



Minutes of the Cheshire and Warrington Local Enterprise Partnership

Engagement Board Meeting

Held on 23rd November 2020 at 20:00 via Teams

Item No.	Item	To be actioned by	By When
1.	<p><i>Welcome and apologies</i></p> <p>Cameron has left the board.</p>		
2.	<p><i>Minutes and actions from the last meeting</i></p> <p>Approved.</p>		
3.	<p><i>Subcommittee debriefs</i></p> <p>Ryan, Sustainability & Inclusivity: teaching eco-awareness and consciousness. How to get skills out there for young people. Board has 12 other people from all the industries that need to be de-carbonised. Focus is much more on sustainability than inclusivity. Only 3 members' focus are on inclusivity. Currently the topics discussed on the commission are very broad.</p> <p>Ryan, Marketing & Comms: wrote a personal report for them on how to engage young people.</p> <p>Yulanda, Business Growth: attending meetings has been problematic due to timing.</p> <p>Katie, Enterprise Zone: couldn't attend latest meeting due to timing, previous meeting was very brief.</p> <p>Joe, P&I: couldn't attend latest meeting due to timing, another one tomorrow.</p> <p>Connor, Strategy: Meets every 2 months. Reviewing and amending plans already made (short, mid, and long term). Key point - how to engage with entrepreneurs and younger people? Digital Infrastructure Plan is out now</p>		

	<p>too - focus on boosting infrastructure and spaces to keep young people in the area.</p> <p>Maggie, Employers Skills: Institute of Technology ongoing, Accelerate full update next month, digital bootcamp for furloughed staff, 2 projects for European Social Fund.</p> <p>Joe, Main Board: hospital bids in progress - Crewe & Warrington. Nuclear power. Recruitment.</p>		
4.	<p><i>LEP Recruitment - Goals, process and targets</i></p> <p>10 people for EB, 4 vacancies.</p> <p>[REDACTED]</p> <p>Application deadline 11th Dec. Request a rolling application.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Very difficult to have 2 hours in the middle of the day to join LEP meetings for most people.</p>	Discuss meeting times.	
5.	<p><i>An EB project</i></p> <ul style="list-style-type: none"> - Connect youth groups in the area and voice their opinions. - Youth summit - Raffle prizes from local businesses? - Read Young people's discussion report for possible inspiration for the summit. - Green Jobs and Skills - What is it and what can we do? <ul style="list-style-type: none"> - Agriculture (as well as hillsides, aquamanagement etc), energy (storage, energy efficient), environment (green construction, positive carbon output). - Showing young people the industries that are evolving and going into green. - Social Enterprise - Is there any focus on this is any of the boards? <ul style="list-style-type: none"> - LEP isn't focusing on this at all. OxLEP has a social enterprise branch. 	Schedule 6-month review with Ian and Clare. 6-month report. Think of ideas for summit	
6.	A.O.B		

Minutes of the Cheshire and Warrington Local Enterprise Partnership

Youth Board Meeting

Held on 17th August 2020 at 20:00 via Teams

Attended:

Joe Toward (Chair), Maggie Chen (Deputy Chair), Connor Diskin, Yulanda Duff, Katie McConnell

Apologies:

Ryan Burke, Cameron Turpin

Item No.	Item	To be actioned by	By When
1.	<i>Welcome and apologies</i> Ryan Burke and Cameron Turpin send their apologies		
2.	<i>Minutes and actions from the last meeting</i> 2.1 The minutes of the 21 st July 2020 were agreed as a true and accurate record. 2.2 'Engagement Board' officially adopted by the LEP as the new name for the Youth Board		

	<p>2.3 Executive Summaries for Board members submitted to Marketing Cheshire, they will be added when the new site is launched in early Sept 20</p> <p>2.4 CT submitted a draft ToR for review, see agenda item 6.</p> <p>2.5 JT spoke with Ian Brooks regarding voting rights, see agenda item 4.</p> <p>2.6 JT and MC meeting with external youth groups, see agenda item 7.</p>		
3.	<p><i>Subcommittee debriefs</i></p> <p>3.1 CD updated on the Strategy Committee, highlighting the development of a Digital Infrastructure Plan (http://www.871candwep.co.uk/content/uploads/2020/07/7b-DIP-Interim-Report.pdf), which has set out the current digital infrastructure position for the sub-region, considering the digital infrastructure needs to support a “£50 billion economy” and the steps required to maximise digital connectivity to support economic growth. The Strategy Committee is also in the process of publishing a COVID Recovery Plan, see agenda item 4.3.</p> <p>3.2 KM updated on Enterprise Zone Committee, highlighting the increased focus on long-term projects and strategies with significant lead time. This is in response to limited short-term enterprise opportunities during this current climate. The EB may have limited capacity to advise on these projects, but will remain open to any new projects.</p>		
4.	<p><i>Update from Ian Brooks</i></p> <p>4.1 Establishing a new board Previously, a new board is set up with an executive member of the LEP attached to establish the Terms of Reference, scheduling, minutes etc. In the case of The EB, this responsibility fell to the members which has delayed the ability to operate effectively.</p> <p>4.2 Normal Procedure Circulate minutes 1 week before meeting Publish minutes within 5 working days Set meeting 6-12 months in advance, occurring monthly Send agenda and minutes to executive LEP member.</p> <p>4.3 Projects to engage</p> <ul style="list-style-type: none"> ● Recovery Plan: Andy Hulme of the Strategy Committee is creating a COVID Recovery Plan (to see early report: http://www.871candwep.co.uk/content/uploads/2020/07/6a-Mickledore-Report-Summary.pdf) and needs feedback from stakeholders, including The EB. ● The LEP has to submit a comprehensive spending review that sets the departments’ budget in the medium term (approx.. 3 years). Roy Newton is leading on its creation, 		

	<p>and deadline is 24th Sept. Consulting on the review will begin in Late August.</p> <ul style="list-style-type: none"> • For new projects, ask your sub-committees if there are any projects that we can offer support on. Ian advised we do leave a little capacity and not to over-promise. <p>4.4 Voting Ian Brooks advised very few decisions reach a vote, as a vote would only be implemented when an impasse is reached with members that cannot be resolved with discussion and consensus. In most cases, having parity in discussion should deliver the same effect, parity that The EB has been promised. If this is not the case and EB members do not feel listened to, please raise this concern to The EB Chair and we will work to resolve this issue.</p> <p>4.5 New members The plan is to expand the EB to 10 members. In order to fully represent the interests and local knowledge of the sub-region, efforts will be made to recruit members from East Cheshire, such as Wilmslow, Congleton and Macclesfield.</p>		
5.	<p><i>Meeting schedule</i></p> <p>New schedule is the 3rd Monday on every month. The next 6 months of meeting will be scheduled and held on Microsoft Teams until further notice.</p>		
6	<p><i>Terms of Reference review</i></p> <p>Thank you, Cameron Turpin, for sending through the draft of this document, see appendix A.</p> <p>Feedback:</p> <ul style="list-style-type: none"> - Needs to incorporate the LEPs vision on being healthiest, most sustainable, inclusive and growing economy in the UK. - Could CT add some procedural elements to the ToR: <p>Circulate minutes 1 week before meeting Publish minutes within 5 working days Set meeting 6-12 months in advance, occurring monthly Meeting occur 3rd Monday of the month</p>		
7.	<p><i>External engagement update</i></p> <ul style="list-style-type: none"> - Chester Zoo Youth Board: see MC meeting notes Appendix B - Warrington Youth Cabinet: see WYC meeting minutes Appendix C <p>In the short term, the priority will be shifted from prospective outreach to on working on projects within the LEP.</p>		

8.	<p><i>Next steps for the Board</i></p> <ul style="list-style-type: none"> - Each member to ask your sub-committee for project suggestions to take back to The EB - Meeting with Trevor Langton, Pledge Leader, on Tuesday 25th 17:00-18:00, please all attend - CT to update ToR and report to The EB - MC to send out meeting invites 		
9.	<p>A.O.B</p> <p>A big well done and thank you to Yulanda for volunteering to feature in a photoshoot, supporting Marketing Cheshire in their #simplepleasures campaign.</p>		