

## Meeting Minutes

**DRAFT**

**Meeting** OSE Board  
**Date and Time** 25<sup>th</sup> June 2019, 14:00  
**Venue** High House Production Park

### Attendees

|                   |                               |
|-------------------|-------------------------------|
| Kate Willard      | Stobart Group (Chair)         |
| Chris Lines       | Leonardo                      |
| Mark Curle        | Essex Developers Group        |
| Martin Hodson     | Peak Security                 |
| Murray Foster     | Southend Business Partnership |
| Perry Glading     | Thurrock Business Board       |
| Angela O'Donoghue | South Essex College           |
| Robert Singh      | University of Essex           |
| Ian Lewis         | Opportunity South Essex       |
| Zoe Gordon        | South East LEP                |
| Lucy Harris       | Pixel Work                    |
| Sarah Stone       | Konica Minolta                |
| David Burch       | Chamber of Commerce           |
| Colette Bailey    | Metal                         |
| James Sharples    | Couno                         |
| Tomasz Kozlowski  | Basildon Council              |
| Dawn Redpath      | Essex County Council          |
| Cllr Norman Smith | Castle Point Borough Council  |
| David Marchant    | Castle Point Borough Council  |
| Cllr Mike Steptoe | Rochford District Council     |
| Shaun Scrutton    | Rochford District Council     |

### Apologies

|                   |                |                |
|-------------------|----------------|----------------|
| Cllr Rob Gledhill | Larry Fentiman | George Kieffer |
| David Barnes      | Lucy Harris    | Alison Griffin |
| Chris Brookhouse  | Iain McNab     | Cllr Tony Ball |

### Meeting Minutes

| Agenda Item | Notes  | Actions |
|-------------|--|---------|
| <b>1</b>    | <b>Introductions</b>   |         |
| 1.1         | With a number of new members around the table, chair did an extended introduction to outline the work of OSE and its principal links to SELEP, ASELA, local business boards. |         |
| <b>2</b>    | <b>Declarations of Interest</b>  |         |
| 2.1         | The Chair reminded everyone of the importance of declaring interest in all matters of potential relevance including gifts, hospitality and investment propositions           |         |

| Agenda Item | Notes   | Actions  |
|-------------|---|--|
| 2.2         | Rob Singh (University of Essex) indicated that the University have a pending Local Growth Fund bid and are involved with the Thames Estuary Culture Development Fund programme  |  |
| 2.2         | No declarations were made.  |  |
| <b>3</b>    | <b>Minutes of Last Meeting</b>  |  |
| 3.1         | Minutes of last meeting to be updated to reflect chair did not participate in the Culture Development Fund item due to possible conflict of interest.   |  |
| 3.2         | Southend Airport job numbers to be circulated to the Board with minutes for the meeting   |  |
| <b>4</b>    | <b>Action Tracker</b>   |  |
| 4.1         | Agreed that we would work towards a single web site for South Essex rather than develop stand alone OSE site. This means work will be undertaken in tandem with the ASELA programme   |  |
| 4.2         | Lessons have been taken on board in relation to the Basildon Integrated Transport Package   |  |
| <b>5</b>    | <b>Directors Report</b>   |  |
| 5.1         | Thames Estuary – progress is now being made with Estuary partners and Cities and Local Growth Unit to progress appointment of the Envoy. Thurrock Council are supporting the process. Leaders of Kent and Bexley are planning event to update on progress on 16 <sup>th</sup> July, James Brokenshire is invited.   | IL to share details of event on 16 <sup>th</sup> July once confirmed   |
| 5.2         | Production Corridor – Launch is to be pushed back to the autumn due to securing the sign off from the Greater London Authority. University of Arts London have been successful in securing funding to develop their creative production/consumption project in the Estuary. Business case to be submitted September 2019, decision March 2020. If successful, £25m/5 year programme of research across the Estuary. | IL to update board once dates confirmed<br><br>IL to provide links to project leads at UAL to HE institutes and others as needed |
| 5.3         | Culture Development Fund – Programme Director now in place (Emma Wilcox). Workstreams developing  | IL to update at future meeting   |
|             | Growth Hub Update – anticipating an upturn in demand for support post Brexit. Options for generating revenue and becoming more self-sufficient are being explored. Update noted by the board.   |  |

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|-------------|--|---|
| 5.4         | The Board confirmed outcome of electronic procedure<br>Vote: OSE respects the Local Growth Fund project pipeline prioritisation as undertaken by the SELEP Independent Technical Evaluator on the firm basis that OSE projects are not disadvantaged should this view not be consistent across SELEP   | OSE position taken forward to Investment Panel taking place on 28 <sup>th</sup> June 2019 |
| 5.5         | The Board noted the financial Report, including 2018/19 out-turn figures   |   |
| <b>6</b>    | <b>LGF Capital Monitoring</b>  |   |
| 6.1         | The Board congratulated South Essex College in securing £2.15m funding from the Local Growth Fund to take forward the Digital Technology Campus in Basildon town centre. Work has already started on site.   |   |
| 6.2         | Board noted that the business case for the Centre for Digital and Immersive Learning at USP College in Castle Point has been submitted for review by the Accountability Board on the 13 <sup>th</sup> September 2019.  |   |
| 6.3         | Investment Panel 28 <sup>th</sup> June: £7.8m available for allocation, which based on current project ranking would enable LGF funding to come forward for the Tilbury Riverside Business Centre. Noted that the funding available for allocation could increase to £15m if a Kent project is not able to clearly demonstrate it is in a position to proceed. If this is the case, then Southend Town Centre and Basildon Innovation Warehouse would be considered for funding.   | IL to update Board on the outcome of the Investment Panel                                 |
| 6.4         | The Board noted the report.  |   |
| <b>7</b>    | <b>OSE – Optimising our Structure and Improving Effectiveness</b>  |   |
| 7.1         | <p>Key Points from Discussion:</p> <ul style="list-style-type: none"> <li>• Good Governance and procedures supports in achieving our aims</li> <li>• Suggestion that we appoint 2 vice chairs – one public, one private</li> <li>• Non voting members would make a positive contribution in terms of expertise or access – need to have a clear purpose and time limit</li> <li>• We need to clarify definition of private sector – individual businesses and organisations/groups representing businesses</li> <li>• We need to make sure we align with SELEP and Thames Estuary</li> <li>• Should we have an outline role description for board members?</li> <li>• Would be worth while to undertake a high level audit of skills across the board</li> </ul> |   |

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|-------------|---|--------------------------------|
|             | <ul style="list-style-type: none"> <li>• We should mirror SELEP diversity requirements, and explore how we achieve genuine diversity</li> <li>• Consider the use of other networks to identify potential board members</li> <li>• We need to develop a recruitment process that echoes that of the LEP – be open and transparent</li> <li>• How do we engage with young people</li> </ul>   |                                |
| 7.2         | Board members to feed back to IL views on diversity classifications that may be outside usual definitions – eg who associates as being working class  | All Board Members              |
| 7.3         | Task and Finish Group established to review Terms of Reference: Kate Willard, David Marchant, Perry Gladding, Murray Foster, Mark Curle, Ian Lewis  | IL to establish work programme |
| 7.4         | Cllr Norman Smith volunteered to undertake the role of Vice Chair until September 2019  |                                |
| 7.5         | Skills Advisory Panel - James Sharples volunteered to represent OSE on the Skills Advisory Panel.   |                                |
| <b>8</b>    | <b>Creative Sector contribution to the South Essex Economy</b>  |                                |
| 8.1         | <p>Key Points from the discussion:</p> <ul style="list-style-type: none"> <li>• Growth of the creative sector is outstripping other sectors, high value employment opportunities, resistant to automation, headroom for growth – especially in South Essex</li> <li>• Predominantly micro and freelance businesses – government data potentially under-represents the scale of activity by 79%</li> <li>• Sector benefits from clustering, with relationships built from word of mouth. However, workspace can be difficult to secure</li> <li>• Funding and business support focuses on creation of FTE roles and economic output – this misses the point of the actual outputs from the work. We need to be able to measure this alongside the usual outputs</li> <li>• We need to think of subsidised arts as the R&amp;D for the creative sector – this is where the new ideas are generated</li> <li>• Sector suffers from clients/end users not recognising the value of what is produced and expectation of being able to push for same product at lower cost</li> <li>• Growth happens in clusters rather than more formal routes. Students are embracing this type of working environment – clearly demonstrating strong communication skills and commercial acumen</li> </ul> |                                |

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|-------------|--|--|
|             | <ul style="list-style-type: none"> <li>• Digital skills – especially coding – are eminently transferable, and by their nature are highly creative in their ability to problem solve. Greater use of AI mean creative approaches are increasingly important</li> <li>• There are limiters – licencing processes, availability to access to specialist equipment/premises, business rates, ownership models can all be barriers for starting and growing businesses in this sector</li> </ul>  |  |
| 8.2         | Arts Council are about to consult on their 10 year strategy. We need to provide an OSE response  | IL to co-ordinate                                      |
| 8.3         | The South Essex productivity strategy needs to reflect creativity, and how it will support the economy in South Essex. It is a clear sector for growth, but offers much more than this to the wider economy. View from Board is that creativity should be ‘woven into the strategy as a whole’.  | IL to make sure this is reflected in the final version |
| 8.4         | The Board thanked Colette for the presentation, discussion and the supporting information  |  |
| <b>9</b>    | <b>Recruitment Challenges in South Essex</b>   |  |
| 9.1         | <p>Key Points from the discussion:</p> <ul style="list-style-type: none"> <li>• All sectors are experiencing a shortage of skilled staff. It is also clear that the current supply of young people is not enough to meet demand. Therefore, there is an increasing need to retrain</li> <li>• Funding situation means that it is very difficult to sell apprenticeships to employers</li> <li>• Opportunities to give young people the chance to ‘try’ work are limited</li> <li>• Most businesses have a need for NVQ level 4/5 technician roles but HNC/HND courses that provide this are no longer available</li> <li>• A lot of employers do not use their apprenticeship levy – and ultimately lose it</li> <li>• Larger employers are able to spend 25% of their apprenticeship levy in their supply chains, but process to do this is very complex, meaning very few bother. View that Government wish this to happen, but the system makes it very difficult – requires expert knowledge</li> <li>• Upskilling to Level 4 – represents a significant commitment for most companies (financial and time)</li> <li>• South Essex struggles to compete with London, especially in terms of salaries</li> <li>• Frequent changes to the skills system mean that there is no stability, which means engaging with it is very difficult and requires frequent re-learning</li> </ul> |  |

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|--------------------|---|---|
| 9.2                | Local Authorities differ in the rate at which they use their apprenticeship levy, and could use within their supply chains. Same approach could be taken with employers in the area   | Ao'D to share proposal for use of LA Levy<br><br>LA's to establish current position with levy |
| 9.3                | Can we explore how we use the system? Local authority areas used currently, but if a larger geography (eg OSE area) we could provide much greater flexibility   | Ao'D, IL and local authorities to explore potential   |
| 9.4                | The Board thanked Angela for the presentation and opportunity to discuss  |   |
| <b>10</b>          | <b>SELEP Update</b>   |   |
| 10.1               | The Board have requested a timetable and plan which outlines how the LEP will create the Local Industrial Strategy for the South East   | ZG to circulate once available  |
| 10.2               | Board Members are to note the SELEP AGM taking place on the 16 <sup>th</sup> July in central London   | IL to circulate details   |
| 10.3               | The Board noted the update report   |   |
| <b>11</b>          | <b>ASELA Update</b>   |   |
| 11.1               | First meeting held with new leaders. Buy-in and commitment to the aims of ASELA remain, which underlines the consensus ASELA has built for a joined up approach across South Essex.   |   |
| 11.2               | Work is progressing across 4 main programmes: <ul style="list-style-type: none"> <li>• Connectivity and Infrastructure</li> <li>• Place (including Joint Strategic Plan)</li> <li>• Productivity</li> <li>• Investment</li> </ul> |   |
| 11.3               | Next meeting of ASELA will consider growth corridors, productivity strategy and investment  |   |
| 11.4               | A full update of the programme will be presented to the OSE Board in the Autumn   |   |

### **Next Meeting**

Wednesday 11<sup>th</sup> September 2019. Venue to be confirmed  
1:00 start for Private sector pre-meet, 2:00 start for OSE Board