM highlighted the is potential for an additional recruitment of three directors to the LLEP Board. EB noted that the members will need to be females to suffice BEIS requirement of being 50/50 on the Board by next year. The Board agreed for EB and GO to publish the advertisement as soon as it is ready for publishing.	
3.7	Discussions were had regarding how the LLEP should encourage more candidates to apply by providing the county deal, economy growth strategy information whilst being clear on the role of LLEP's in the interim.	
3.8	<b>Action Point</b> - A paragraph pitch to showcase the LLEP's Unique Selling Point to potential new members (GO)	GO
3.9	<b>Action Point</b> - KH shared that the LLEP Board does not have large corporate representation and suggested that CEOs are contacted to make sure the LLEP is on their agendas.	All
3.10	ST updated on the Action Point 7.11 regarding the key priorities which include the UKSPF, the Delivery Plan 2022/2023 and prep for 2023/2024, the AGM and Annual Report.	
3.11	The Board noted that Clare James has left the LLEP Board and expressed thanks to Clare for all her contributions.	

<u>Minute</u>		<u>Action</u>
<p><b>4.</b></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><b>County deal / Integration</b></p> <p>ST provided background that Leicestershire is one of nine areas under discussion surrounding a county deal and NR told a meeting on the 19th of May that the Leicestershire County Council and the City Council will continue to work with all partners including the LLEP.</p> <p>JD provided insight that the timetable of expectations includes an agreement to be made by 2023 as the elections will be in 2024.</p> <p>PB also informed the Board that a meeting has also been held between representatives of the LLEP at County Hall to discuss LLEPs.</p> <p>NC shared the benefits of having the meeting with the key political leaders to work together and best represent the business voice. NC shared that there was a mutual understanding that the LLEP has a role to play.</p> <p>NC echoed the importance that the LLEP to continue to engage in any discussions and not distance ourselves despite the challenges.</p> <p>The Board discussed viewpoints regarding the county deal and acknowledged that there is a small window of opportunity to influence any upcoming discussions</p> <p>AR emphasised the difficult role for the LLEP as a body including various stakeholders from across the Community and the need to ensure the County economy is best served by the best possible outcome. He urged all partners including government to work on a solution for Leicester, Leicestershire and Rutland</p>	
<p><b>5.</b></p> <p>5.1</p> <p>5.2</p>	<p><b>LLEP Ltd Company Accounts</b></p> <p>EB referred to Paper C which seeks the board approval of the Leicester and Leicestershire Partnership LTD Company accounts for 2021/22 and the submission to companies' house.</p> <p><b>Decision:</b> The Board APPROVED the LLEP Company accounts for 2021/22. The accounts will be submitted to companies' house following the presentation to the company members at the Annual General Meeting.</p>	
<p><b>6.</b></p> <p>6.1</p>	<p><b>Delivery Plan</b></p> <p>SS presented paper D relating to the Delivery Plan and informed a second delivery plan is required for submission to government for the year 2023-</p>	

Minute		Action
	2024 with Key Performance Indicators (KPI's) aligned to levelling up white paper.	
6.2	SS informed the Board that the Delivery Plan includes internal KPI's. However, there have been challenges in defining targets for the Growth Hub as the budgets was being announced and has been significantly cut by 50%.	
6.3	GO emphasised the Delivery Plan is still a working document, and maps in with the Economic Growth Strategy and government policy.	
6.4	Feedback was provided on the Delivery Plan by Board members including the need to bring forward the opportunities brought to by the LLEP and ensuring the messaging is concise to avoid key information being lost. AM shared the view that the Delivery Plan needs to convey the impacts the LLEP is making.	
6.5	<b>Action Point</b> - JM shared the view that the future role of LLEP's should be included at the end as this would be more inward looking, whereas the wider community are more interested in knowing the impacts at the beginning of the document.	<b>SS/GO</b>
6.6	JM highlighted the positives of the document that none of the information is repeated and represents the vast amount of work the LLEP is doing which all needs to be included and presented in a way that is easy for the reader.	
6.7	<b>Action Point</b> - NC highlighted the need for a one-page document which summarises the added value the LLEP provides, and the considerable impacts that would be lost without the LLEP. NC recommended using an infographic which demonstrates the wider remit of the LLEP.	<b>ST/SS</b>
6.8	VH commented on the presentation of the funding and grants section which does not convey the LLEP's efforts in delivering the key outcomes.	
6.9	KH highlighted the importance of ensuring audiences understand the efforts the LLEP makes in collaboration by showcasing and demonstrating the strengths including working with other key partners such as D2N2.	
6.10	AR informed the Board that the Delivery Plan will be sent to the government important and will be used as a selling document.	
6.11	<b>Action Point</b> - Executive Summary of the of 250 words to provide a snapshot of the LLEP Delivery Plan.	<b>GO</b>

Minute		Action
7.	<b>LLEP Team Report</b>	
7.1	ST reported on the LLEP Team report which includes important highlights on the UKSPF, Growth Hub and Enterprise Zones. AR informed the Board that meetings have been held with Nick Jennings surrounding LUSEP and he is aware of the issues.	
7.2	<b>Action Point</b> - ST and AR to discuss regarding the challenges for the LUSEP site on energy as the Enterprise Zone meetings will be held in the end of July.	ST
7.3	ST provided the latest statistics on the Growth Hub including the 12 different support programmes which have supported 198 business and 172 within the SUBS (Start Up Businesses).	
7.4	Key outputs include 1149 Growth Hub enquiries, funding commitments of £408k programmes from £347k on BEIS and £61k on ERDF and 211 workshops in 2021/22 supporting 1519 businesses.	
7.5	LB queried the impacts behind the figures and percentages shared on the headline figures and how it compares to or initial objectives. ST shared that the LLEP are intending to create a dashboard to provide further details behind the impacts of these figures.	ST
7.6	SB agreed with LB's comments and will lead a project provide the resources to ensure to help understand the risks, progress made and the impacts on business by providing outward messages.	
7.7	NC referred to one of the key priorities in inclusion as many people within the region still don't have access to online facilities. ST highlighted that this is a project driven by ERDF and there is a need for the universities and Growth Hub to work together to reach out to communities.	
7.8	SS shared that a demographics report commissioned by De Montfort University is now available and includes population data, the projected workforce, movement, and different patterns.	
7.9	ST updated that KH will no longer represent the LLEP on MEIF Strategic Oversight Board and that AMH has kindly agreed to attend the meetings and LB will join the MEIF Regional Advisory Board.	
7.10	ST reported that the LLEP are still waiting for a final decision from BEIS regarding the Made Smarter bid has been made by the East Midlands cluster.	

<u>Minute</u>		<u>Action</u>
<p><b>8.</b></p> <p>8.1</p> <p>8.2</p>	<p><b>Sub-Group Updates</b></p> <p>Updates for the subgroups had been outlined in the item 7. ST advised that Innovation Board had approved three new members onto the Innovation working group.</p> <p>The agenda item was rolled over to the next meeting.</p>	
<p><b>9.</b></p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p><b>Comms update</b></p> <p>GO reported there are several publications in line including the Delivery Plan and the Annual Report. GO informed the Board of the upcoming press releases including the Impact Press release BEIS, Restocking the business base update and the outcomes.</p> <p>GO updated that the LLEP have a PR schedule to provide regular content. Key featured topics in the forthcoming weeks include the recent Innovation Away Day, the actions arising from the Innovation Board and the Growth Strategy document which highlights key impacts.</p> <p>GO noted that several case studies have been gathered which will be showcased, and the Delivery Plan is currently being developed to inform the region on the planned activities of the LLEP.</p> <p>NC highlighted that a potential announcement on the Space Park may be upcoming and further information will be provided to GO in due course.</p>	
<p><b>10.</b></p> <p>10.1</p>	<p><b>AOB</b></p> <p>There was no further business.</p>	