

Minutes of the Cheshire and Warrington Local Enterprise Partnership Performance and Investment Committee Meeting held on 23rd September at 1.30 via Teams

In attendance: Chris Hindley (Chairman), Sean Traynor, Paul Goodwin, Peter Skates (part), Stewart

Brown, Joe Toward (part), Gemma Davies (part) Rachel Laver

Apologies: Nichola Newton, Ian Brooks, Alex Thompson

Presentations on AMET centres – Nichola Newton and Michelle Seeley

Item	Item	To be	By When
No.		Actioned	
1	Wolsoma Introductions and Analogies	by	
1.	Welcome, Introductions and Apologies		
	Apologies from IB and AT. NN only able to stay for the beginning of the		
	meeting and GD had to leave after first hour.		
	meeting and GD had to leave after hist hour.		
	Due to the Corona Virus meeting held via Teams		
2	Conflicts of Interest		
	CH asked for any conflicts to be declared.		
	Declarations of interest: CH Declared an interest in item 6, the allocation of		
	skills funding. PS and PG declared an interest in the Northwest Crewe		
	cycling scheme		
3	Minutes and actions from the last meeting:		
	RL Stated that she had still not received any claims from the Computers for		
	Schools projects and had struggled to get a response. RL to follow up again	RL	Sept
	Revised information received from CCSW. The project is now making great		
	progress and while not all of the funding is expected to be spent by the		
	end of the quarter due to supply issues it is expected to be financially		
	complete by the end of October .		
	ST recognized the issues with the reporting on Ellesmore Port One Public		
	ST recognised the issues with the reporting on Ellesmere Port One Public		
	Estate which are in the process of being resolved. Project discussed in		
	more detail later in the meeting .		
	RL confirmed that she had asked the outputs to be reforecast every year		
	on the monthly reports as BEIS require profiles to be updated annually in		
	the quarter report and rate the LEPs against their achievement of outputs		
	v forecasts.		
	Violecasts.		

	-		
	AT had signed and returned the quarterly report to RL.		
	CH updated the committee on the work that he had asked the Engagement Board to do . He had suggested they look at how to engage young people in the programmes that the LEP runs, with a special focus on the Accelerate programme .	RL	Sept
	RL Noted the typos and would send a revised set of minutes for uploading onto the website		
	Minutes approved.		
4	Update on WVR project		
	NN and Michele Seeley gave an update on the WVR projects. NN Stated that what had been agreed at the last committee meeting transpired not to be possible as it was in contravention of the college's financial regulations.		
	Winsford campus on track to complete before Christmas. Warrington campus to be financially complete by the 5th of February . NN stated that the AMET project was always a two-phase project and phase 2 won't fully complete until 2022.		
	The college has recently received some bids which they have assessed, and they are currently in the 10-day standstill period. All bidders have given outline dates for delivery which are acceptable. Invoices will be submitted before January. Purchase order expected to be issued 5th of October. End of January for receipt of kit. The value of kit subject to the standstill period is £158k.		
	NN stated that both the AMET centre and digital skills in construction projects would be able to claim all the funding by early February as per the revised milestones sent to RL.		
	E&S Board has agreed the revised milestones and given each of the skills projects a mentor to keep an eye on progress and spend.		
	RL explained that there were other projects that could spend the money and achieve additional outputs, but they would need notice, should there be an issue with any projects in the programme.	E&S/RL	Oct
	The committee requested that the E&S board provide details of what plan B is to spend money if projects continued to experience delays and recommended that there was a cut off of the end of October for any further delays with the AMET projects.	RL	Sept
	RL to reissue offer letter for Digital Skills in Construction once IB is back from leave.		

	NN and MS left the meeting.		
5	Skills allocation		
	Due to the conflict of interest CH left the meeting and waited in the virtual lobby. PS stepped in to temporarily chair the meeting.		
	SW presented a paper which looked at allocating the remaining skills funding which is available because of the funding offer being withdrawn from Blue Beck who felt given the current economic climate, they couldn't deliver their project.		
	Four out of the 13 skills projects initially approved delivered rapidly and claimed the full gran . However , when the applications were first made, no one had any idea that the country was about to be hit by a pandemic . It is suggested that £30k is made available for these four projects to bid into to improve their online offer .		
	£27,800 is recommended to be spent on extending the scope of the Widening Access project . This would help address coverage in Macclesfield and engages with Macclesfield college.		
	£45k is recommended to be allocated to help prevent NEETS-learners leaving year 11 and year 13 . This project would be aimed at 16yr olds plus.		
	It was confirmed that the £30k will be subject to a bidding process and that value for money will be taken into consideration. Also confirmed its 13 projects not 15 projects as stated in the paper. Unlikely to be a challenge from project #5 as only four projects had spent on time and budget so a challenge would be difficult . Allocation agreed. SW to issue a call, in consultation with RL.	SW/RL	Oct
	The committee ratified the recommendation for an additional £27,800 to be allocated to CCSW to cover Macclesfield. RL to issue a revised offer letter.	RL	Oct
	SB Stated that he was committed to the project I confirmed it was needed. GD need to see how many working with NEETS and colleges.		
	RL explained that the meeting wasn't quorate as CH had to declare an interest as would have NN if she was present. The TORs state that there should be at least one board member present. Taking advice from PG in his capacity of section 151 officer it was agreed that another board member will be asked to review the decisions/ratifications. It was confirmed that the need for a third board member for P&I had been raised. RL to follow up.	RL	Oct
	PS and GD left the meeting. CH rejoined.		

6	Marketing update		
	Nicola Said ran through the marketing update:		
	Tourism action zone on hold due to Covid.		
	Chester specific approach to marketing helps the rest of the region as they		
	feel the plan isn't dominated by Chester.		
	Looking at the use of virtual conferences . WBC is keen on having a nuclear conference.		
	The new website is now due to go live in October and it brings together all the component parts of the LEP onto one platform .		
	Place marketing strategy has been drafted . NS to send a copy.	NS	Oct
	NS felt it was difficult to focus on sustainable travel this year. There was some debate about, as it's felt now could be a really good time to promote it but appreciate the use of trains and buses cannot be promoted at this time .		
	Marketing Cheshire has actively been promoting the support that the region has received from government and the help that the Growth Hub and the LEP can provide. The profile of the LEP in the business community has improved during this time and relationships have been strengthened.		
	The corporate branding is still being considered. ST thought now is a good time to promote a greener Cheshire and Warrington.		
7	Programmes update		
	UOC has made great progress with the project but there are still issues around the acquisition of the van due to dealerships being closed for a period. RL to confirm with UOC what the latest timescales are .	RL	Oct
	NW Crewe – RL explained the issues with the land required from Bentley . CEC have secured funding to do a much bigger northwest crew transport scheme which has already spent £5m. it was agreed that CEC would submit a business case covering the North West Crewe scheme including the sustainable transport scheme which would enable the council to claim all the grant for the sustainable transport scheme this year. RL to follow up	RL	Oct
	with the council.		
	Ellesmere Port OPE - Mitigation measures have been taken to try and adjust for the delays caused by the issues with sewers. The area for the main building works has been freed up with an anticipated start on site date of mid-October. It was agreed to widen the scope of this project to include the Coronation Rd and library works to help reduce the risk of the grant not being fully spent by the end of March. The council will need to		

	complete a revised business case incorporating these elements in order to be able to claim the funding associated with them. It was also agreed but the project would move to monthly grant claims to give better visibility of		
	progress and to be able to demonstrate progress to BEIS. RL to follow up.	RL	Oct
	Winsford industrial estate is behind profile unable to get the updated figures due to leave . ST Was able to help unlock a delay so the contractor is on site . RL to get update on profile spend .		
	LGF Finance - Programme is currently behind profile due to significant slippage on key projects. It is expected a large proportion of the remaining skills money is spent/claimed this quarter with the majority of the remaining expected to be spent by the end of December.		
	There have been issues with some of the energy projects which have been discussed at the committee before and these largely appear to be fine now, with delivery in full swing on all of the energy projects. The BEEP project has actually fully committed its full grant now and subject to agreement will be able to draw it down in full this quarter.		
8	Risk Register		
	RL ran through the corporate and programme risk registers. RL drew attention to the delivery risks associated with the Accelerate programme. The programme has a target to engage 6000 learners but has only engaged 100 so far. Acting Cheshire has been engaged to get people on the courses. Committee agreed to ask for a separate update on the Accelerate programme at the next meeting. RL to arrange.	RL	Oct
	JT and CH to follow up with how Engagement Board can help.	JT/CH	Oct
9	Evergreen Fund RL reported that new guidance had been issued which would make investing slightly easier as the loan applicant doesn't need to be an SME. RL encouraged the committee to promote the fund which still has the original £20m of ERDF to invest, although the pipeline is beginning to firm up with the first deal expected before the end of the year.	ALL	ongoing
10	Local Assurance Framework		
	RL gave an overview of the main changes to the document and will circulate a link for review by the committee members. PG pointed out the need to change the name of the documents as it is now designed to be a		
	generic document covering all of the activity of the LEP,	RL	Sept
9	AOB – Next meeting date to be changed. RL to send out doodle poll to see whether the week before or week after is better.	RL	Sept