

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

**Performance and Investment Committee Meeting**

**Held on 23rd March 2022 at 1600 via Teams**

**In attendance:** Chris Hindley (Chair), Nichola Newton (Deputy), Ian Traynor**,** Rebecca Luck, Ian Brooks, Alex Thompson, Loren Jones, Catherine Walker

**Presenters:** Bill Carr, Gareth Boldsworth

**Apologies:** Peter Skates**, Stewart Brown, Joe Toward.**

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| **Item No.** | **ITEM** | | |
| 1. | **Welcome, Introductions and Apologies**  The Chair noted the apologies as above. | | |
| 2 | **Conflicts of Interest**  Declarations of interest: Nichola Newton and Chris Hindley for LGF Skills Item. | | |
| 3 | **Minutes and actions arising**  January: Minutes accepted as fair reflection of the meeting.  Single action below to be carried forward, with all other actions having now been closed.  February: Minutes accepted as fair reflection of the meeting.  All identified actions have been taken forward:   * MDC have now signed and returned their closure letter * CLGU have approved the project change requests * Q3 GBF return was submitted to BEIS, with no substantive feedback | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| To follow up on the re-forecasting exercises across LGF, and share with the board in due course, including for Pure Leapfrog. | RL | May |
| 4 | **Carpe Diem and Creative HUT, IOTA**  Bill Carr and Gareth Boldsworth led a presentation on IOTA, an LGF funded skills project. It was noted that the original application and business case was drafted with Carpe Diem as the primary lead, and with Creative HUT as a key delivery partner.  GB explained the specific offering of IOTA, and in particular the offering for each key audience (school/business etc.). Roll out experience days to re-engage children on STEM areas, teacher CPD, Creative HUT would need to develop the expertise to refine the proposition on the older age group (re-training, re-skilling on areas like coding etc.). In addition, GB noted the continuing challenge of overcrowding in delivering to the older age group, with other suppliers like Code Nation likely to be considered prior to the IOTA project etc. Creative HUT are recognised one of the best at coding for the younger demographic and are recognised as a lead in the UK for Lego Education. Creative HUT are also building an e-learning platform, to directly support curriculum delivery, and provide further provision to meet the “learners benefitting leading to a qualification” target.  GB and BC confirmed their continued commitment to the project and the financial match and investment that remains and noted that the match funding may exceed the originally contracted target.  ***Decision sought for a governance change on lead from Carpe Diem to Creative HUT: P&I Decision Approved, providing due process is followed.***  IB noted that the original £5m allocation of LGF skills grant from BEIS was given for the LEP to then allocate to specific projects, and therefore the ability to make this change was possible.  The documentation route will be:   * Offer letter closure Carpe Diem, * New offer letter to Creative HUT, * Documentation to demonstrate to transfer of assets from Carpe Diem to Creative HUT.   It was noted that Creative HUT should take the time to fully understand all of the T&Cs included in the offer letter, as need to be minded on the accountability of output delivery, and all of the implications in the offer letter if the output delivery is not satisfactorily met. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| To confirm the decision and initiate the associated documentation and due process for project transfer. | RL | April |
| 5 | **LGF Skills**  RL led a presentation on the LGF skills projects.  It was noted that many projects have struggled with output delivery for the last few years, but most notably in the business engagement area. An action plan has been requested from all of the LGF skills projects, which will include:   * A reforecasting of their remaining output delivery * An updated risk register, to reference the delivery phase of the projects, rather than the establish phase. * A new approach to activity/milestone tracking, to ensure that projects are making the most of the LEP’s networks and ability to refer with the Growth Hub and the Pledge etc.   A mini campaign is underway to further support the LGF skills projects and is being worked up for July.  This will include videography being captured next week (Tuesday 29th March) at an industry event for the Advanced Construction Training Project, and all 5 of the colleges collaborating on the project will be in attendance. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| To add into the project on a page templates the skills gap that the projects are looking to address. | RL | April |
| 6 | **LGF Evaluation Specification**  ***The Evaluation Specification was agreed by the committee.*** | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| To add in word count limits on the output delivery, to ensure that it is a manageable evaluation to digest. | RL | April |
| 7 | **Risk Management Strategy**  RL confirmed that the intended role for P&I was to own the risk strategy and its content, and to ensure the action plan is taken forward, which will include regular review of escalated risks and recommendations on their mitigations etc. While it was the intended role for F&A to provide assurance that the strategy as written was being followed, the roles and responsibilities were being discharged as intended, and that mitigations as captured were being delivered, and risk ratings were changing over time.  ***The role as captured for P&I was agreed.*** | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| Share risk management strategy and action plan as a separate file. | RL | ASAP |
| Ensure that the role is reflected in the updated TOR | RL | April |
| 8 | **AOB**  RL flagged that the delivery plan draft was shared with the LEP board at their last meeting, and two specific actions were identified connected to P&I:   * LGF evaluation * Review of role of performance and investment management, via the committee’s review of its terms of reference.   RL flagged that there is likely a continued delay in the Skills Bootcamp confirmation from DfE, as although the submission went in on the 14th February, and we had been indicated we would have a response by end of February, it is now believed that a response to the bid is likely to be Easter. It is believed that a grant will be allocated and would be between a minimum allocation of £1m and the submitted ~£2.2m.  AT made the board award that he had received an MP letter seeking an understanding of exposure of Russian and Belarusian interests connected to the LGF.  AT also made the board award that following on from the P&I’s decision regarding GBF, and the subsequent agenda items at F&A and the LEP board, conversations were continuing on the exact method of reallocation of the GBF funds to Blocks 22-24, while ensuring potential subsequent onward investment of the new capacity. | | |
| **ACTIONS** | **OWNER** | **BY WHEN** |
| Share the Delivery Plan Draft with the Committee | RL | ASAP |
| Review LGF investments for Russian and Belarusian interests, and add the item to the relevant risk registers | RL & IB | ASAP |
| AT and IB to continue to discuss accounting method for GBF. | AT & IB | ASAP |