

**LLEP Board of Directors**

**3pm, Tuesday, 8 August 2023**

**Face to face: Pitch Room, SportPark Loughborough University SportPark, 3 Oakwood Dr, Loughborough LE11 3QF**

**Organiser: Sharif Chowdhury**

**Co-Chair: Anil Majithia (AM), Andy Reed OBE (AR).**

**Directors present: Emma Anderson (EA), Sonia Baigent (SB), Chas Bishop (CB), Lorraine Boorman (LB), Verity Hancock (VH), Anne-Marie Hunt (AMH), Neil McGhee (NM), Anne-Marie Hunt (AH), Cllr Terry Richardson (TR), Glynis Wright (GW).**

**In Attendance: Elizabeth Botmeh (EB), Phoebe Dawson (PD), Rachel Brent (RB), Amy Oliver (AO), Colin Sharpe (CS).**

**Apologies: Peter Bedford (PB), Nishan Canagarajah (NC), Cllr Adam Clarke (AC), Gosia Khrais (GK), Dr Nik Kotecha OBE (NK), Rani Mahal (RM), Jo Tallack (JT).**

**Minutes Taken By: Sharif Chowdhury**

**CC To: All**

**MINUTES**

<b>1.</b>	<b><u>Welcome and Apologies</u></b>	
1.1	AR welcomed those present to the meeting and provided an overview of the structure of the day.	
1.2	SC noted apologies received from PB, NC, AC, GK, RM and JT.	
<b>2.</b>	<b><u>Declarations of Interest</u></b>	
2.1	There were no new declarations of interest.	
2.2	EB responded to a query regarding any gifts received, explaining that members should email the LLEP to inform of anything received. EB shared that the gifts and hospitality is published on the website.	

<u>Minute</u>		<u>Action</u>
2.3	AR informed the Board that the meeting is not quorate to make board decisions, however shared that discussions can take place with any decisions being followed up by a vote post-meeting.	
2.4	EB shared the requirements for the LLEP Board to be quorate in a meeting, and detailed the considerations required at the next AGM regarding the renewal of members.	
<b>3.</b>	<b><u>Minutes and Actions LLEP Board of Directors Meeting held on 13 June 2023</u></b>	
3.1	The Board agreed to record the minutes of the previous meeting on the 19 <sup>th</sup> of April 2023 as a true and accurate record.	
3.2	PD updated that that the action on ensuring a clear communication with the PR has been completed, and there have been engagements in conversations surrounding the legalities going forward.	
3.3	AM emphasized the importance of the minutes reflecting the discussions held within the meetings to avoid different iterations.	
<b>4.</b>	<b>CEO LLEP Update</b>	
4.1	PD provided an update on the recent activities since the last meeting including the extension of contracts until March 2024, recruitment efforts to replace departing team members and line-management changes connected to the forthcoming delivery plan.	
4.2	PD provided an update from a meeting with Minister Davison, Minister Hollinrake, and LEP Chairs on the 4 <sup>th</sup> of August attended by the LLEP Chairs and Chief Executive Officer.	
4.3	PD shared that the government expressed immense gratitude for LEP Boards, executive teams and recognised the wonderful work of LEPs and significant impact that they had had in shaping, supporting and delivering local investment to grow the economy.	
4.4	However, PD shed light on the uncertainties outstanding going forward and the sentiments from government to encourage local adaptation and continue activities going forward.	
4.5	AR commented further that the recent letter and discussions with government have not concluded the detail work required going forward.	

<u>Minute</u>		<u>Action</u>
4.6	AM also commented that the impression from government was for the LEP's and Local Authorities to manage the transitions between the parties rather than be dictated to from central government.	
4.7	PD shared that the LLEP Transition Board Terms of Reference has been adjusted considering the government's guidance, to reflect the evolving situation to provide better alignment with the government priorities and provide clear objectives.	
<b>5.</b>	<b>LLEP Transitions Board</b>	
5.1	PD updated on the Transitions Board's first meeting on the 31 <sup>st</sup> of July, which was well attended by the significant partners. CB also shared that the first meeting was productive.	
5.2	PD provided a background on the Transition Group's direction, its role in governance transitions, alignment with key partner organisations and clarified the member representation of the group.	
5.3	PD shared that the Transition Board will be meeting regularly on a monthly basis, and is focussed on articulating clear objectives, having a shared understanding and ensuring communication with partners.	
5.4	PD informed that the Transition Board intend to utilise the existing Economic Growth Strategy within upcoming plans, and to align the objectives going forward with the pillars identified.	
<b>6.</b>	<b>Transitions Group Terms of Reference</b>	
6.1	PD reported that the Transition Group's Terms of Reference were subject to change due to the government's guidance and is a work in progress document which was circulated with LLEP Board members for comments.	
6.2	PD presented on the Transitions Group Terms of Reference, detailing the headings and commenting on the amendments made since the government guidance within the contents clarifying the role of Upper Tier Local Authorities and the Accountable Body within the Transition Board.	
6.3	TR shared the view that politically elected members should be included on the LLEP Transition Board rather than just officers from the council to ensure involvement with leaders.	
6.4	AO and AR shared the view that senior officers should consult on decisions with their leaders before making any commitments at the Transition Board to prevent avoidable disagreements.	

<u>Minute</u>		<u>Action</u>
6.5	<p>NM agreed with concerns raised by TR, and the importance of recognising the conflicts going forward without a solution and highlight the red lines. NM noted that business engagement should be strongly stipulated within the Terms of Reference.</p>	
6.6	<p>AM shared the view that there needs to be representation from the LLEP Board who understand the assets and reserves of the entity, and noted a member from the Investment Panel will be well placed for the high-level negotiations.</p>	
6.7	<p>SB shared the view that the Transition Board should be focussed on the vision and priorities for the future and does not require separate representation for finances, as the transfer of assets will follow. SB shared that the Terms of Reference allow for the Board to remain agile depending on the agenda to receive input from board members where necessary.</p>	
6.8	<p>PD shared that correspondence would follow the meeting for any final feedback on the Terms of Reference before this document is approved and signed off.</p>	
6.9	<p>AM shared the importance of agreeing the common objectives the LLEP team and PD as the CEO to understand how success would be measured on the 31<sup>st</sup> of March.</p>	
<b>7.</b>	<p><b>LLEP Delivery Plan 23/24</b></p>	
7.1	<p>PD shared the delivery plan, the action plan and summarised what's been completed and the actions outstanding. PD informed the Board that the delivery plan progress will be shared with the LLEP Board at every meeting going forward.</p>	
7.2	<p>PD provided details on the difference sections of the Delivery Plan including Transition, Programme Management and the four pillars.</p>	
7.3	<p>NM referenced the actions on the Inclusion pillar and shared that the World of Work materials is used and is a big influence and the LLEP should continue to have a big involvement in the strategic role.</p>	
7.4	<p>PD also shared that there are thoughts underway on how the LLEP can be involved in the decarbonisation of the East Midlands airport.</p>	
7.5	<p>The Board acknowledged the benefits of the document, however highlighted the importance that the delivery plan should be focussed on</p>	

<u>Minute</u>		<u>Action</u>
7.6	outcomes rather than activity and AM suggested there should be a roadmap to which is linked to the overall strategic piece.	
7.7	PD shared the efforts to review the new growth model to support businesses scale-up and broaden their networks collaborating with efforts in innovation noting the upcoming innovation festival and regional funding.	
7.8	PD emphasized the LLEP's contribution to net-zero efforts and the role it has in regional sustainability initiatives in collaboration with partners for sustainable practices reviewing the Net Zero Hub and alignment with the national policy.	
7.9	PD updated on the Sustainability pillar where there is active engagement with the Midlands Engine engine and national policy initiatives led by the Net Zero Hub and Scope Opportunities.	
7.10	PD shared that there is active involvement in the hydrogen and electric vehicle (EV) charging strategies with Board members' participating and contributing to the strategic discussions.	
7.11	VH highlighted the successes of the LLEP over the lifespan of the entity and encouraged having a legacy document which represents the key successes.	
	<b>ACTION POINT</b> – To consolidate a piece on the LLEP's legacy.	<b>PD</b>
<b>8.</b>	<b>Careers Hub: 5-year impact report and opportunities</b>	
8.1	GM provided background on the Careers Hub who work with every school and college across Leicester and Leicestershire to deliver world class careers services.	
8.2	GM explained how the Careers Hub is funded, receiving CEC Grants, match funding from the LLEP for three roles, fill funding from the CEC and secured match funding from the HEIs and East Midlands Chamber through the LSIP.	
8.3	GM shared the structure of the team and explained the significant collaborations with Education Business Links Group to enhance efficiencies to monitor the funding structure and seeking external funding for enhanced capabilities.	
8.4	GM shared the successes the Growth Hub has had on succeeding on the eight Gatsby benchmarks for careers guidance with schools. GM noted	

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8.5	<p>the success in exceeding the 80% target, with an 87% success rate in ensuring schools have a stable careers programme.</p> <p>GM noted there has been engagement with over 90 career leaders and Enterprise Adviser program successes through continuous professional development for career leaders in various industries.</p>	
8.6	<p>GM highlighted the active involvement in the local Skills Agreement Plan and partnerships for smooth transitions and collaboration continues with the business community and the establishment of Youth Advisory Board.</p>	
8.7	<p>GM shared the efforts in combining careers education with health and well-being agenda, collaborating with various pathways for talent development focusing on cultural skills and attitudes alongside technical skills.</p>	
8.8	<p>TR discussed challenges related to young people's readiness for workforce and social skills and the need to measure outcomes and addressing employer concerns.</p>	
<b>9.</b>	<b>AGM</b>	
9.1	<p>The Board members followed discussions on the articles of association and agreed to research further to understand the articles before communicating a recommendation to the wider members of the LLEP.</p>	
9.2	<p>EB informed the Board there will be five working days to respond to the decision items for the AGM and the LLEP Transitions Board Terms of Reference.</p>	
<b>10.</b>	<b>Any other business</b>	
10.1	<p>There was no other business.</p>	