

MEETING AGENDA

Meeting	OSE Board
Date and Time	Thursday 14 th November 2019, 2-4pm
Venue	Carstairs Room, Green Centre, Wat Tyler Country Park, Pitsea, Basildon, SS16 4UH

Special Instructions

Item	Title and Description	Lead	Timing
Procedural Items			
1	Welcome and Introduction	Chair	14:00 to 14:20
2	Declarations of Interest	Chair	
3	Minutes of last Meeting	Chair	
4	Action Tracker	Chair	
5	Directors Report	Ian Lewis	
6	Programme Monitoring	Ian Lewis	
Agenda items for discussion			
7	OSE Board	Ian Lewis	10 Mins
8	Growing Places Fund EOI review and confirmation of OSE ranking of projects	Ian Lewis	10 Mins
9	Housing Delivery Presentation & Discussion	Mark Curle	20 mins
10	Creative Estuary Presentation	Emma Wilcox, Creative Estuary	20 mins
11	Lower Thames Crossing Presentation on progress and next steps	David Manning, Lower Thames Crossing	15 Mins
12	ASELA Verbal Update		5 mins
13	Future Strategy South Essex Productivity Strategy and Local Industrial Strategy	Helen Russell, SELEP	20 mins
	Date of Next Meeting 4 th March 2020, 2pm. Venue TBC		

Meeting Minutes

DRAFT

Meeting OSE Board
Date and Time 11th September 2019, 14:00
Venue Wat Tyler Country Park, Pitsea, Basildon

Attendees

Kate Willard	Stobart Group (Chair)
Murray Foster	Southend Business Partnership
Perry Glading	Thurrock Business Board
Angela O'Donoghue	South Essex College
David Barnes	Basildon Business Board
Lucy Harris	Pixelwork
Robert Singh	University of Essex
Ian Lewis	Opportunity South Essex
Adam Bryan	South East LEP
Colette Bailey	Metal
James Sharples	Couno
Tomasz Kozlowski	Basildon Council
Gunilla Edwards	Basildon Council
Tristan Smith	Essex County Council
Hannah Kopel	Essex County Council
Claudia McKibbin	Essex County Council
Lyn Carpenter	Thurrock Council
Cllr Rob Gledhill	Thurrock Council
Alison Griffin	Southend Council
Cllr Norman Smith	Castle Point Borough Council
David Marchant	Castle Point Borough Council
Shaun Scrutton	Rochford District Council
Martin Whiteley	ASELA

Apologies

Cllr Mike Steptoe	Sarah Stone	Iain McNab
Chris Brookhouse	Mark Curle	Cllr Tony Ball
George Kieffer	Larry Fentiman	David Burch

Meeting Minutes

Agenda Item	Notes	Actions
	Confirmation of Chair	
	Kate Willard was confirmed as Chair of OSE for a two year term, commencing at this meeting.	
1	Introductions	
2	Declarations of Interest	
2.1	No declarations were made.	
3	Minutes of Last Meeting	
3.1	Agreed.	

Agenda Item	Notes	Actions
4	Action Tracker	
4.1	Colette Bailey to highlight any key points in the OSE response to the Arts Council 10 year strategy. IL to circulate link for this strategy to the board.	C Bailey/IL
5	Directors Report	
5.1	KW shared outcome of recent update from the Lower Thames Crossing team. One key point point is that the Supply Chain School are to be engaged to support the development of the supply chain in the area for both this project and others as may be forthcoming.	
5.2	LTC to be invited to present update to next board meeting in November.	IL to confirm
5.3	The Board congratulated Basildon on their successful Creative People and Places bid.	
5.4	Thurrock Council have been successful in passing the expression of interest stage for Future High Streets Fund for Grays town centre. The next stage is for the full application to be developed.	
5.5	Thurrock Council have also been invited to prepare a full submission to the Towns Fund for Tilbury and Grays.	
5.6	The Board noted the Report.	
6	LGF Capital Monitoring	
6.1	The board noted the confirmation of three further Local Growth Funded projects for South Essex - – Basildon Innovation Warehouse, Southend Town Centre and Tilbury Riverside Business Centre, and that the Tilbury project is now going to the September Accountability Board rather than the November meeting as indicated in the report.	
6.2	Growing Places Fund (GPF) – the Board queried the limitation of only supporting capital expenditure from GPF, bearing in mind it is a loan fund. SELEP to investigate the position. The Board also noted that the process should be adhered to once agreed.	A Bryan
6.3	The Board received a verbal briefing with regard to the A13 and agreed to write to the Chair of the Accountability Board to request that the previously ring-fenced funds for this project be approved as forthcoming.	KW/IL
6.4	DM suggested that OSE may benefit from the input from utilities companies due to their importance in delivering projects. Chair concurred – experience elsewhere indicates a real value in this. This will be considered in future board recruitment.	IL
6.	The Board noted the report.	

Agenda Item	Notes	Actions
7	Housing Delivery	
7.1	Item deferred.	
8	ASELA Update	
8.1	Board received a presentation from Ali Griffin and Rob Gledhill – a copy of presentation is appended to these minutes and will be circulated to the board.	IL
8.2	<p>Key Points from the discussion:</p> <ul style="list-style-type: none"> • We need to avoid duplicating effort – deal with larger issues collectively. • Political momentum has been maintained through changes of administration – working collaboratively and with mutually support. • We are progressing this without setting up a new level of governance. • A timeline would be invaluable in articulating the work to be done, and to maintaining momentum. We need to understand what is coming and how OSE and individual board members can input/support. • Engagement will commence before the planning process starts. A single programme and voice will be vital in clearly communicating the ambition and offer. • ASELA are working towards a position where they are co-designing with communities, businesses and stakeholders. We need to capture what the place thinks. • OSE needs to bring the input of business to the process and to act as a sounding board and share information/aspiration. • A single, clear, brand and message from South Essex will be essential in marking out a clear pitch. • Need to recognise the role of London as both a threat and significant opportunity. • We need to recognise that we need to work at the right spatial level depending on the issue. Example was sighted of recent computing bids made from South Essex now reaching into East London. • We need to sum up what South Essex is in a ‘one pager’. • Need to consider approached to lobbying once we are clear of the outcomes we seek. 	
8.3	The Board indicated a clear desire to work alongside ASELA in a more formal and integrated way. This was welcomed by LA colleagues.	
8.4	The invitation to Brentwood to join OSE is to be made again.	ASELA Chief Execs
8.5	Timetable/programme is to be developed during Autumn	ASELA Chief

Agenda Item	Notes	Actions
	2019.	Execs
9	South Essex Productivity Strategy	
9.1	The Board received a presentation outlining the draft Productivity Strategy for South Essex. This document will be a single strategy for South Essex.	
9.2	<p>Key points from the discussion:</p> <ul style="list-style-type: none"> • We need to reflect that the building of connections (people, businesses, education) is at the core of the strategy. • Housing can be a barrier to productivity – availability, affordability. • Availability and affordability of business premises can also limit productivity and growth. • The Thames is a barrier – we need to overcome it, and also consider it an opportunity. • Must recognise that it is difficult to compete in salary terms with what may be on offer in London (data of resident vs workplace earnings supports this). • Infrastructure has a significant role in supporting productivity. • In tackling inequality we must respect the diversity and identity of communities – we must create an environment where everyone can take part. • The data programme needs much further development. There also needs to be a focus on the art of the possible given data legislation. • Positioning and representation of Higher Education in the Strategy needs further consideration. • We need to recognise the role and purpose of town centres, and the contribution they can make in driving productivity by creating new environments for business. 	
9.3	A conversation about the higher education aspects to be picked up separately.	RS/IL/AOD
9.4	Further work is needed to develop the Data programme to more clearly define what it is and its aims.	IL
10	SELEP Update	
10.1	<p>AB outlined the proposal for Board composition that will be presented to the SELEP strategic board on the 4th October. Current proposal:</p> <ul style="list-style-type: none"> • Chair/Deputy Chair – SELEP appointments • 6x upper tier authorities • 8x business reps nominated by the four federated boards (2 each) • 4x business reps proposed by Kent & Medway (3) and East Sussex (1) • 5x co-opted seats – 2x districts, Further Education, Higher Education, third sector 	

Agenda Item	Notes	Actions
10.2	The Board confirmed its view that the SELEP chair should be able to appoint the remaining 4 places on the board. It has been suggested that KMED and East Sussex should select these based on population. OSE have written to the SELEP Chair to express this view, and OSE SELEP representatives will ensure this is echoed at the next SELEP Strategic Board meeting. OSE view is that its much more important to get the right people for the job than geographic representation.	PG/C Bailey
10.3	LEP legal personality – emerging proposal is that the SELEP Strategic Board Members are directors of the company limited by guarantee. Membership of the company is proposed to be extended to the members of the Federated Boards	
10.4	New Board is to commence in March 2020. View is that this will be the start of becoming fully compliant with the LEP review, rather than all requirements being in place at that point.	
10.5	Chair sought confirmation within 10 days of the requirements for both OSE Terms of Reference and the requirements for Federated Board Members to have completed the open and transparent recruitment process. OSE and the Board will ensure we are fully compliant.	A Bryan
10.6	The diversity requirements set for the board are too narrowly drawn and need to reflect all aspects of diversity.	A Bryan

Next Meeting

Thursday 14th November 2019. Venue TBC.

Item 4 – Action Tracker

Date	Action	Lead	Due By	RAG	Notes	Update (incl date of update)
11/09/2019	Lower Thames Crossing team to be asked to present at November Board	IL	14/11/2019	Complete		29/10/19 - confirmed
11/09/2019	Arts Council 10 Year Strategy - OSE Response	IL	20/09/2019	Complete	OSE to send positive response to strategy consultation	20/9/19 - OSE submission sent
11/09/2019	Growing Places Fund - Revenue spend	A Bryan	04/10/2019		SELEP to investigate if GPF can support revenue activity	29/10/19 - SELEP indicated no, but not definitively
11/09/2019	A13 Widening	KW & IL	13/09/2019	Complete	Chair to write to Accountability Board supporting retention of whole funding envelope for scheme	12/9/19 - Letter Sent
11/09/2019	Board Member Recruitment - Utility Companies	IL	28/02/2020		To consider invitation for utility company representation on OSE Board	24/9/19 - to be considered with ToR and recruitment process
11/09/2019	Productivity Strategy - Higher Education	IL	04/10/2019		Conversation with RS and AOD in relation to HE provision	23/9/19 - IL & RS discussed, AOD call to be arranged
11/09/2019	Productivity Strategy - Data	IL	04/10/2019		Data aspects will need to be further developed	23/9/19 - comments fed back to consultant lead
11/09/2019	SELEP Strategic Board composition	PG & C Bailey	04/10/2019	Complete	To re-iterate OSE view that SELEP chair should appoint remaining 4 seats on board	4/10/19 - OSE Board Members made point at SELEP Board, but not taken on board

Date	Action	Lead	Due By	RAG	Notes	Update (incl date of update)
11/09/2019	Federated Board Requirements	A Bryan	25/09/2019	Complete	SELEP to confirm absolute requirements for OSE Board recruitment	29/10/19 - SELEP have reviewed draft ToR
11/09/2019	SELEP Strategic Board composition - Diversity	A Bryan	04/10/2011	Complete	SELEP Board to be asked to reflect all aspects of diversity in board composition	4/10/19 - Point made with SELEP Strategic Board
25/06/2019	Culture Development Fund Update	IL	14/11/2019	Complete	Update of progress to future OSE Board	29/10/19 - Emma Wilcox presenting to 14/11/19 Board
25/06/2019	Terms of Reference Task Group	IL	31/07/2019	Complete	Establish work programme for group	29/10/19 - final ToR to be presented to Board
25/06/2019	Diversity classifications	ALL	31/07/2019		Board members to send proposals to IL for suggestions of different diversity classifications	24/9/19 - will consider as part of Board recruitment
25/06/2019	Apprenticeship Levy	All Local authorities	31/07/2019		Establish position with apprenticeship levy at each authority and if it is being spent in full	29/11/19 - Thurrock and Southend Progressing process
25/06/2019	Apprenticeship Levy	IL, A O'D	TBC	Complete	Consideration of how to use unspent apprenticeship levy across OSE area	5/7/19 - Paper developed and shared with LA partners - complete
25/06/2019	Proposal to help businesses use Apprenticeship levy within supply chains	A O'D	TBC		Paper to explain how this can be put in place	29/10/19 - Thurrock and Southend Progressing process for local authorities
25/06/2019	SELEP Local Industrial Strategy	ZG	31/07/2019		Timetable for production to be shared	29/10/19 - Update to 14/11 Board meeting
07/11/2018	Explore Housing and OSE linkages	MC & IL	13/02/2019			29/10/19 - MC to present at 14/11 OSE Board

Date	Action	Lead	Due By	RAG	Notes	Update (incl date of update)
05/09/2018	OSE Website Development	IL	TBC		Board agreed to development of website	15/8/19 - work on ASELA web presence restarting, progressing
06/06/2018	Development of Induction Pack	IL	Jun-19		Induction pack for new Board Members	29/10/19 - awaiting development of SELEP pack before progressing
06/06/2018	Non Capital Project Activity in South Essex	IL	Mar-19		Capture revenue activity taking place to support growth across South Essex	5/7/19 - Ongoing work; cross over with ASELA activity
06/06/2018	Project Pipeline management	IL	Apr-19		Development of the OSE project pipeline	15/8/19 - Need to develop in conjunction with ASELA work
06/06/2018	Thames Estuary Production Corridor – ongoing work/engagement	IL	Jun-19	Complete	Ongoing input from South Essex into the Production Corridor concept as presented to Board in June 2018	15/8/19 - Call for Action summary report included with 11/9/19 Board Pack

Item	5
Subject	Director's Update
Date	14 th November 2019
Author(s)	Ian Lewis, Executive Director Ian Stapleton, Financial Services Manager, Accountable Body (Castle Point Borough Council)

Report Summary and Recommendation

The report outlines the activities of OSE since the last Board meeting and provide an update of the current financial position of the Partnership.

The Board are asked to note the report.

Introduction

1. This report is in two parts. The first section is the Directors Managers report of activity since the last OSE Board meeting, and the second section is OSE's financial report.

General Updates

2. **Resilient infrastructure** – OSE with partners including Southend and Thurrock Councils, Anglia Ruskin University, University of Essex, Thames Gateway North Kent and the University of Kent have submitted an Expression of Interest to the Strength in Places fund (SIPF). SIPF is a research fund which if successful could provide a significant amount of research funding. This picks up the call in the Thames Estuary 2050 Commission Report for a focus on resilient infrastructure and will explore how we can future-proof ourselves. A summary of this Expression of interest can be found in Appendix A.
3. **Thames Estuary Production Corridor** – Call for action was circulated as part of the agenda pack for the 110th September Board meeting. The Board will receive an update from the Culture Development Fund supported Creative Estuary Programme in Agenda Item 10.
4. **OSE & ASELA** – the South Essex Productivity Strategy has been finalised and an action plan outlining shorter term activity alongside a plan for the development of the full Implementation plan can be found in Appendix B. The final Productivity Strategy is included in Item 13, Appendix A.
5. **Local Industrial Strategy** – SELEP have commenced work on developing the Local Industrial Strategy for the South East. OSE will be supporting this work, and we will ensure that it reflects the key aspects of the South Essex Productivity Strategy. Further details will be outlined in agenda item 13.
6. **Basildon Intra-Urban Growth and Connectivity Strategy** – Basildon has been chosen as one of 5 case studies by the National Infrastructure Commission to explore the role of connectivity has in driving housing and economic growth. Basildon Council and Essex County Council have been working together on the project which is due to report in March 2020. A summary can be found in Appendix C.

7. **LEP Review** – OSE have been providing input to this work. A verbal update will be given at the meeting, and will be covered in agenda item 7.
8. **Apprenticeship Levy** – Further to the discussion at the last meeting, the local authorities are keen to support apprenticeships within businesses in their respective areas. Work will commence with South Essex College to roll this out.

Social Enterprise Prospectus

9. Social enterprises have a significant impact on the economy and in the wider community. SELEP's ambition is for social enterprises to be able to do more by working with strategic partners to build a stronger and more impactful social enterprise sector in the South East. The prospectus outlines a range of actions including co-ordination of information, support, networking, access to finance, procurement/commissioning and understanding the social impacts. A copy was circulated to Board Members on the 11th October. The prospectus is to be presented to the SELEP Strategic Board in December. The Board are asked to note the publication of the prospectus.

Growth Hub Update

10. The Growth Hub June update can be found in Appendix D of this report.

Financial Update

11. The current financial position of the Partnership is shown in the table below.

Income and expenditure	2019/20 actual / budget £	2020/21 budget £	2021/22 budget £
Programme Manager salary, including on costs (later years include allowances for indexation)	90,220	93,000	96,000
Car Allowance	1,239	1,239	1,239
Expenses (spent to date)	1,610	0	0
Expenses (unspent balance)	1,890	3,500	3,500
Supplies and services (spent to date)	1,303	0	0
Supplies and services (unspent balance)	697	2,000	2,000
Premises and establishment	7,200	7,400	7,600
Sub-total expenditure before projects	104,159	107,139	110,339
Projects:			
Total expenditure	104,159	107,139	110,339
Total subscription income	(97,500)	(97,500)	(97,500)
Net expenditure / (income) for the year	6,659	9,639	12,839
Opening partnership balance 1 April	(53,798)	(37,139)	(27,500)
Net expenditure / (income) for the year	6,659	9,639	12,839
Planned future projects:			
• Website development (maximum amount)	10,000		
Closing partnership balance 31 March	(37,139)	(27,500)	(14,661)

Item	6
Subject	Programme Monitoring
Date	14 th November 2019
Author	Ian Lewis, Executive Director

Report Summary

This report provides an update on the current position of the Local Growth Fund supported Capital Programme. The Board are asked to

- Note the report
- Note the position of the high risk projects elsewhere in the LGF programme, and seek swift decision making by SELEP to enable reallocation of funding from these high risk projects to new projects that can bring greater certainty of achieving spend by March 2021. This is to include a review of the current LGF pipeline, identify projects able to achieve spend and open the opportunity to projects not currently within the pipeline to seek funding provided that they can provide certainty of spend by March 2021
- Endorse the application to the Sector Support Fund for the Creative Connectivity Skills Development Programme

Introduction

1. There are 24 projects that are supported by Local Growth Fund (LGF) in South Essex. Three projects have been completed, which leaves 21 active projects. Appendix A includes a summary of all projects, including current status, funding and key events for each project between now and the next OSE Board. With recent funding awards to new projects, the total LGF allocation by SELEP to South Essex projects is £199.09m, supported by match funding of a further £216m.
2. Two projects (A130 Fairglan and A13 Widening) projects are identified as being a 'Retained Scheme'. This means that scheme funding will be held by the Department for Transport (DfT), and approvals to the scheme Business Case will be through the DfT rather than through SELEP Accountability Board.
3. The RAG status reflects the current level of risk with each project. This means that:
 - Green – project running to programme and all identified risks have appropriate mitigation in place
 - Amber – funding not fully secured, or there is a risk, delay or funding issue that has occurred but can be resolved
 - Red – significant cost or delay issues have occurred that cannot be resolved within the project

Project Status

4. Of the 24 active projects, 6 are complete, 9 are rated Green and 9 are amber. The reasons for these amber ratings are summarised below. The Board should note that the convention we have adopted would be to classify a project as amber until its business case has been signed off by the SELEP Accountability Board.

Project (Lead Authority)	Reason for Amber Status	Mitigation
Innovation Warehouse (Basildon, ECC)	Business Case not yet approved by Accountability Board	Business case to be considered by Accountability Board on 15 th May 2020.
A130 Fairglen (A130 to A127 East Link) Essex)	Business case not yet signed off by DfT/SELEP.	Business case submission to DfT in Q1 2020. Tender documents being prepared to secure contractor via Crown Commercial Services Construction & Works Framework
A130 Fairglen Interchange (Retained Scheme) (Essex)	Process for business case sign off yet to be confirmed by DfT. Scheme development is continuing.	Business case submission to DfT in Q1 2020. Tender documents being prepared to secure contractor via Crown Commercial Services Construction & Works Framework
Southend Town Centre (Southend)	Business Case not yet approved by Accountability Board	Business case to be considered by Accountability Board on 15 th November 2019.
Tilbury Riverside Business centre	Planning permission to be re-sought for development	Consent has been previously secured for the extension which gives precedent
London Gateway / Stanford Le Hope (Thurrock)	Contractors target price submission exceeds the available budget.	Programme review underway. Redesign continues, with works resuming winter 2019/20
A13 Widening	Issues have arisen during delivery that have led to concerns about meeting budget envelope and programme timeframe.	Mitigation measures outlined in report to SELEP strategic Board on 4 th October 2019 are being implemented
Purfleet Centre (Thurrock)	Costs have been re-profiled due to ongoing property acquisition negotiations.	Land acquisitions underway, but timing dependent on agreement with vendors Awaiting announcement of Housing Infrastructure Fund allocations in Autumn 2019. First reserved matters planning application to be determined in Autumn 2019.
Grays South (Thurrock)		Public realm consultants have been appointed and land acquisition process has commenced. Business Case for remaining £7.14m funding to be considered by Accountability Board on 15 th November 2019

5. The Accountability Board approved the business cases for Tilbury Riverside Business Centre and USP College at the 13th September 2019 meeting.

Future Business Case Submissions

6. The table below lists the projects and the Accountability Board meeting at which business cases will be presented:

Accountability Board Meeting	Business Cases to be submitted	Description and SELEP Ask
15 th November 2019	Southend Town Centre (Southend)	Business case to secure £1.5m LGF funding for project
15 th November 2019	Grays Town Centre (Thurrock)	Business case to secure remaining £7.14m LGF funding for project
15 th May 2020	Innovation Warehouse (Basildon, ECC)	Business case to secure £870k LGF funding for project

- Once the Accountability Board has signed off the business case, the financial profile within the business case will become the baseline for financial reporting.

Local Growth Fund – High Risk Projects and Redistribution of Allocated Funding

- There are currently 4 projects (outside of South Essex) rated by SELEP as a high risk, which have long standing LGF allocations totalling £26.256m.
- SELEP has until March 2021 to spend its LGF allocation of £590m. At which point, any unspent LGF funding is returned to the Government. Delivery of the projects identified in paragraph 8 is highly uncertain within this timescale. To avoid the situation of potentially handing funding back in March 2021, SELEP should either secure certainty that these projects will be delivered, or consider the reallocation of the funding for these projects to other projects with greater certainty of delivery and therefore spend. All of these projects have been asked to come forward with a clear plan for delivery, but to date this has not been forthcoming.
- In the last round of LGF allocations, Southend Council were awarded £862k of the £1.5m funding required for Southend High Street. Southend Council have had to provide an undertaking to SELEP to underwrite the remainder of this until further LGF funding becomes available. To manage this risk, we must therefore seek the reallocation of funding from the projects that are at high risk of not spending.
- It is also worth noting that should SELEP agree to the reallocation of the above funding, the earliest point at which the Accountability Board would be able to make a funding decision to allocate to new projects would be May 2020, leaving 10 months to achieve spend.
- There is also a question over the ability of projects already within the pipeline being able to achieve this rate of spend. The opportunity to use LGF funding should therefore be widened to allow projects outside the pipeline to access this funding. This is all with the aim of retaining LGF funding within SELEP and avoiding the situation where unspent funding is in effect handed back to Government.
- The Board are therefore asked to agree a position where we question the ongoing allocation of funding to high risk projects at both Accountability Board (15th November) and Strategic Board (6th December). In making this challenge, we should seek reallocation to both projects within the existing SELEP pipeline, but also open the opportunity to projects outside of the pipeline to ensure that we maximise the potential for spend. The driver for this is to avoid returning unspent LGF funding to Government.

Sector Support Fund Application – Creative Connectivity Skills Development Programme

- The University of Essex and University of Kent have submitted a proposal to the Sector Support Fund entitled 'the Creative Connectivity Skills Development Programme'.

15. This project will use technologies to simulate 5G technologies and train and mentor 12 superusers from around the entire SELEP region (a variety of well networked creatives in the region who deliver live performance). They will take part in two workshops alongside 12 students from the university partners (Performance and Music) where they will understand the technical side and get to do scratch rehearsals. They will then have pooled access to high end equipment to practice more and to then pass on their knowledge by training at least 5 other creative enterprises each. In the first stages of the project a user toolkit will be developed with feedback from the superusers and will be subsequently tested by them and students before being rolled out for free access to SELEP based creative enterprises and freelancers.
16. The project will drive growth in job creation and productivity across the region's creative industries. With 5G technologies to become mainstream in the coming years, it will enable the creative sector to adopt and embed this new technology into their business models, providing the region with a competitive advantage from the outset. The amount of grant being requested is £164,093 with in kind match being provided to the value of £98,630.
17. For South Essex, this will mean that:
 - At least one of the superusers will be based in South Essex (a Southend based creative technologist has already been identified and is eager to be involved). The knowledge she gleans from this will impact the region as she will train other creative enterprises in the local region due to her extended network. This will also lead to other local commissions and subsequently more tourism and art related income generated in the region.
 - Some student participants will be Southend based and have a competitive edge
 - The project aims to strengthen the Thames Estuary Production Corridor – providing opportunities for businesses based there to increase their productivity and we ready to take advantage of the all the benefits 5G will bring ahead of the competition
18. The full application can be found in Appendix B. The Board are asked to endorse this application to the SELEP Sector Support Fund, once we have confirmation that this application has been approved by the South East Creative Economy Network.

Item	7
Subject	OSE Board
Date	14 th November 2019
Author	Ian Lewis, Executive Director

Report Summary and Recommendation

OSE is a Federated Board of the South East Local Enterprise Partnerships. Following a government review, LEP's are required to make changes to their board composition and legal status. As a part of the SELEP structure, these changes need to apply to OSE also.

Board Members are asked to:

- Review and approve the November 2019 Opportunity South Essex Terms of Reference in Appendix A
- Approve the recruitment process in Appendix B
- Agree to run a recruitment process in line with the indicative timetable in paragraph 9
- Confirm that Current SELEP Board nominees from SELEP will continue to undertake this role during the recruitment process

Introduction

1. A National Review of Local Enterprise Partnerships (LEPs) was undertaken during 2018. A number of recommendations were made around how LEP Boards should operate and their composition. The key points flowing from this are that LEP Boards should:
 - Be a maximum of 20 seats, with option to co-opt up to 5 further seats
 - Have an open and transparent approach to recruitment
 - Reach 50:50 gender equality of business representation by 2023
 - Have a distinct legal personality
2. Throughout 2019, the South East LEP – of which Opportunity South Essex is a Federated Board – have been working towards a review of the composition its Board (the Strategic Board), its terms of reference and also structuring itself into a nil return company.
3. As a result of these changes, and OSE's position as part of LEP, we will need to ensure that our Board reflects the changes that SELEP have undertaken. Principally, this means that we have updated our terms of reference to reflect SELEPs, and put in place an open and transparent process for recruitment

Terms of Reference

4. A Task and Finish Group have reviewed the Terms of Reference in response to the changes required by the LEP review. The updated OSE Terms of reference can be found in Appendix A of this report. This includes formalising our board composition, sets out our recruitment policy (including role descriptions for chair, deputy chair and members) and also updates our previous September 2017 Terms of Reference to incorporate changes and additions made since they were approved.

OSE Board Recruitment Process

5. The proposed recruitment process for OSE is included in Appendix B. A requirement flowing from the Government's review of all LEPs is that all those engaged within the LEP structure must have undergone an open and transparent process leading to their appointment. This applies to all private sector members. Public sector members have been appointed through an open democratic process.
6. To enable private sector members of OSE to take their place at the SELEP Strategic Board, we must demonstrate that they have been through a transparent and open process to enable them to participate within OSE. The OSE Board will then be able to make nominations from its private sector membership in the knowledge that all OSE Board Members have undergone due process, so those selected to represent OSE at the LEP Strategic Board can clearly demonstrate they have been selected openly.
7. To be fully compliant with this requirement, we will need to invite applications from the business community from across South Essex to join the OSE Board. Clearly, existing OSE Board Members will be more than welcome to apply as part of this process. We will be seeking to fill 12 private sector board seats through the recruitment process.
8. From within the 12 private sector seats, a chair and deputy chair will be selected. Applicants will be asked during the recruitment process to indicate their interest in these roles. They will then represent OSE on the SELEP strategic Board, which will require an increased level of time commitment, as outlined in the role descriptions.
9. The Recruitment process will open on the 22nd November 2019. The indicative timetable is outlined below:

Indicative Date	Stage
22 nd November 2019	Application period opens
13 th December 2019	Application period closes
w/c 6 th January 2020	Selection panel meet to shortlist and confirm any requirements for further stage
w/c 20 th January 2020	Hold workshop session or short interviews if required. Provisional date will be confirmed
w/c 27 th January 2020	Selection complete, candidates informed
w/c 3 rd February 2020	Confirm interest for Chair and Deputy Chair Roles
4 th March 2020	First meeting of refreshed board; confirm selection of Chair and Deputy Chair

South East LEP Legal Personality

10. A further significant requirement is for the South East LEP to become a clear legal entity, formalising its structure. This will see SELEP become a nil return company, with the Strategic Board becoming its Directors. This means that the representatives OSE nominate to the SELEP Board will become a director of the SELEP Company. Members of Federated Boards will become Members of the company, which is similar to the role of shareholder. At the time of writing, the detail around this had not been fully finalised. A final decision will be taken by the SELEP Board at its next meeting on the 6th December 2019.

Item	8
Subject	Growing Places Fund
Date	14 th November 2019
Author	Ian Lewis, Executive Director

Report Summary and Recommendation

The report summarises the Expressions of Interest received in a call for projects to be funded by the Growing Places Fund.

Board Members are asked to:

- Note the Expressions of Interest received
- Review the suggested relative ranking of the projects and confirm a final ranked list
- Note the next steps

Introduction

19. The SELEP Strategic Board at their meeting on the 4th October 2019 approved a call for projects to be supported by the Growing Places Fund (GPF). This is a revolving loan fund, seeded by an original Government investment of £49.2m. A number of projects have now repaid their loans, and a number due to do so over the next couple of financial years so £15.595m will be available for reallocation in 2020-21 and a further £5.129m available in 2021-22.
20. Expressions of interest (EOI) for projects were sought during October 2019. Eligible projects can seek loan funding between £250k and £3.5m, which must be repaid by March 2026. The OSE Board are asked to consider the EOI's received and review the suggested ranking of the projects.

Expressions of Interest Received

21. Three expressions of interest (EOI) were received. Each of the projects has been reviewed each of the projects to ensure they met the eligibility criteria specified in the process. This can be found in Appendix A
22. OSE are asked to prioritise the EOIs based on their strategic fit. This is primarily with the priorities of the SELEP Economic Strategy Statement, but we should also consider the programme areas we have identified through the South Essex Productivity Strategy. The links between the two documents are summarised below

		South Essex Productivity Strategy Programmes			
		Vibrant Places	Enterprise Growth	Future Work	Data
South East LEP Economic Strategy Statement Priorities	Creating Ideas and Enterprise		✓	✓	✓
	Developing Tomorrows Workforce			✓	
	Accelerating Infrastructure	✓	✓		✓
	Creating Places	✓	✓	✓	
	Working Together	✓	✓	✓	✓

Table 1: Comparison of SELEP ESS priorities and South Essex Productivity Strategy

23. Table 2 below is a summary of the Expressions of Interest submitted. These are in alphabetical order. A suggested rank list will be shared with Board Members ahead of the Board meeting and will form the basis for discussion. This ranking will be based on the alignment of the projects based on table 1. The full assessment can be found in Appendix A.

Project	Promoter	Description
Leigh on Sea Cockle Wharf	Southend Council	Project will improve access to the Cockle Wharf from the High street, resurface the wall area and strengthen sea walls/retaining walls. Project is essential to enable the continued landing and processing of fish, and to also enable businesses which are actively seeking to grow to have the facilities to expand. This growth will not be realised without this project. £1.5m project, seeking £750k from GPF
No Use Empty South Essex	South Essex Project	Project will return long term empty commercial and residential properties back into use for residential, other commercial and other mixed use purposes. It will focus on town centres, secondary retail and other commercial areas that have been impacted by changes in the economy. £2.65m project seeking £1m from GPF.
South Essex Productivity Investment Fund	South Essex Project	A new finance facility targeted at South Essex SMEs to help fund investment in new technology/equipment to increase productivity. Project will provide loans between £50-£250k, requiring 50% match. £6.254m project, seeking £3m from GPF

Table 2: Summary of EOIs received

Next Steps

24. Once OSE has confirmed the projects to be nominated to SELEP, and their ranking, the next stage will be to develop the Strategic Outline Business Case (SOBC). This stage will also require credit checking (for private sector applications) and a review by the relevant Local Authority Section 151 Finance Officer. This is to be completed by 24th January 2020.
25. Following this, SELEP's Independent Technical Evaluator (ITE) will review the SOBC's submitted with the outcomes presented to the OSE Board at the 4th March 2020 meeting. Following this, the Investment Panel will be asked to confirm which projects are to be funded during April 2020.

Item	13
Subject	Future Strategy
Date	14 th November 2019
Author	Ian Lewis

Report Summary and Decisions required

The report will present the final version of the South Essex Productivity Strategy. The Board will also receive an update presentation from SELEP on progress with the Local Industrial Strategy. Board Members will be asked to highlight, during discussion, the key points from South Essex that the Local Industrial Strategy needs to address.

The Board are asked to note the final version of the Productivity Strategy (Appendix A)

Introduction

1. At the last meeting of the OSE Board we discussed the emerging productivity strategy for South Essex. The final version of this strategy can be found in Appendix A.
2. The Productivity Strategy will position the area as an economic leader for 2050 and beyond. This will also form the basis of the South Essex contribution to the South East LEP Local industrial strategy and shape delivery within the Thames Estuary. To summarise, the strategy is based around 4 key programmes:
 - Vibrant Places
 - Enterprise Growth
 - Future Work
 - Data Transformation
3. The implementation plan for the productivity strategy has included within item 5, Appendix B of this agenda pack.

Local Industrial Strategy (LIS)

4. SELEP are currently drafting the Local Industrial Strategy for the South East. This is in response to the National Industrial Strategy and will outline how SELEP will drive productivity in the South East.
5. The structure of the strategy is dictated by the requirements to demonstrate how it responds to the Industrial Strategy's grand challenges (artificial intelligence, ageing population, clean growth and future of mobility) and the foundations of productivity (ideas, people, infrastructure, business environment, places). The South Essex Productivity Strategy had a free hand in how we were able to outline the South Essex priorities, so it is important that we make sure that our 4 programmes (highlighted in paragraph 2 above) are represented in the LIS.
6. OSE may also wish to use this opportunity to consider how the LEP itself will function in relation to the realisation of the LIS. The LEP has firmly established its ability on the delivery front through the implementation via partners of the Local Growth Fund,

Growing Places Fund and other programmes. It now has an opportunity via the LIS to demonstrate a broader leadership role for the economy in the South East.

7. The LEP's key characteristic is its size. There are opportunities via the LIS to leverage this and use its scale to deliver a range of programmes to address key issues, each with productivity benefits, on a pan-LEP basis such as:
 - Inward investment and promotion the South East
 - Broadening successful smaller programmes already operating within parts of the South East to cover the whole LEP such as access to business finance – scale can help reduce risk
 - Development of opportunities to address skills needs
 - Bringing the business community into lobbying activity
 - Use its scale and convening power to truly capture and maximise opportunities from innovation – creation of a Board to convene activity around Innovation and consortia development could really drive research activity across the area, for example
8. To support the development of the LIS thematic workshops have been hosted by the SELEP team w/c 4th November. These discussions centred around the emerging themes of – accelerating business productivity and growth, maximising natural assets, building communities for the future and modelling future connectivity. The SELEP team are analysing the evidence and engagement to date, including the content of the local place based and thematic strategies across the region, to build the emerging propositions for the LIS. This will be presented to the Strategic Board on the 6th December and the team are working to the deadline of the 14th November to compile the Board papers. These emerging propositions will therefore be presented at the OSE Board meeting for discussion by members.
9. Board Members may wish to indicate through the discussion that it is just as important for the LEP to talk about how it will use its characteristics, scale, convening power and links into government in the LIS. This will be just as important as describing a list of interventions and actions.