



**Minutes of the Cheshire and Warrington Local Enterprise Partnership  
Performance and Investment Committee Meeting  
held on 18<sup>th</sup> September 2019 at 1.30**

**In attendance:** Ged Barlow (Chairman), Alex Thompson, Peter Skates, Chloe Taylor, Chris Hindley, Ian Brooks, Rachel Brosnahan.

**Apologies:** Stewart Brown, Lisa Harris, John Downes

Item No.	Item	To be Actioned by	By When
1.	Welcome, Introductions and Apologies – Stewart Brown, Lisa Harris, John Downes		
2	<p><b>Conflicts of Interest</b></p> <p>Conflicts of Interest – Due to the likely number of conflicts of interest expected to arise during the meeting, GB reiterated the Conflicts of Interest Policy. All those with conflicts would be asked to step out of the meeting during the discussion of that item so that the remaining members would be able to discuss the item freely without feeling any pressure by any member’s presence.</p> <p>The following conflicts of Interest were declared:            PS and AT declared an interest in the request to vary money between CEC sustainable transport schemes (within Item 8)            GB, CT, PS and AT all declared an interest in the Energy Fund (Item 9)            CH declared an Interest in the Skills Fund (Item 10)</p>		
3	<p><b>Minutes and actions from the last meeting:</b>            CH to be changed to CT under item 4.</p> <p>The minutes were agreed</p> <p>Actions:            RB explained that Philip Cox was reviewing committee memberships and a new Warrington Representative is expected to be appointed imminently.            GB emphasised the need for a Warrington Rep and WBC hadn’t had anyone representing them regularly for quite some time.</p> <p>No rural committee currently active. The LEP is looking to support the establishment of a new committee.</p> <p>AGM date circulated and promoted.</p> <p>A51 offer letter issued in draft. Waiting for finance tables to be completed by CWAC.</p>		
4	<b>Delivery Plan – Marketing update: Catherine Walker and Andy Devaney</b>		

	<p>CW talked through progress with different areas of marketing activity: Public affairs, business engagement, Place marketing, website development and brand development.</p> <p>Need for marketing to give the area an identity which is different to the LEP branding.</p> <p>Looking at developing a family of logos as the EZ, Growth Hub, LEP and Pledge branding all looks very different and isn't identifiable as part of one organisation.</p> <p>Investment Strategy needs to support the Local Industrial Strategy. A new member of staff to be appointed, will lead on the development of the investment strategy. The Investment strategy won't be published until after Brexit.</p> <p>The LEP needs a good understanding of external perceptions of the area in order to be able to shape a marketing strategy.</p> <p>The website should be redeveloped by the end of q4. It is currently delayed but looking at creating a website which could then be retrofitted with the new branding in due course.</p> <p>GB queried whether an off the shelf website package could be used and an intern used to populate. RB to follow up with CW.</p>	RB	End of September
5	<p><b>Delivery Plan Update</b></p> <p>RB ran through the delivery plan update.</p> <p>CRM system development to be recategorised as Red</p> <p>Work on the Crewe Hub EZ business case is substantially developed but on hold until the review of HS2 is complete.</p> <p>Business Growth Hub outputs to be reviewed and possibly reprofiled.</p>	KH	October
6	<p><b>ESIF Update</b></p> <p>£13.4m of funding to be committed. Small opportunity for applicants to the LGF Energy Fund to make an ERDF application.</p> <p>Applications expected for funding from all four priorities. After current call any remaining funds will be transferred into a central Reserve Fund.</p>		
7	<p><b>Mid-year Review</b></p> <p>Mid-year review meeting held on the 16<sup>th</sup> September. RB reported it was a positive meeting. BEIS congratulated the LEP on the wider LEP network work that has been done, with for instance the NP11 and on the LEP meeting profile for the last two years and exceeding profile last year, helping to spend the money carried forward from 15/16.</p> <p>They are keen to see progress made with the junior board and that the LEP chair is replaced in a timely manner to ensure a smooth handover.</p>		

	<p>Discussion about the LEP's role and involvement with the ESIF funds. Meeting to be held with the Growth Delivery Team.</p>		
8	<p><b>Programme Manage Update</b> RB ran through the Programme manager update.</p> <p>Moving money between projects means that £12m-14m should be spent by the end of Q2 putting the LEP on profile and in a strong position to go to the annual conversation meeting in December.</p> <p>Still significant slippage on some projects. £740k on just two projects since April. RB emphasised the need for profiles to be realistic not optimistic as it was getting increasingly difficult to manage the variations as the programme moved towards the end.</p> <p>Across all three authorities progress with the sustainable travel schemes has been disappointing. All three authorities have been asked to accelerate progress with their schemes as the funding is at risk of being lost.</p> <p>Committee agreed that funding between the CEC schemes could be varied, which will see LGF being used to 100% fund the Wilmslow scheme and the CEC contribution being transferred to the Crewe Scheme as this scheme is likely to be delayed due a need to Compulsory Purchase a small plot of land.</p> <p>Warrington West Station is complete, and the timetable has been confirmed which will see two trains run per house but can't open until December when the timetable will change.</p> <p>PS confirmed that good progress is being made with the Crewe High Speed Ready Heart scheme which will be made public in coming weeks.</p>		
9	<p><b>Energy Fund Call</b> RB gave a brief overview: 15 applications worth £9.1m received, so fund significantly oversubscribed. Business cases for shortlisted projects to be submitted by 24<sup>th</sup> November and considered by P&amp;I on the 14<sup>th</sup> November.</p> <p>It was agreed that the timetable for submission of business cases was realistic and that there should be no exceptions. Funding should then be provisionally allocated to the next project on the list if business cases are not received on time.</p> <p>GB, CT, PS and AT all left the room due to conflicts of interest.</p> <p>The recommendations were agreed with the exception that there should be two reserve projects invited to submit business cases.</p> <p>RB to write to all bidders.</p>	RB	25/9

10	<p><b>Skills Bid</b></p> <p>RB gave a brief overview: 7 bids received for the £20k call, 1 for the up to £250k and 5 for the £500k-£1m call.</p> <p>The applications were of a very mixed quality, so it was difficult to say exactly how much LGF had been requested, but it is thought to be about £5.4m.</p> <p>CH left the room due to a conflict of interest.</p> <p>The committee approved the recommendations and recommended that the bids not currently recommended for support should be worked up if possible. The committee further recommended there shouldn't be a new call as a consultation exercise was carried out prior to the call process but rather we should look at how any unallocated funding could be spent across the programme.</p> <p>Committee approved that the £25k for the Chef's whites Academy could come out of the £5m skills allocation.</p>		
11	<b>AOB</b>		