

Enterprise M3 Joint Leaders Board

Notes of a meeting of the Joint Leaders Board held on 24 January 2019 at
Waverley Borough Council

Present:

Councillor Clive Sanders	Basingstoke & Deane Borough Council (Chair)
Mel Barrett	Basingstoke & Deane Borough Council
Andrea Rich	Basingstoke & Deane Borough Council (Minutes)
Dave Axam	Enterprise M3 Board Chair
Kathy Slack	Enterprise M3
Cllr Paul Spooner	Guildford Borough Council
James Whiteman	Guildford Borough Council
Cllr Keith Manns	Hampshire County Council
Stuart Jarvis	Hampshire County Council
Cllr David Neighbour	Hart District Council
Katie Bailey	Hart District Council
Daryl Phillips	Hart District Council
Cllr Nick Prescott	Runnymede Borough Council
Paul Turrell	Runnymede Borough Council
Cllr David Clifford	Rushmoor Borough Council
Karen Edwards	Rushmoor Borough Council
Julie Kelly	Rushmoor Borough Council
Cllr Colin Kemp	Surrey County Council
Kevin Lloyd	Surrey County Council
Roger Tetstall	Test Valley Borough Council
Cllr Phil North	Test Valley Borough Council
Cllr Julia Potts	Waverley Borough Council
Tom Horwood	Waverley Borough Council
Cllr Caroline Horrill	Winchester City Council
Chas Bradfield	Winchester City Council
Cllr Rob Humby	Winchester City Council
Cllr David Bittleston	Woking Borough Council
Douglas Spinks	Woking Borough Council

Apologies were submitted from:

Rachel Barker	Enterprise M3
Sally Agass	Enterprise M3
Cllr Matt Furniss	Guildford Borough Council
Cllr Roy Perry	Hampshire County Council
Cllr Barry Rickman	New Forest District Council
Cllr Michael Harris	New Forest District Council
Bob Jackson	New Forest District Council
Rachel Raynaud	Runnymede Borough Council
Paul Shackley	Rushmoor Borough Council
Cllr Tony Harman	Spelthorne Borough Council
Daniel Mouawad	Spelthorne Borough Council

Terry Collier
Ian Harvey
Joanna Killan
Laura Taylor

Spelthorne Borough Council
Spelthorne Borough Council
Surrey County council
Winchester City Council

1 Introductions and apologies for Absence

1.1 Cllr Sanders welcomed everyone to the meeting.

2 Welcome from Mel Barrett, Basingstoke and Deane Borough Council

2.1 Mel Barrett provided a presentation on the borough of Basingstoke and Deane which focused on: long term planning; partnerships; retaining and attracting residents; and bold leadership. The presentation will be distributed to the Joint Leaders' Board after the meeting.

3 Minutes of the Last Meeting

3.1 The minutes of the meeting held on 22 November 2018 were amended and approved.

4 Review of Terms of Reference of Joint Leaders' Board

4.1 Reflection of diversity requirements in nominations to main board

4.1.1 In July 2018 government announced its aim to improve the gender balance and representation of LEP boards by ensuring that women comprise at least one third of membership by 2020 – rising to 50% in 2023. The Joint Leaders' Board raised the question of gender and diversity balance within the Joint Leaders Board at its meeting on 24 November 2018 where it was agreed to set up a small Diversity Working Group, comprising Tim Jackson (M3 LEP Board Member and diversity champion), Councillor Sanders, Councillor Phil North, to review this going forward.

4.1.2 The Diversity Working Group produced a paper for the Joint Leaders' Board which proposed that the Borough/District representative should continue to be "Leaders" and Deputies and as a consequence of their being only two female Leaders in the EM3 LEP area, that the District/Boroughs should do whatever they can to ensure that through succession of board representation, that positive action takes place to represent the district/boroughs in a more gender balanced way than currently. It is proposed that because the County Councils are not represented by their Council Leader, that the County Councils should work to ensure by agreement between them, that wherever possible they seek to nominate members of Cabinet to assist the County/District Borough being represented as 50:50 male: female by 2023 and ideally well before then.

4.1.3 The Joint Leaders' Board considered this as a statement of intent and as such endorsed the proposal of the Diversity Working Group.

4.2 General Review of Terms of Reference

- 4.2.1 The Joint Leaders' Board referred to the proposed revised Terms of Reference which had been produced with track changes for ease of reference. The Joint Leaders' Board agreed to adopt the revised Terms of Reference subject to one change in that New Forest District Council be removed from membership of the JLB which will be effective from April 2019. There will be a transition period up until 2021 of Incorporation being in place and until this time the JLB will invite New Forest District Council to attend as guests. Councillor Sanders is to work alongside the Leader and Chief Executive to ensure it marries up with the Memorandum and Articles and defer to a subsequent JLB meeting if modifications are required to be made.
- 4.2.2 The Joint Leaders' Board referred to support arrangements referred to in 6.1 of the report, in that each individual council picks up costs of accommodation for meetings of the Joint Leaders Board and it will continue to be administered in this way.

5 Subject Proposals for Scrutiny

- 5.1 The Joint Leaders' Board referred to a tabled list of potential items for the scrutiny process under the three main headings of Governance; Delivery and Strategy. The Joint Leaders' Board agreed these potential items would make the EM3 LEP in good shape for the Annual Conversation by giving assurance to the government and general public money is being properly spent and managed. In particular it considered Delivery to be a focus in order to improve our score from last year from good to exceptional. It was agreed that areas of examination/compliance under the three subject areas be submitted to Councillor Sanders so that a paper can be produced. Additional secretarial support is required for the administration of Scrutiny and the Joint Leaders' Board requested a Chief Executive to volunteer to help administer this to ensure all the correct paperwork was in place to carry it out effectively. Hampshire County Council and Surrey County Council agreed to assist with the Administration of Scrutiny.
- 5.2 The Joint Leaders Board agreed that at least one item is scrutinised annually and before the Annual Performance Review of the LEP which will take place in December/Jan 2019/20. Therefore, it was suggested at least one Scrutiny meeting take place in September to allow good time to carry this out prior to APR . JLB noted that there may be two meetings a year going forward. It was noted that this does not prohibit individual councils undertaking their own scrutiny, although it was hoped that the JLB scrutiny would be sufficient.
- 5.3 There were questions asked about areas for scrutiny and it was suggested contact is made with the House of Commons Select Committee for guidance/a template on how scrutiny is undertaken. It was felt likely that Government would advise that focus is down to local discretion. Kathy Slack explained that the intention is that the Scrutiny function is carried out by elected Members and not Chief Executives. Tom Horwood and Laura Taylor have

benchmarked scrutiny areas with other LEPs and drawn up areas for focus as set out in the paper from what others are doing.

6 Nominations to main board and working groups

- 6.1 The JLB agreed the nomination of Cllr Paul Spooner to the Enterprise M3 Board for a second term.
- 6.2 The JLB deferred to the next meeting, nominations for a Surrey representative from either county or district (deputy leader or leader) to join the EM3 Programme Management Committee (PMG). The JLB requested circulation of nominations in advance of the next meeting.

7 LEP Annual Performance Review

- 7.1 Dave Axam provided an update of the outcomes of our LEP Annual Performance Review received in January 2019, within the three key areas of Governance, Strategy and Delivery. We are one of four top performing LEPs in the country and are striving for three exceptional ratings in our next annual performance review. Dave provided the following feedback back within each key areas:
 - 7.1.1 Governance: rating last year exceptional - we have demonstrated increased governance by our ability to measure against compliance. We would have liked better challenge/scrutiny over the year and are hopeful to maintain exceptional.
 - 7.1.2 Delivery: rating last year good – last year all allocated funding had not been spent within the year, this year forecast spend is 99% and we are keen to push this rating up to exceptional. The focus is on: spend; activity; and outcomes, again we felt a lack of challenge
 - 7.1.3 Strategy: rating last year exceptional – we are in a positive position, re-working the Strategic Economic Plan to show correlation with the Local Industrial Strategy. Again there was very little challenge on this and we are doing things that others are not to push out to other areas.

8 EM3 Update Including Incorporation

- 8.1 Kathy Slack provided an update on Incorporation further to the meeting of 29 November 2018 Board where it was agreed that the proposed Enterprise M3 structure should be a Company limited by Guarantee with the purpose to be a decision-making company only.
- 8.2 Government have agreed and clarified agreement on revised boundaries – All of Test Valley, Winchester and East Hants district will be part of EM3, New Forest will form part of Solent, the LEP is working with the new areas already. A pragmatic approach with the prospectus opening up to new areas. In comparison with other areas, twelve LEPs are not yet incorporated so we are in a good place.

- 8.3 The JLB agreed to consider the impact of incorporation on their terms of reference once the EM3 Board have considered and agreed the Memorandum and Articles.
- 8.4 Discussions are taking place with all EM3 groupings to ensure diversity is part of all sub groups.
- 8.5 Planning for Brexit - a programme is being put together to ensure businesses are aware of all the things they might have to do. A toolkit is being launched on government guidance and clinics are being launched to support businesses with a plan. The LEP is working closely with other organisations on preparing/considerations of Brexit, particularly the transport element.
- 8.6 Meeting with VVIP is going ahead with LEP chairs the following Thursday where they will be looking at issues to discuss – Dave Axam will be providing a briefing on the Local Industrial Strategy.
- 8.7 The Director's report has been published for January <https://www.enterprisem3.org.uk/document/board-meeting-31-january-2019>. Kathy Slack provided key highlights to the JLB.
- 8.8 A budget presentation will be provided to the next Joint Leaders Board.
- 8.9 Recruitment – Rob Dunford has joined as Assistant Director on Business Delivery. Sally Agass will be retained until April 2019, Jeannie Satchell is providing maternity cover for Sarah Carter.
- 8.10 The capital prospectus is published and expressions of interest are coming in targeted around Strategic Economic Plan areas. There has been lots of interest in the prospectus and a pipeline of possible projects is to be built up, to enable government to see we are in a good position. The LEP is actively talking to the business community to encourage the submission of bids and it encouraged the JLB to look at the prospectus to assist in building up the pipeline of projects.
- 8.11 The Careers and Enterprise engagement programme – this is being tweeted and shared with businesses to seek their engagement. The JLB is encouraged to support and re-tweet. @enterprisem3ean
- 8.12 The EM3 case study for District Council's Network was distributed to the JLB and noted. Tom Horwood has passed this to the District Council's Network to use as a case study.

9 Preparation for Local Industrial Strategy

- 9.1 Kevin Lloyd provided a presentation on preparation for the Local Industry which will be circulated after the meeting. The JLB welcomed the presentation and agreed with the proposed way ahead. It was agreed that future JLB agenda items would be based around the LIS elements.

10 **Any Other Business**

- 10.1 Tom Horwood has been looking at governance with a view to outlining items for an agenda going forward – i.e. housing and transport. The JLB agreed that further discussion was required on the order of the agenda going forward.

11 **Dates of Future Meetings**

- 11.1 The dates of future meetings were distributed and noted and venues for 20 March agreed at Guildford and 15 May agreed at East Hants – Whitehill and Borden.