

Paper 2 GLLEP Directors Meeting 12 May 2015

Minutes of a meeting of the board of directors of **GREATER LINCOLNSHIRE LEP LIMITED** (Company Number 09223395) held at Cofely, Origin One, Europarc, Grimsby, DN37 9TZ on Tuesday 12th May 2015 at 10:00hrs

PRESENT:	NAME	POSITION
	Ursula Lidbetter	LEP Director (Chair)
	David Dexter	LEP Director (Deputy Chair)
	Neil Corner	LEP Director
	Professor Mary Stuart	LEP Director
	Andy Orrey	LEP Director
	Richard Wills	LEP Director
	Cllr Davie	LEP Director
	Cllr Redfern	LEP Director
	Cllr Oxby	LEP Director
	Dr Tony Hill	LEP Director
	Cllr Doreen Stephenson	LEP Director
IN ATTENDANCE:	NAME	POSITION
	Ruth Carver (RC)	LEP Secretariat
	<i>Pete Holmes</i>	BIS Observer
APOLOGIES FOR ABSENCE RECEIVED FROM:	Herman Kok	LEP Director

1. CHAIRPERSON

Ursula Lidbetter was appointed chairperson of the meeting and chaired the meeting throughout.

2. NOTICE AND QUORUM

The chairperson reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the chairperson declared the meeting open.

3. DECLARATIONS OF INTEREST

3.1 The Chairperson declared an interest in the Boole Technology Centre and Lincoln Transport Hub.

4. MINUTES OF THE DIRECTORS MEETING HELD ON 5TH MARCH 2015

4.1 *The chairperson reported that the minutes of the board meeting held on 5th March 2015 were correct and that no other issues arose from those minutes.*

5. BUSINESS OF THE MEETING

The chairperson reported that the business of the meeting was to:

(a) Agree interim Finance Report for FYE 2014-15

A full report is contained with the Board Papers pack. The Finance and audit Committee met on the 7th of May to consider the interim accounts and make a recommendation to the Director re appointment of external auditors. The interim Finance Report was agreed and that Streets be appointed as external auditors.

(b) Confirm progress of the Members Agreement

The Members Agreement has now been signed by all three unitary authorities and the GLLEP. It has been submitted to Companies House along with bespoke Articles and is pending formal adoption.

(c) Company Members

The appointment of Members is nearing completion. Our outstanding membership for the board are (Cllr Davie/ Cllr Redfern/ Cllr Oxby/ H Kok) and we also await Cllr Worth (SHDC) and Cllr Brighton (NKDC) applications. Amanda Mosek from Boston College has been recruited to represent the FE sector and Magda Read of Horizon Community Development Ltd (Hull) to represent the community sector. The list of invited members follows below.

	Organisation	Address to	Invite as Member	Notes	Response	Named Member	Approved for membership
1	SHDC	Cllr Gary Porter	Cllr Gary Porter	Leader of the council	Chased 13.03.15	Cllr Nick Worth	Confirmed completing form. 17.03. Awaiting
2	NKDC	Cllr Marion Brighton	Cllr Marion Brighton	Leader of the council	Chased 14.04.15	TBC	NKDC pursuing Cllr completion.
3	BBC	Cllr Peter Bedford	Cllr Peter Bedford	Leader of the council	Chased 13.03.15	Cllr Peter Bedford	No application. Adopted in Cllr Exec ✓
4	SKDC	Cllr Linda Neal	Cllr Linda Neal	Leader of the council	Chased 13.03.15	Cllr Linda Neal	✓
5	WLDC	Cllr Jeff	Cllr Jeff	Leader of the council	Chased	Cllr Jeff	✓

		Summers	Summers		13.03.15	Summers	
6	ELDC	Cllr Doreen Stephenson	Self or Request alternative	GLLEP Director/ Leader of the council	✓	Cllr Doreen Stephenson	✓
7	CoLC	Cllr Ric Metcalfe	Cllr Ric Metcalfe	Leader of the council	Chased 13.03.15	Cllr Ric Metcalf	✓
8	LCC	Cllr Colin Davies	Cllr T Bridges	Cllr Davie is GLLEP Director. LCC want alternative member.	Chased 02 + 13.03.15	Cllr T Bridges	Cllr Bridges ill. Awaiting recommendation.
9	LCC Public Health (ex. NHS)	Dr Tony Hill	Self or Request alternative	GLLEP Director	✓	Mandy Clarkson	✓
10	NE Lincs Council	Cllr Liz Redfern	Self or Request alternative	GLLEP Director	Chased 02 + 13.03.15	TBC	No response
11	North Lincs Council	Cllr Ray Oxby	Self or Request alternative	GLLEP Director	Chased 02 + 13.03.15	TBC	No response
12	Environment Agency	Phil Younge	Phil Younge		✓	Phil Younge	✓
13	Lincolnshire Co-Operative	Ursula Lidbetter	Self or Request alternative	GLLEP Director	✓	Amy Morley	✓
14	Federation of Small Businesses	David Dexter	David Thorpe	GLLEP Director	✓	Neil Sharpley	✓
15	Lindum Group	Herman Kok	Self or Request alternative	GLLEP Director	Chased 02 + 13.03.15	TBC	No response
16	Butlins	Chris Baron	Self or Request alternative	GLLEP Director	✓	Chris Baron	✓
17	Ongo Ltd	Andy Orrey	Self or Request alternative	GLLEP Director	✓	Andy Orrey	✓
18	Siemens	Neil Corner	Self or Request alternative	GLLEP Director	✓	Neil Corner	✓
19	PC Tinsley Ltd	Mark Tinsley	Self or Request alternative	GLLEP Director	✓	Mark Tinsley	✓
20	SES Vander Have UK	Ian Munnery	Self or Request alternative	GLLEP Director	✓	Ian Munnery	✓
21	University of Lincoln	Prof Mary Stuart	Self or Request alternative	GLLEP Director	✓	Andrew Stephenson	✓
22	Bishop Grosseteste University	Dame Judith Mayhew Jonas	Dame Judith Mayhew Jonas	Chancellor	✓	Rob Jones – Director of Enterprise	✓
23	FE representation	Press release recruitment plus:	Janet Farr	CLIP	✓	Janet Farr	x
23a		Invited:	Amanda Mosek	Boston College	✓	Amanda Mosek	✓
24	Community Sector	Invited:	Ben Barley David Fannin Carol Philips	CVS – NK/ Lincoln/ WL CVS – SH/ Boston/	✓	Carole	x

		Plus.. :-	Paula Grant Fiona White	EL/SK CVS – North Lincs CVS – NE Lincs Community Lincs		Phillips	
24a	Community Sector	Press release Recruitment	Magda Read	HCDL - <i>Horizon Community Dev Ltd</i>	✓	Magda Read	✓
25	Lincolnshire Chamber of Commerce	Simon Beardsley	Simon Beardsley	CEO	✓	Simon Beardsley	✓

(d) Update on the progress of LSL (appointed solicitors)

We received notification from the Chief Legal Officer at LSL that they will no longer be providing advice to the GLLEP in relation to company matters and we therefore need to seek a replacement firm.

(e) Update on insurance policy

Cllr Redfern's declaration remains outstanding.

(f) Review and agree Director's Code of Conduct Policy and complete Declarations of Interest form.

Further to an anomaly in the wording raised by R Wills, the document is on hold pending legal advice and will be circulated again imminently.

The following declarations remain outstanding and require completion – following circulation of the updated version - (D Dexter/ Cllr Redfern/ M Tinsley)

(g) Recruitment of Finance and Audit Committee

The ToRs state that the committee shall be made up of up between 4 and 6 Members who shall be Company Members or Directors of Greater Lincolnshire LEP, and the membership will reflect the overall composition of the Company. Current membership consists of:-

- Andy Orrey (PR) (Chair)
- David Dexter (PR)
- Cllr Owen Brierley WLDC (PU)
- Vacancy (recruiting) 1 x public sector
- Vacancy (recruiting) 2 x private sector

The inaugural meeting is due to take place on 7th May and we are currently recruiting an additional 3 members from the company members (see 5). Penny Sharp – Commercial Director at WLDC is Cllr Brierley's nominated representative on this occasion. Other applications have been received from; Steve Deville – Director of Resources/ Bishop Grosseteste; Howard Gannaway ex Director and Associate of Horizon Community Learning Ltd; and Amanda Mosek – Principal and CEO of Boston College.

The Audit Committee will be reviewing and selecting from these in due course. It was resolved that Amanda Mosek and Steve Deville would be invited to join the Finance and Audit Committee.

6. DOCUMENTS PRODUCED TO THE MEETING

No documents were produced to the meeting.

7. RESOLUTIONS

IT WAS RESOLVED to:

7.1 The Interim Finance Report was agreed.

7.2 Appointed Auditors would be Streets.

7.3 Amanda Mosek and Steve Deville be invited to join the Finance and Audit Committee.

8. FILING

The chairperson instructed the Company Secretary **OR** LEP Secretariat to make all necessary and appropriate entries in the books and registers of the Company and to arrange for the necessary forms and documents to be filed at Companies House.

OR

The chairperson instructed [the Company Secretary **OR** LEP Secretariat to:

8.1 Update the entries to the register of directors [and secretary]; register of members; and minutes books for directors' and members' meetings.

9. CLOSE

There was no further business and the chairperson declared the meeting closed.

.....
Chairperson

.....
(Date)

