



Membership

Name of Member	Organisation	Attendance
Claire Alexander (CA)	SWLEP	✓
Paddy Bradley (PB)	SWLEP CEO	✓
Phil Clement (PC)	SWLEP	✓ - left at 3.50pm
Dragana Houston (DH)	SWLEP	
Alison North (AN)	SWLEP Director	✓
Debby Skellern (DS)	SWLEP	✓
Chris Stevens (CS)	SWLEP	✓
Prof Ian White (IW)	SWLEP Director	✓

Guest(s)	
Chair	Alison North (AN)
Minutes	Deborah House (DKH)
Venue	Via video / teleconference call
Start time	2.30pm
Finish Time	4.30pm

1.0	Welcome and Introductions	Date
	The meeting opened at 2.32pm. The Chair welcomed attendees to the inaugural meeting of the Business Environment Subgroup.	
2.0	Roles and responsibilities	
	PB outlined the background for the meeting. One of the foundations of the Local Industrial Strategy (LIS) was productivity; and the LIS would be evolving into the Plan for Growth after the change to Government focus. SWLEP directly delivers some of the activity within the Growth Hub programmes and would be directly delivering the Business Cyber Centre. The role of the Subgroup was to monitor the delivery of the projects to keep SWLEP on track. CA would be the key link from the Executive Team for this Subgroup. Any confidential information which was not for the public domain would be discussed in Part Two of the Board Meetings and not before any business representatives to this group.	



DS spoke to the meeting about governance of the Subgroup. An overarching structure was already in place within which Subgroups could operate so there was consistency of framework. Each Subgroup then had the opportunity to draft its own specific Terms of Reference as an Annex to the main document.

There was debate about the role of the Subgroup and the difference between it and the Infrastructure, Ideas and Place Subgroup was discussed, recognising that there would be several cross-cutting themes such as innovation and skills. The groups would push each other, and it was anticipated that groups would make guest attendance at each other's Subgroup if there were collaborative topics. Part of the process would be the interaction between all groups.

The presentation can be accessed by using the following link:

https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/business-environment-subgroup---main-meeting/be-role-and-responsibilities-280621.pdf?sfvrsn=28131097_4

The Terms of Reference included project oversight and monitoring for the Growth Hub and the Business Cyber Centre. It was suggested that there be three businesses on each Subgroup and their identification was discussed. Using a targeted approach of specific people within organisations it was hoped to attract people from varied organisations with the appropriate experience. The question was raised as to their role in the group and what the benefit to them would be. It was essential that there were minimal conflicts of interest within the group and that any were declared in the usual manner. If external businesses were attending, the meeting would be split so that commercially sensitive information could be discussed in a private session.

The question was raised about how other LEPs formed their Subgroups/equivalent groups and what was best practice. PB had looked at other LEPs, some of which had been better than SWLEP at sector specific groups. It was not a route SWLEP had chosen. The role of LEPs was changing and SWLEP had an opportunity to set up an effective model. The Growing Places Infrastructure Fund (GPIF) was a good example of an effective Working Group comprising Board Directors and external people with experience in venture capital and banking.

SWLEP had received £3.7m in capital grant from the Getting Building Fund to mobilise the building for the Business Cyber Centre. The Business Development Manager, Tom Marshall, was newly appointed. The Subgroup would recommend changes to the Board as proposed by the BCC Project Steering Group. These changes are expected to be limited to scope as budget and timings are not negotiable with BEIS.

The question was raised on what the Subgroup would actually be measuring. There were KPIs in the business plan related to activity which came under the oversight of this group. The appendix to the ToR, which covers a more detailed list of group responsibilities, would be kept under review as the group developed its approach.



	<p>This included a continuing focus on what the group sees as critical success factors to measure, so enabling the group to bring additional value to the SWLEP processes.</p> <p>Action: AN and DS to have offline conversation to reword the ToR.</p> <p>Action: DS to reflect discussions into the Terms of Reference document and recirculate ahead of the next meeting.</p> <p>AN was appointed Chair and IW the Deputy Chair of this Subgroup.</p>	<p>July 2021</p> <p>Aug 2021</p>
3.0	Local Industrial Strategy, the Plan for Growth and the LEP Review	
	<p>DS presented to the meeting outlining the SWLEP's strategic priorities and the Business Action Plan for 2021-22. The presentation can be viewed by following the link:</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/business-development/business-environment-subgroup---main-meeting/be-lis-and-business-action-plan-2021-2022.pdf?sfvrsn=cf113fcc_4</p> <p>The process of the LEP Review would take place over the summer months. The SWLEP Chair was on the LEP Network's Objectives & Functionality Working Group; DS on Accountability Working Group and PB on Finance and Implementation. Technically this was the last one to take place because it had to pull everything together from the other Working Groups. The aim had been to issue the LEP Review document before summer recess, which ministers would then approve in September, and it would be mentioned in the Spending Review in November for implementation in April 2022. PB thought it unlikely there would be a report before the summer recess as civil servants were being stretched and as yet interaction with Ministers had been low.</p> <p>The SWLEP Governance Group would take the LEP Review document and weave it into SWLEP's Governance Framework.</p>	
4.0	Items for the next meeting	
	<p>The Growth Hub is funded annually by BEIS and is currently one year into a three-year contract sponsored by MHCLG. Government funding thereafter may be uncertain, so SWLEP had to find a sustainable way to operate.</p> <p>Action: This to be discussed at the September meeting.</p>	Sept 2021
5.0	AOB	
	<p>Business Cyber Centre</p> <p>The Business Cyber Centre project was moving quickly, and some information may have to be dealt with outside the normal meeting frequency of the Subgroup. This would be dealt with ex-committee via email.</p>	



	<p>Highlight reports for the Business Cyber Centre and the Growth Hub, using the established RAG rating system as part of the ongoing Board reporting, would ideally, subject to timings of meetings, be prepared and reviewed by this Subgroup.</p> <p>Means of Communication The use of Teams as a channel to enhance the communication between meetings was discussed.</p>	
	<p>Date and time of next meeting</p>	
	<p>Next meeting: No meeting scheduled in August.</p> <p>Future Dates for 2021: September meeting still to be confirmed Tuesday, 9 November – 3pm-5pm</p>	
	<p>Meeting closed at 4.10pm</p>	