

ESSEX BUSINESS BOARD: Minutes of meeting 25th June 2019

6pm – 8pm

Room MAB-208 Lord Ashcroft Building

Anglia Ruskin University

Present:

Board Members:

David Rayner (Chair): Birkett Long LLP (DR)

Gagan Mohindra: Essex County Council (GM)

Fiona Bodle: Anglia Ruskin University (FB)

Andrew Campling: 419 Consulting Ltd. (AC)

Haydon Yates: Harlow Enterprise Zone (HY)

Cllr Gagan Mohindra: Essex County Council (GM) – On behalf of Cllr Ball

George Keiffer: Vice Chair SELEP (Essex) (GK)

David Burch: Essex Chambers of Commerce (DB)

Secretariat:

Dominic Collins: Essex County Council (DC)

Dawn Redpath: Essex County Council (DRe)

In attendance:

Suzanne Bennett: SELEP (SB)

| | Item | Notes: |
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| 1. | Welcome and Introductions (Chair) | DR welcomed board members. Apologies were received from: Cllr Tony Ball (ECC) Vanessa Cuthill (Essex University) |
| 2. | Declaration of Interests (All) | DOIs were stated to be all correct and updated The following declarations of interest were declared for the meeting: |

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| | | <ul style="list-style-type: none"> GM noted that he had changed portfolio at ECC and was now Finance Lead |
| 3. | Minutes of previous meeting and matters arising (Chair) | <p>Chair reviewed minutes from the previous meeting. Minutes were agreed by all.</p> <p>ACTION:</p> <p>Georgia Searle to be invited to next meeting of Board to speak to report on Growth Hub</p> |
| 4. | <p>Capital Project Pipeline</p> <p>4a) Update on Pipeline</p> <p>4b) Project Prioritisation Process</p> | <p>4a) DRe spoke to update paper on capital project pipeline and the Board NOTED the paper, and especially the number of completed projects.</p> <p>GK asked a clarification question regarding the Northern Gateway project.</p> <p>4b) DRe tabled a summary paper which gave an overview of the work of the Board in prioritising the projects for LGF 3b; DR spoke to the paper as Chair.</p> <p>DR updated the Board:</p> <ul style="list-style-type: none"> - The Harlow College project had been scored 2nd in the prioritisation but the project had been subsequently withdrawn by the proposer; because it could not deliver within the required timescale – either practically or financially. - The top 3 remaining projects in the pipeline are now: <ul style="list-style-type: none"> - University of Essex Parkside Phase 3 - Chelmsford College Construction - Colchester Grow on Space - DR reminded the Secretariat of the importance of contacting remaining projects regarding deliverability timelines before Investment Panel. <p>ACTION: DRe to ensure this is requested immediately</p> |

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| | | <p>It was noted that this was the most robust project prioritisation process undertaken across the federated boards.</p> <p>David Finch (Leader of ECC) will be attending SELEP Strategic Board and Investment Panel on 28th June.</p> <p>The Board noted the importance of the deliverability of projects across SELEP being reinforced.</p> <p>SB credited the Board with the rigorous approach which was taken through the process. The board expressed concern over the length of time needed to approve projects, whilst accepting the need for more due diligence.</p> |
| 5. | SELEP Update (SB) | <p>SB provided the board with an update from SELEP, the Board were pleased to note that the papers were circulated 2 weeks in advance of the SELEP Strategic Board meeting.</p> <p>SB went through the agenda items for the Strategic Board meeting:</p> <ol style="list-style-type: none"> 1. Transport South East. Noted as less relevant for this Board, update provided for interest. 2. Assurance Framework (AF). Updated since March SELEP meeting to give clarification on prioritisation which provided compromise on differing Federated Board perspectives. SB clarified that approval was secured via S151 sign-off to ensure that it reflects National AF requirements. 3. TOR. These had been updated in line with AF requirements. This included change to the member's term (2 + 2 + 2). Discussion took place regarding the practice of having different terms of office for public / private sector partners. It was noted that the Board doesn't comply with normal |

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| | | <p>Corporate Governance codes and concern expressed that public representatives should be subject to the same terms as private members and not push all diversity compliance onto private.</p> <p>4. LEP review. 2 Working Groups have been set up (Board size and composition and legal personality) and EBB has representation on both. These groups will make recommendations to the SELEP SB, FBs will be updated. Proposal within paper is for the legal personality of the board to be a Company Limited by Guarantee. DC requested an update on the proposal for an independent assessment to be undertaken as there were concerns on the delay this may incur and SB advised that she was awaiting an update on the current position on that following the first working group meetings which took place that afternoon.</p> <p><i>ACTION: Adam Bryan to feed back to EBB</i></p> <p>5. Paper on Chair’s Recruitment Policy approved.</p> <p>6. Growing Places Fund update paper. There is anticipated to be £20m available as loan funding. Recommendation in paper is to wait for the LIS to be agreed before the fund is opened (as this will be the only funding available to support the LIS work at present) again for applications – this was expected to be by March 2020 with delivery from 2021. DR pointed out accountability body comments. DC questioned the timescale and asked why we wouldn’t be able to start project identification sooner which would allow projects to be ready for delivery much sooner, the Board agreed they would</p> |
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| | | <p>prefer this and that they should have their priorities available in advance.</p> <p>7. LIS progress. SELEP has appointed two new members of staff who were now dedicated to moving the LIS forward. West Midlands LIS and Greater Manchester LIS have been published. SELEP has undertaken initial stakeholder involvement sessions with wider stakeholder sessions planned. The board looks forward to being involved.</p> <p>8. Energy Strategy Update. 11 LEPs to form Energy Hub. Approved.</p> <p>9. Newhaven Enterprise Zone. Paper regarding a project which was previously a C2C project now in the responsibility of SELEP.</p> |
| 6. | <p>Federated Board Recruitment & Draft Terms of Reference – Update</p> | <p>DR invited DC / DRe to update the Board. DC reminded Board of background and the agreement at last EBB meeting to progress with recruitment to a new federated board which included alignment with the Employment and Skills Board. This had included a business breakfast hosted by Stansted Airport (MAG Group) He advised that the Secretariat had also progressed with the drafting of the TOR and the development of the recruitment process. As a result of this, 18 Expressions of Interest had been received from businesses. The following points / clarifications were raised:</p> <ul style="list-style-type: none"> - A number of EBB members asked for clarification on the proposed size / composition as detailed in the Terms of Reference. DRe advised that the draft TOR had been taken from a combination of best practice from Team East Sussex and conversations with SELEP Secretariat. The subsequent proposal was for 15 Board members, 10 Private, 5 Public with the option to add 5 co-opted members. |

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| | | <p>This would therefore result in there being 8 business board places for recruiting through the recruitment process.</p> <ul style="list-style-type: none"> - DB expressed annoyance in the proposal but after discussion it was agreed that co-option was the preferred way forward and would not be appointed as independent members. The term ‘business intermediaries’ was also agreed by EBB to be inappropriate and the term ‘business membership organisations’ should be used instead. <p><i>ACTION: TOR to be updated to reflect this change in terminology.</i></p> <ul style="list-style-type: none"> - FB requested clarity on how HE was represented and how recruitment to the HE / FE positions would be secured. DRe advised that, this was proposed to be from the sector themselves as per other federated board processes. She also sought clarification on whether or not there could be two reps from HE if one was co-opted and was advised that this could be possible if the new Board wanted. She noted that the remit of the Board should be broader than just the Federated Board status and this was agreed to be changed. She also suggested that there was more reference to innovation in the preamble. <p><i>ACTION: TOR to be updated to reflect the broader business representation and economic interests of the Board and its role in supporting innovation.</i></p> <ul style="list-style-type: none"> - DR advised that he did not intend to “draft by committee” at the meeting but that comments should be sent to himself as Chair and DC. <p><i>ACTION: All Board Members to send their comments to DC and DR. ToR will then be updated to reflect these comments. DR and GK comments already provided.</i></p> |
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| | | <ul style="list-style-type: none">- General annoyance was expressed by the Board on the lack of communication on the process and their lack of involvement in the development of the process. Members felt strongly that they hadn't been sufficiently updated or involved in the process of recruitment and the proposed changes. It was felt that their role in the process had been disregarded by the Secretariat. DC apologised to the Board for this and advised that this had not been the intention but had felt that there was a need to maintain momentum; the Board recognised that the motivation of the Secretariat was not in doubt but reiterated their displeasure.- It was noted that Business Membership Organisations are also businesses in their own right.- DR asked how the business engagement had been undertaken. DRe advised that there had been a full and wide-ranging recruitment which included the business breakfast, ECC's business contacts, local business boards (via District Councils).- Haydon Yates advised that he intended to step down from the Board and therefore wished to withdraw his EOI, this was NOTED. <p>The Board proceeded to consider the process for recruitment being proposed:</p> <ul style="list-style-type: none">- The Board AGREED the process of an independent panel to be put in place to assess the suitability of the board members for the new board at an 'information session'. The importance of keeping all interested businesses involved was highlighted.- The Board AGREED that this would be formed of: George Keiffer, Suzanne Bennett (SELEP Secretariat) and an |
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| | | <p>independent business not involved in the process, ideally from within SELEP. [See AOB for further update on panel composition]</p> <ul style="list-style-type: none"> - GK advised that he could not make the 2nd July date and hadn't been aware of his invitation. Board AGREED to change the date to accommodate the panel but that this needed to be done soon so as to mitigate any confusion. It was a source of regret that this had not been checked before interested businesses were notified of the date. <p><i>ACTION: GK / SB to send dates as soon as possible.</i></p> <ul style="list-style-type: none"> - Board AGREED that the first meeting of the new board would check and agree the amended TOR and associated processes and the first item for agreement would be to accept the new members and install the new board. The new Board would also decide the co-opted membership and their proposed attendance at SELEP (3 Strategic Board Members). - DRe reminded the Board of the diversity requirements of the new Federated Board. |
| 7. | Local Industrial Strategy for Essex | <p>DRe updated the Board on the process for developing an Industrial strategy for Essex and advised that this was being done in line with SELEP timelines but would also be a standalone document; it was also taking recognition of OSE priorities to ensure any synergies were maximised. The work was beginning at a corridor level and was being aggregated to an Essex, and potentially, sub-regional level. Following a collation of evidence and analysis, around 15 - 20 propositions had been developed which were designed to be future focused, ambitious and contentious and these propositions were now at the point of wider engagement with stakeholders</p> |

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| | | <p>including businesses with the intention of them iterating and evolving. The Board would also be engaged and consulted as part of the process and would have the final sign off of the Federated Board Strategy. DRe advised that this was in very early stages, with initial engagement having started that day and continuing over the summer. DRe offered to send over the initial set of propositions and supporting slides for the Board to consider.</p> <ul style="list-style-type: none"> - AC noted the importance of ensuring that strategy aligns with funding opportunities and that the adoption of specific priorities will support the development of a strategic project pipeline. - GK advised of two documents which would support the development of the IIS, one on the APPG on Housebuilders, linked to improving the numbers of construction skilled workers and the second on the process from construction to purchase. - FB asked about how the inclusion element was being considered, DRe advised that it was challenging but that there were some propositions around that which primarily focused on the skills agenda; further propositions were welcomed. <p><i>ACTION: DRe to send draft propositions and slides to Board Members</i></p> <p><i>ACTION: GK to send two construction skills papers to Secretariat for Board circulation</i></p> |
| 8. | AOB (All) | <ul style="list-style-type: none"> - GK suggested that Haydon become the third Panel member now that he was no longer a member of EBB and this was AGREED by the Board. <p><i>ACTION: Date to be set by Secretariat asap for three agreed panel members.</i></p> |

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| | | <ul style="list-style-type: none">- The Board expressed their thanks to Hayden for his support and contributions to the Board. |
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