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**European Structural and Investment
Funds
2014 - 2020**

Growth Programme for England

**Cornwall and Isles of Scilly LEP Area Integrated Territorial Investment
Board (ESI Funds Sub-Committee)**

**Minutes of meeting held 20/11/2019
Lemon Quay House, Lemon Quay, Truro, TR1 2PU**

Agenda:

1. Welcome and introduction
2. Minutes of 23 May 2019 and 24 July 2019 meetings and action update
3. Programme Performance
4. ERDF Forward Strategy
5. International Trade
6. ERDF and ESF Learning Session
7. Any Other Business

1. Welcome and introduction

- 1.1. The Chair welcomed members and noted apologies. A full list of apologies is shown at the end of these minutes.
- 1.2. The Chair reminded members that if they had not already done so they should sign and return the updated Terms of Reference, Code of Conduct and Declaration of Interest form.
- 1.3. Members were advised that the Terms of Reference had been amended to reflect that ERDF appraisal of full applications did not now need to be presented to the Board for their advice, with their agreement.
- 1.4. Members stated that they would prefer to still see the appraisals for advice and comment, however, for expediency, it was agreed they would be issued via written procedures.
- 1.5. Members were reminded that due to the forthcoming general election the managing authorities would be unable to comment or discuss government policy.
- 1.6. Members were asked for declarations of interest. The following declarations of interest were noted:

Mark Williams – Item 3 ESF

Matthew Thomson – Item 3 ESF

The remaining attendees shown at the end of these minutes declared that they had no conflict of interest in any items on the agenda.

2. Minutes of 23 May 2019 and 24 July 2019 meetings and action update

- 2.1. The Chair requested comments and amendments from members.
- 2.2. Members raised a query re the prioritisation of the projects listed as reserve in the minutes of 24 July 2019. ERDF managing authority advised that this would be addressed at item 4.
- 2.3. The minutes for both meetings were accepted as a true and accurate record.
- 2.4. The Actions Log for both sets of minutes were taken as read.

3. Programme Performance

ESF Performance Update

- 3.1. The ESF managing authority outlined the information contained in the papers submitted (03-04).
- 3.2. The ESF managing authority advised that in a recent strategic meeting it was agreed that the majority of ESF funds for less developed region had been allocated and the remainder would be ring-fenced and decided locally where to assign.
- 3.3. The ESF managing authority agreed to issue with the minutes of the meeting details of current position of the programme.
- 3.4. Members were advised that there had been a delay with the appraisal process mainly due to time and resourcing, although some of the delay is due to late responses from applicants.
- 3.5. Members were advised that Priority Axis 1 would use all of its allocation. The allocation for Future Peninsular Call is £4.5 million. For Priority Axis 2.1 and 2.2 current projects could request extra funding via the project change request process.
- 3.6. The ESF managing authority sought the Board's advice and agreement regarding Employer Skills grant funding agreement. There is a change to the the lead partner/applicant, although there is no change to the scope, delivery and value of the project.
- 3.7. Members advised that they did not have any objections to the change of lead partner application.
- 3.8. There was a discussion on the merits and importance of continuity with projects and the programme. This was highlighted as the projects are now embedding and is resulting in best practice of social inclusion.
- 3.9. It was agreed to explore ways of capturing some stories of participants of the programmes and their journeys.
- 3.10. One member raised a query re the reserve fund and reasons why ESF had not ringfenced the less developed region allocation and would be included in national budgets.
- 3.11. The ESF managing authority advised that the funds had been allocated to the Cornwall and Isles of Scilly region, but would discuss offline any challenge and seek clarification of detail.

Actions	By	When
1. ESF managing authority to issue with minutes a paper on the current programme position.	ESF managing authority	December 2019

Advice Received:
The ITI Board advised the ESF managing authority of their agreement to the change of accountable body for Employer Skills project.

EAFRD Performance Update

- 3.12. The EAFRD managing authority introduced **Ian Hague** who is the National Leader Lead. They then outlined the information contained in the papers submitted (papers 05-09).
- 3.13. The EAFRD managing authority advised that Growth Programme round 1 and 2 have closed and the live projects are being managed through the system.
- 3.14. Members were advised that Growth Programme round 3 is open with the Expression of Interest application window closing 16 February, of the original EAFRD Growth Programme £9.4m allocation remaining £4.3 million is ring-fenced for the less developed region. Members agreed to promote the scheme. The EAFRD managing authority advised that there were 'Expression of Interest' workshops being held in Cornwall on Monday 2 December, 10.30-12.30, Monday 6 January 10.30-12.30 both at RPA, Polwhele, Newquay Road, Truro TR4 9AD and Exeter Devon on Friday 29 November, 10.00-12.30, and Friday 6 December, 10.00-12.30 both at RPA, Sterling House, Dix's Field, Exeter, EX1 1QA. To register: <https://www.eventbrite.co.uk/e/rdpe-growth-programme-eoi-workshop-various-locations-tickets-79685763263>
- 3.15. It was agreed that there would be a rural sub-group to give advice on the strategic fit of the applications received in response to round 3. Members are **Mark Duddridge, Matthew Thomson, Emily Kent, Judith Hann and Clare Parnell**.
- 3.16. The EAFRD managing authority advised that across the DEFRA/RPA schemes of Growth Programme, Countryside Productivity and LEADER £17.6 million had been committed in Cornwall and Isles of Scilly.

ERDF Performance Update

- 3.17. The ERDF managing authority introduced **Zainab Aga** who is the Deputy Director, Policy and Partnerships (ERDF 2014-20 Programme) at MCHLG.
- 3.18. The ERDF managing authority noted that a full performance summary would be provided as part of the presentation given under the following agenda item.

4. ERDF Forward Strategy

- 4.1. The ERDF managing authority gave a presentation on the current performance of the ERDF national programme in the Cornwall and Isles of Scilly LEP area.

- 4.2. The ERDF managing authority advised that there is good progress on actuals with £150 million ERDF grant claims received and £300 million worth of ERDF grants contracted. There have been seven projects contracted since the last Board meeting including two of the most challenging.
- 4.3. Members were advised of the status of each of the Priority Axes, all are performing well and on course to meet spend and performance framework targets.
- 4.4. The ERDF managing authority advised that projects on the reserve list for Priority Axis 1 and Priority Axis 3 would be considered once all projects currently in the pipeline had been contracted.
- 4.5. Members were informed that the Priority Axis 4 reserve list projects prioritised at the meeting of 24 July 2019 will be brought back for consideration at February's meeting. If contracted, these projects will confirm full commitment of the Priority 4 allocation. Following this, the projects remaining on the reserve list will be invited to re-submit their outline applications if sufficient funds become available.
- 4.6. The performance framework target (C34) against the current contracted target, whilst challenging, is on target to be achieved. However, due to measurement and verification requirements, the majority of projects will not report/confirm this until twelve months after project closure. The reserve list projects which have been prioritised are expected to propose sufficient C34 outputs to enable commitment of the remaining C34 Priority 4 performance framework target requirement. This will be established following re-submission of the outline applications in January 2020.
- 4.7. The ERDF managing authority advised that there had been eight applications in response to the Priority Axis 7 call which closed in October and it was agreed that a special meeting would be arranged for the Board to give their comment and advice on those that passed the gateway stage.

Actions	By	When
2. ERDF managing authority to organise a meeting to discuss Priority Axis 7 outline assessments.	ERDF managing authority	December 2019

5. International Trade

- 5.1. The ERDF managing authority introduced via telephone **Paul Shand**, Head of Trade South West, Department for International Trade (DIT).
- 5.2. **Paul Shand** outlined activities of DIT in the South West. He also outlined details of the Internationalisation Fund, international trade and export-led business support project, although Cornwall & Isles of Scilly is not included.
- 5.3. Members discussed the differences between this project and the current trade projects in the pipeline. It was agreed that an update would be provided at meeting to be arranged for December.

Actions	By	When
3. ERDF managing authority to provide an update on the International Trade support arrangements for the region.	ERDF managing authority	Next ITI Board meeting

6. ERDF and ESF Learning Session

- 6.1 **Sebeail Fowell** from Cornwall and Isles of Scilly Integrated Territorial Investment Support Team introduced **Priscilla Samuel** from the Learning Partnership, who deliver the 'Smart Tennant's' project for ESF and **Lloyd Brina** from British Business Bank who deliver the 'Cornwall and Isles of Scilly Financial Instrument' project for ERDF.
- 6.2 Both gave an overview of their projects giving insight and analysis of whom they have supported.
- 6.3 Members queried if the advisory board of the Financial Instrument took into account environment considerations when deciding to make an investment. The ERDF managing authority would clarify if this was criteria for making investments.
- 6.4 The presentations were welcomed by the Board, who thanked both participants for taking time out of their schedules.

Actions	By	When
4. ERDF managing authority to clarify Cornwall and Isles of Scilly Financial Instrument's advisory board environmental considerations.	ERDF managing authority	February 2019

7. Any other Business

- 7.2. No further items of business were raised by members.

Date, time and venue of future meetings:

- Thursday 27 February 2020 Timings to be confirmed, Lemon Quay House, Truro

- **Annex A**

List of Agreed Actions from 23/05/2019 Cornwall and Isles of Scilly LEP Area Integrated Territorial Investment Board (ESI Funds Sub-Committee) Meeting

Agenda Item	Action	Action Assigned to
3	1. ESF managing authority to issue with minutes a paper on the current programme position.	ESF managing authority
4	2. ERDF managing authority to organise a meeting to discuss Priority Axis 7 outline assessments.	ERDF managing authority
5	3. ERDF managing authority to prepare a paper providing fuller information about the international trade projects.	ERDF managing authority
7	4. ERDF managing authority to clarify Cornwall and Isles of Scilly Financial Instrument's advisory board environmental considerations.	ERDF managing authority

Annex B Attendee List

Cornwall and Isles of Scilly LEP Area Integrated Territorial Investment Board (ESI Funds Sub-Committee) 20/11/2019 meeting

Chair & Deputy Chair:

Name, title and organisation	Sector/Organisation Representing
Mark Duddridge, Cornwall and Isles of Scilly Local Enterprise Partnership	Chair
David Krohn, Growth Programme Manager, Ministry of Housing, Communities and Local Government	Deputy Chair – ERDF managing authority

Sub-Committee Members:

Name, title and organisation	Sector/Organisation Representing
Ann Van der Meulen, Development Manager, Cornwall Region, Federation of Small Business	Private Sector Social Enterprise
Bob Egerton, Cornwall Council	Local Authority
Claire Maguire, Operations Manager, Department of Work and Pensions	ESF managing authority
Emma Bland, Senior Impact and Partnership Development Manager, University of Exeter	Higher Education
Emily Kent, Head of Economy Skills and Culture, Economic Growth Delivery Service, Cornwall Council	Local Authority
Frances Brennan, Strategic Stakeholder Lead, Pluss	Local Enterprise Partnership
Glenn Caplin, Cornwall Council	Local Authority
Frances Brennan, Strategic Stakeholder Lead, Pluss	Local Enterprise Partnership
Jacky Swain, Cornwall Chamber of Commerce	Private Sector Social Enterprise
James Glover, Deputy Head of Southern Region, Rural Payments Agency	EAFRD managing authority
Josie Gough, Assistant Director, Area Lead – Cornwall and Isles of Scilly, Cities and Local Growth Unit	Department of Business, Energy and Industrial Strategy
Judith Hann, Programme Manager, Community Led Local Development, Cornwall Development Company Ltd	CLLD Local Action Group(s)
Lindsey Hall, CEO, Real Ideas Organisation	Private Sector Social Enterprise
Mark Williams, Employment and Skills Board	Education, Skills and Employment
Matthew Thomson, Local Nature Partnership	Employment and Environment
Nathan Cudmore, Cornwall and Isles of Scilly Local Enterprise Partnership	Local Enterprise Partnership
Stuart Roden, Regional Officer, TUC South West	Trade Union

Others in attendance (non-members - including secretariat):

Name, title and organisation	Sector/Organisation Representing
Katie Dalsgaard, Cornwall Council	Observer
Sebeail Fowell, ITI Project Manager, Economic Growth Service, Cornwall Council	Observer
Phill Woods, IB Team, Cornwall Council	Intermediate Body
Hylda Mounsey, IB Team, Cornwall Council	Intermediate Body
Ian Hague, Rural Payments Agency	EAFRD managing authority
Zainab Agha, Deputy Director, Policy and Partnerships (ERDF 2014-20 Programme), Ministry of Housing, Communities and Local Government	ERDF managing authority
John Burton, Ministry of Housing, Communities and Local Government	ERDF managing authority
Denise Durston, Secretariat, Ministry of Housing Communities and Local Government	ERDF managing authority
Daryl Sullivan, Ministry of Housing, Communities and Local Government	ERDF managing authority

Apologies:

Name, title and organisation	Sector/Organisation Representing
Craig Dryden, Chief Executive, Council of the Isles Scilly	Local Authority
Edwina Hannaford, Cornwall Council	Local Authority
Richard Williams, Chief Executive, Voluntary Sector Forum	Voluntary and Community Sector
Robert Francis, Council of the Isles of Scilly	Local Authority
Tarn Lamb, Cornwall Neighbourhood for Change	Equality and Diversity Representation
Toby Parkins, Cornwall Chamber of Commerce	Private Sector Social Enterprise