

**TEES VALLEY COMBINED AUTHORITY  
LOCAL ENTERPRISE PARTNERSHIP**

**Cavendish House, Stockton-On-Tees, TS17 6QY**

**Monday 25<sup>th</sup> February 2019 at 5:00pm**

**MEETING**

**ATTENDEES**

**Members**

Paul Booth	Chair, Local Enterprise Partnership
David Soley	Vice-Chair, Local Enterprise Partnership
Cllr Christopher Akers- Belcher	Leader, Hartlepool Borough Council
Professor Paul Croney	VC, Teesside University
Brenda McLeish	Chief Executive Officer, Learning Curve Group
Alby Pattison	MD, Hart Biologicals
Nigel Perry	CEO, Centre for Process Innovation
Graham Robb	Senior Partner, Recognition PR
Mark South	COO, DoubleEleven
Annabel Turpin	Chief Executive and Artistic Director, ARC

**Officers**

Julie Gilhespie	CEO TVCA
Geraldine Brown	Strategy, Policy & Intelligence Manager TVCA
Shona Duncan	Head of Education, Employment & Skills TVCA
Neal Smith	Head of Communications & Marketing TVCA
Louise Etherington	Policy Officer TVCA

**Apologies for absence**

Angela Howey	Head of Consumer, EE
Darren Hankey	Principal, Hartlepool College of Further Education
Siobhan McArdle	CEO, South Tees Hospitals NHS Foundation Trust
Mike Matthews	TVCA LEP
James Ramsbotham	CEO, North East Chamber of Commerce
Cllr Sue Jeffrey	Leader, Redcar & Cleveland Borough Council

1.	<p><b>CHAIRS WELCOME &amp; APOLOGIES</b></p> <p>The Chair opened the meeting and requested apologies for absence, which are listed above.</p>	
2.	<p><b>NOTES OF PREVIOUS MEETING &amp; MATTERS ARISING</b></p> <p>The meeting notes of previous meeting were agreed.</p> <p>Matters arising</p> <ul style="list-style-type: none"> <li>• Future meetings of Informal Cabinet will include a discussion item following formal business. The next meeting is 01.03.19 and the discussion item will focus on the Local Industrial Strategy</li> <li>• Forward Plan detailing future items for the LEP meeting will be circulated to allow LEP members to input into and shape the work of the LEP</li> </ul> <p><b>Action Point:</b></p> <ul style="list-style-type: none"> <li>• <b>Forward Plan to be circulated to LEP members</b></li> </ul>	
3.	<p><b>LEP Review – Action Plan Implementation</b></p> <p>Geraldine Brown (TVCA Strategy, Policy &amp; Intelligence Manger) provided an update on the progress made towards implementing the points outlined in the LEP Review action plan.</p> <p>Progress was noted and approval given on: -</p> <ul style="list-style-type: none"> <li>• Proposed changes to the constitution (LEP agreement for Cabinet approval)</li> <li>• Process for recruiting LEP chair</li> <li>• Portfolio roles and LEP members areas of interest to be published on TVCA website (subject to agreement by individual members in discussion with the Chair)</li> </ul> <p>Discussion took place on: -</p> <ul style="list-style-type: none"> <li>• Governance requirements - the direction of travel for the group is to become more inclusive and diverse, extending wider than just gender. Membership will be reviewed when the term of office for existing members comes to an end in May 2019.</li> <li>• LEP SME representatives – it was agreed that multiple representatives would be identified due to the diversity of the sector.</li> <li>• Overview &amp; Scrutiny Committee (O&amp;SC): Discussion took regarding the LEP Chairs attendance at O&amp;SC. The group was advised that the findings from the O&amp;SC review of diversity would be tabled at Cabinet in March 2019.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>LEP Chairs attendance/input at O&amp;S Committee to be confirmed</b></li> <li>• <b>Proposed SME reps to confirm their agreement and website to be updated to reflect agreement.</b></li> <li>• <b>Individual discussions to take place with proposed portfolio/themed leads to confirm the scope of the role. Website to be updated accordingly.</b></li> </ul>	

4.	<p><b>Education, Employment &amp; Skills Employer Engagement Workstream</b></p> <p>Shona Duncan (TVCA Head of Education, Employment &amp; Skills) updated the group on the role/purpose of the Employer Engagement Workstream. The group discussed how best to engage with businesses. This included links to the Business Engagement Forum, filling the skills gap and future information requirements</p> <p>A sector approach was suggested to better understand future skills requirements. MS advised the meeting that a mapping exercise to identify skills requirements in the digital sector was to be undertaken. AT stressed the importance of transferrable skills and the development of such skills.</p> <p>Discussion took place in relation to the role of Opportunity North East and the need to avoid duplication of work. Members were informed of the number of schools in the Tees Valley which were working with Opportunity North East. The group requested additional information on Opportunity North East.</p> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>• <b>Opportunity North East briefing paper to be provided to all members giving an overview of its role and current projects</b></li> </ul>	
5.	<p><b>Local Industrial Strategy (LIS) Update</b></p> <p>Geraldine Brown (TVCA Strategy, Policy &amp; Intelligence Manager) updated the meeting on the progress of the LIS development, including the evidence base analysis, additional research requirements, stakeholder consultation and policy challenges.</p> <p>Group members praised the Economic Assessment update document.</p> <p>BM commented on private sector provider information being missing from the Education, Employment &amp; Skills section of the Economic Assessment.</p> <p>PB commented on the focus of the LIS is growth and productivity, however noted that an increase in productivity can lead to a reduction in job numbers. There will be a need to ensure that the Tees Valley approach considers the need for job creation.</p> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>• <b>Economic Assessment to be updated with Education Employment &amp; Skills private sector provider information</b></li> </ul>	
6.	<p><b>NP11 Feedback</b></p> <p>David Soley updated the group on the NP11 meeting held 07.02.19. DS advised the group of other operational northern partnership arrangements and suggested NP11 role should be that of an umbrella organisation.</p> <p><b>Action Points</b></p> <ul style="list-style-type: none"> <li>• <b>TVCA and Humber Energy Paper to be circulated to LEP members</b></li> <li>• <b>Nicola Hedlam (Government rep on NP11) to be invited to a future LEP meeting</b></li> </ul>	

7.	<b>ANY OTHER BUSINESS</b>  No items tabled.	
	<b>DATE OF THE NEXT MEETING</b>  25 <sup>th</sup> March 2019 at 5pm	

**Minutes agreed as a true record**

Paul Booth: .....

Date: .....