

**Minutes of the Cheshire and Warrington Local Enterprise Partnership**

**Performance and Investment Committee Meeting**

**held on 20th November 2019 at 1.30**

**In attendance:** Ged Barlow (Chairman), Paul Goodwin, Stewart Brown, Peter Skates, Chloe Taylor, Chris Hindley, Ian Brooks, Rachel Laver, Tim Smith (Part)

**Apologies:** Lisa Harris, Alex Thompson, Nicola Newton

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| Item No. | Item | To be Actioned by | By When |
| 1. | Welcome, Introductions and Apologies –  Lisa Harris, Alex Thompson, Nicola Newton |  |  |
| 2 | **Conflicts of Interest**  PS declared a conflict of interest in Cheshire Green Employment Park |  |  |
| 3 | **Minutes and actions from the last meeting:**  Update attendance. Remove reference in the CHSRH update and republish minutes  Actions:  Direction of travel to Delivery plan added  Poynton Offer letter to be issued following submission of tables from CEC  TS to cover wording in his report in his update  Cheshire Green Loan covered in separate paper  Risk register updated  Role of P&I to be discussed under TORs  CWAC to feedback to the committee what action has been taken to get claim and monitoring information submitted on time for Tarvin Road and Winsford Industrial Estate | RB  CH/LH | Nov 19  Dec 19 |
| 4 | **Delivery Plan – Skills update**  Pat Jackson, Head of Skills gave an update on skills work.  A new digital skills co-ordinator, Sarah Williams has been appointed. Sarah meets monthly with the other six area leads to co-ordinate and share best practice.  Pledge helping to open doors to businesses to engage with students.  SW helping schools to access digital materials e.g. IBM  Accelerate – 40% of the cost of training can be paid for using ESF. 60% costs to be met by employer. UOC is the accountable body. LEP is in the process of agreeing an SLA with UOC. LEP will employ three growth officers to help deliver scheme. Need to ensure funding adds value and doesn’t just subsidise training which would have happened anyway.  LEP has bought a data licence and paid for the three LAs to have a licence. This data will help target support.  The LEP is working with businesses to get colleges to offer the right courses. This will help with future OfSTED inspections where the rationale for curriculum offered must be justified |  |  |
|  | **Terms of Reference**  GB led a discussion on the TORs. The ones circulated are the currently approved ones and have just been updated to reflect the new membership only.  IB explained the new committee structure and proposed working arrangements which would see all projects go back up to the relevant committee for approval before being bought to P&I for final endorsement.  The committee discussed the need for efficient processes and GB emphasised that often the LEP was under pressure to spend, so adding another step in the approval process didn’t seem entirely logical.  GB confirmed the new arrangements, not currently reflected in the TORs were different to how P&I had worked for the last 6 years.  GB asked everyone to feedback to RB with any comments on the proposed structure and whether it affected their willingness to be a member of the Committee.  GB requested that the Energy fund and Sustainable travel bids for which business cases had been received came to the December meeting for approval rather than back up to Strategy Committee and LTB unless the projects had changed radically from what was approved by those committees. **IB to confirm with PC that this is ok.**  PG emphasised the need for transparency and assurance to be adequately covered within P&I, as S151 Officer representation at several other committee meetings wouldn’t be practicable.  Clarify who the project sponsor is-is it the applicant it the committee? | All  IB  RB | End of Nov  End of Nov  Dec |
| 5 | **Delivery Plan Update**  RB ran through the delivery plan update highlighting those areas where there had been a downgrading of the RAG status.  GB suggested that the targets should be reset internally rather than accepting failure against targets, so that performance against revised targets can be measured.  Add page numbers to delivery plan. | RB | Nov 19 |
| 6 | **Growth Deal report**  RB ran through the whole workbook to show where inputs were required that generated the data which goes into the dashboard report as P&I are required to approve the report each quarter. |  |  |
| 7 | **Programme Manager Update**  RB ran through the Programme manager update.  Noted that the Energy fund and two sustainable travel schemes couldn’t be considered because of Purdah. Tranche 2 of the Skills fund applications will be considered by Employer and Skills board in December and P&I in January.  Interviews conducted for the Evergreen Fund, Fund managers. Expect to be able to confirm appointment after Purdah, with a view to launching the fund in January.  Risks agreed. |  |  |
| 8 | **Cheshire Green Loan**  Change to the loan facility agreed subject to updated cashflow being provided.  Net proceeds of future sales to be repaid as set out in the loan agreement  RB to arrange for necessary paperwork to be completed. | RB  RB | Dec 19  Dec 19 |
| 9 | **ESIF update**  PS declared an interest in Digital 2020  TS ran through the report.  £51m contracted which is 73% of what is available.  Strong response to last call. Not all will able to be funded.  Funding needs to be spent by December 2023  Kerry Hall will have details of companies engaging with businesses but not the details of those businesses.  BEIS had queried LEP engagement with MHCLG – bi-monthly meetings with each other to give an overview of programme performance. Quarterly ESIF meeting held.  ESIF  Another call for applications to help people into jobs. £1.65m to allocate, could be as much as £3.4m  Outputs: 47% committed, 53% achieved.  Rural allocation – national reserve fund call now live. Deadline for EOIs is 16th February 2020.  CH noted that ESIF committee paper and membership needed updating on the LEP website. RB to follow up | RB | Dec 19 |
| 10 | **AOB**  GB gave apologies for December Meeting, given that he was stepping down from the board in March he thought it was an apt time to ask CH to step into the role of the chairman of the committee. He will continue to attend the meetings and happy to consider papers for approval by correspondence for Dec. | GB | Dec 19 |