



WORCESTERSHIRE LEP BOARD MEETING

Thursday 24 November 2022

09:30 – 12:30

Venue: Ice Blue Marketing & Design Offices, 6 Church St, Kidderminster, DY10 2AD

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| 1. | Welcome, Apologies and Declarations of Interest | 09.30 |
| 2. | Minutes of Last Meeting, Matters Arising and Action List | |
| 3. | WLEP Board Chair and Vice Chair recruitment – Luke Willetts | 09.40 |
| 4. | WLEP Business Forum Series Feedback – Alex Price
(FOR INFORMATION) | 10:10 |
| 5. | Update from Finance, Audit & Risk (FAR) Committee
a) WLEP Finance Report (Q2 2022/23) – Steph Simcox
(FOR DECISION)
b) WLEP Risk Register – Luke Willetts
(FOR DECISION) | 10.30 |
| 6. | Overview of Ice Blue Marketing & Design – Jenny Long | 10:50 |
| 7. | Worcestershire Commercial Property Market – John Dillon
(FOR DISCUSSION AND DECISION) | 11:00 |
| | <p>Question: What role, if any, should the WLEP / public sector play in Worcestershire's commercial property market?</p> <p>Discussion to cover:</p> <ul style="list-style-type: none">• WLEP interventions to date• The Kiln case study• Commercial Property Report 2022• WLEP Commercial Property Forum update• Review of Local Plan employment land allocation | |
| 8. | Shrub Hill Quarter in Worcester (SHQW) – Penny Unwin
(FOR DECISION) | 12:10 |
| 9. | AOB and Future Meetings Schedule <ul style="list-style-type: none">• Investment Zones application – Gary Woodman• LGF and GBF Programme Dashboards – Luke Willetts | 12:25 |
| 10. | Close | 12.30 |



WELCOME AND APOLOGIES

PRESENT:

Julie Snell	(JS)	Interim Chair - Non-Executive Director of Hereford & Worcestershire Health & Care Trust
Gary Woodman	(GW)	Chief Executive, Worcestershire LEP
Cllr Simon Geraghty	(SiG)	Leader of WCC and Cabinet Member for Finance
Cllr Marc Bayliss	(MB)	Leader Worcester City Council (Representing Southern DCs)
Stuart Laverick	(SL)	Principal & Chief Executive, Heart of Worcestershire College
John Dillon	(JD)	Managing Director, GJS Dillon
Jane Britton	(JB)	Director of Communications & Participation University of Worcester
Cllr Karen May	(KM)	Leader of Bromsgrove District Council
Sue Jordan	(SJ)	Non-Executive Board Member
Jennifer Long	(JL)	Director, Ice Blue Marketing and Design
IN ATTENDANCE:		
Luke Willetts	(LW)	Deputy CEO, Worcestershire LEP
Ian Smith	(IS)	Assistant Director West Midlands and BEIS
Steph Simcox	(SS)	Head of Finance, Worcestershire County Council
Alex Brookes	(AB)	The Kiln, Worcester
Penny Unwin	(PU)	Worcestershire County Council
Alex Price	(AL)	Worcestershire Local Enterprise Partnership

APOLOGIES:

Carl Arntzen	(CA)	Managing Director, Worcester Bosch Group
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1.1. DECLARATIONS OF INTEREST

1.2. Conflicts of Interest Policy

1.2.1. Introduction

This policy exists to ensure that any conflicts of interest which may arise in the Worcestershire LEP's decision-making processes are managed and recorded properly. This protects the integrity of our decision-making processes, enables stakeholders to have confidence in our decision-making, and protects the reputation of the LEP and members of its boards.

The policy should be read alongside the Standards of Conduct Policy for Worcestershire LEP.

1.2.2. Scope

This policy applies to all members of LEP Decision Making Groups ('members') making investment decisions involving public money as identified in Figure 1 – WLEP Organisational Structure.

1.2.3. Definition

An "interest" may include employment, other appointments (including trusteeships, directorships, elected office), memberships (whether corporate or personal), investments, shareholdings, land and property, intellectual property, customer/client relationships, use of the LEP's services or anything else which could (or could be perceived to) impact on the member's ability to act independently.

This list is not exhaustive, and the presumption should be in favour of including anything which could conceivably be considered to be an interest, even if it is felt unlikely to arise.

1.2.4. Policy

The policy is in two parts:

- Maintaining a record of all interests
- Managing potential conflicts of interest

1.2.5. Maintaining a record of all interests

The LEP Executive will maintain a Register of Interests covering all Members and these will be renewed in January of each year.

Members are required to update their forms if any new interests arise during the year.

The LEP Executive will publish an up-to-date Declarations of Interests on the LEP website at www.wlep.co.uk/

WORCESTERSHIRE LEP BOARD MEETING

Friday 23rd September 2022

11:30 – 13:30

Faun Zoeller UK Ltd, Units 4/5 Colemeadow Rd, Moons Moat Industrial Estate,
Redditch, B98 9PB

PRESENT:

Julie Snell	(JS)	Interim Chair - Non-Executive Director of Hereford & Worcestershire Health & Care Trust
Gary Woodman	(GW)	Chief Executive, Worcestershire LEP
Cllr Simon Geraghty	(SiG)	Leader of WCC and Cabinet Member for Finance
Cllr Marc Bayliss	(MB)	Leader Worcester City Council (Representing Southern DCs)
Stuart Laverick	(SL)	Principal & Chief Executive, Heart of Worcestershire College
Carl Arntzen	(CA)	Managing Director, Worcester Bosch Group
John Dillon	(JD)	Managing Director, GJS Dillon
Jane Britton	(JB)	Director of Communications & Participation University of Worcester

IN ATTENDANCE:

Luke Willetts	(LW)	Deputy CEO, Worcestershire LEP
Ian Smith	(IS)	Assistant Director West Midlands and BEIS
Simon Hyde	(SH)	Faun Zoeller UK Ltd.
Cllr Matt Dormer	(MD)	Leader of Redditch District Council
Julie Dyer	(JD)	Heller UK
Robert Elliot	(RB)	Hereford & Worcestershire Chamber of Commerce
Judy Gibbs	(JG)	Worcestershire County Council
Jon Anderson	(JA)	Jon Anderson Associates
Ian Edwards	(IE)	Malvern Hills DC and Wychavon District Council

APOLOGIES:

Cllr Karen May	(KM)	Leader of Bromsgrove District Council
Steph Simcox	(SS)	Head of Finance, Worcestershire County Council
Sue Jordan	(SJ)	Non-Executive Board Member
Jennifer Long	(JL)	Director, Ice Blue Marketing and Design

<p>1.</p> <p>1.1</p> <p>1.2</p>	<p><u>Welcome and Apologies</u></p> <p>(Interim Chair) Julie welcomed the Board to her first LEP board meeting</p> <p>Apologies were received and noted from Cllr Karen May, Sue Jordan, Jenny Long and Steph Simcox.</p>	<p>ACTION</p>
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p><u>Declarations of Interest</u></p> <p>Chair asked the Board if there were any declarations of interest.</p> <p>None were raised.</p>	
<p>3.</p> <p>3.1</p>	<p><u>Minutes of WLEP Board Meeting on 29th July 2022.</u></p> <p>The previous meeting minutes were agreed as a correct record.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>Matters Arising and Action List from 29th July 2022 Meeting - Correspondence.</u></p> <p>Action list</p> <p>Matters Arising</p> <p>LW informed the board that he had contacted LEP Network who would later that day be issuing welcome letters acknowledging new Ministerial appointments, along with key messages seeking support for the LEP model. WLEP will follow up on these with our own correspondence to key Ministers outlining our areas of interest and potential opportunities for collaboration / support.</p>	<p>JS / LW</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Overview of FAUN Zoeller UK Ltd. – Simon Hyde (FOR INFORMATION).</u></p> <p>Simon welcomed the board to FAUN Zoeller UK premises in Redditch at their new CEC (Customer Experience Centre). Recently developed and showcased to the board their facilities on offer. There is use of Hydrogen fuel to drive their large vehicles was one of the new developments that the company were launching.</p> <p>SH updated the board on FZUK with presentation on latest forecast sales figures and growth plans, and activities.</p> <p>Chair asked how many employed locally which SH added a total of 43 but looking at more investment locally across the board.</p> <p>JD asked about how hydrogen fuel will be stored and transported. SH advised there will be incremental development of the supply chain, initially will be stored in fuel pods and is compressed which can be filled up within 15-20 minutes. As demand increases, skids and fuelling stations will need to be rolled out.</p>	

<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><u>People Dashboard – Gary Woodman.</u></p> <p>JG provided an overview to the board on latest people dashboard figures which is a presentation that goes to every Skills Board</p> <p>A discussion took place on positive trends around graduates and apprenticeship data moving in the right direction around increasing numbers and graduates returning to Worcestershire after their studies.</p> <p>MD asked if data was available to be provided on skills at a district level. JG advised some of the data is available and is provided to economic development teams at this level where available.</p>	<p>JG</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p><u>Skills Strategy and Programme Overview – Judy Gibbs (FOR DISCUSSION).</u></p> <p>Skills Strategy and Programme Overview – Judy Gibbs (FOR DISCUSSION).</p> <p>Judy provided the board with her presentation on the Worcestershire Skills Programme update.</p> <p>JG advised that 50% of jobs advertised are for skilled work requiring degree level qualifications with all roles now requiring qualifications at level 2</p> <p>Board members queried claimant levels versus vacancy figures and questioned the levels of claimants able to work.</p> <p>SG queried the different age profiles of claimants, asking questions around both young people and the over 50s . He asked about the thoughts around the UKs missing million . JG responded saying that in her opinion there were a number of contributing factors to these figures not least being Brexit, impact on family carers , long covid impact and early retirees. JG advised that the LEP tracks this activity , looking for trends and putting in interventions where able. WLEP meet regularly with DWP to discuss and look for solutions. JS commented on age levels in the NHS and concerns around the missing 1 million and how many had sought early retirement due to exhaustion. JS highlighted genuine age demographic concerns that were being seen in the NHS. The board agreed that were possible the needs of the Over 25 and over 50s labour market, and the focus around retraining, needed to be within the LEP skills strategy. The board agreed that the LSIP needs to capture this as part of its deep dive into the curriculum needs of employers.</p> <p>CA commented that the young population are not focused on careers for life , expecting to move around organisations to find the work life balance they seek. HE commented that they sought organisations who had greater focus on environmental sustainability In their search for employers.</p>	

7.7	SG highlighted that the work being done to drive forward skills in the county was welcome and it was important to continue to embed strategies to highlight opportunities to our residents and support them to upskill or reskill which in turn would drive Worcestershire's economy forward.	
7.8	Chair thanked Judy on her informative presentation and feedback.	
8.	<u>Local Skills Improvement Plan and QES Q3 – Robert Elliot, HWCC (FOR DISCUSSION).</u>	
8.1	RE provided an overview to the board on the Governments strategy around Local skills improvement plans (LSIP) LSIP development in Worcestershire had been contracted to Employer Representative bodies and had been won by the Chamber of Commerce	
8.2	RE explained the Chamber were now working on the delivery plan and had to submit by 3 rd October. The conclusion of the first phase of the LSIP will be to submit the initial report to the DfE by the end of May / beginning of June 2023.	
8.3	SG suggested Worcestershire should write to the new Education Minister outlining strong work underway within the county. RE agreed to take this action away.	
8.4	RE commented that the Chamber was working with surrounding counties on their LSIPs and would ensure alignment where possible.	
8.5	SH commented that the LSIP governance and wider LEP boards could benefit from having business leaders within all groups and suggested that areas needed a similar model to the Redditch Business Leaders .	
8.6	JS requested this to be brought back to the board but agreed diversity in the board would be beneficial .ACTION to bring back to board in 2023 at the appropriate point in the milestone plan of the LSIP given submission in June 2023.	JG/GW
9.	<u>Worcestershire Green Skills Strategy – Jon Anderson Associates (FOR DISCUSSION AND DECISION).</u>	
9.1	JA provided an overview to the board on Worcestershire Green Skills Strategy from presentation.	
9.2	Chair asked SG about WCC's ambition around green agenda. SG felt WCC are pioneering in a number of areas, including street lighting and active travel but added home heating is a huge issue overall. Waiting to see what national government are planning in this space going forward.	
9.3	JG added in conversation with Worcester Bosch with a DfE Bootcamp campaign.	
9.4	LW added that LEP have their annual scrutiny panel report next week and an update on energy strategy work has been requested which will pick up a number of these discussion points. OSPB report will be shared with the board later.	LW

9.5	CA posed a question to the board about Worcestershire's role in green agenda, do we want to be an early adopter or genuinely pioneering in this space?	JS / GW
9.6	Chair requested an action on this as a focus for further discussion on this matter.	
9.7	Chair thanked Jon on his informative presentation and feedback	
10.	<u>Update from FAR Committee.</u>	
10.1	a) WLEP Finance Report (Quarter 1 2022/23) – Luke Willetts (FOR DECISION)	
10.2	b) WLEP Risk Register – Luke Willetts (FOR DECISION)	
10.3	In Steph Simcox's absence, LW reported to the board that WLEP budget is forecasting a broadly breakeven position at end of Q1.	
10.4	Specialist advisors programme has now started following Board approval to augment local WGH offer. This started on 1 August and several advisors have been appointed and are working with businesses across the county on a range of topics.	
10.5	Risk register update was provided with key message being that there were now no net red risks following recent review at the FAR committee meeting.	
11.	<u>AOB.</u>	
11.1	IS flagged to board today's Government announcement on Investment Zones opportunity, and that it would be open to all areas, but would involve a very short EOI window...details to follow. No other AOB were raised	
12.	<u>Dates for 2022 –</u> 24th November 2022 9.30 – 12.30	

Matters Arising

1. LW to letter to Ministers welcoming them in post and highlight the work of the LEP and the partnership in Worcestershire, its track record of delivery and top priorities in the future
2. People Dashboard provision of data to Redditch at a District level has been achieved.
3. Local Skills Improvement Plan managed by the Chamber of Commerce will be brought back to the Board at the appropriate time.
4. Overview, Scrutiny and Performance Board was focused on the LEPs energy strategy – LW to report on outcome of the Committee following meeting on 29th September 2022
5. Further discussion on Worcestershire role in sustainability and Net Zero at a future Board.