

MEETING AGENDA



Meeting OSE Board
Date and Time Tuesday 25th June 2019, 2-4pm
Venue West Barn, High House Production Park, Vellacott Close, Purfleet, RM19 1RJ

Special Instructions

Please note that due to other meetings the room will not be available until 2pm

Item	Title and Description	Lead	Timing
Procedural Items			
1	Welcome and Introduction	Chair	14:00 to 14:30
2	Declarations of Interest	Chair	
3	Minutes of last Meeting	Chair	
4	Action Tracker	Chair	
5	Directors Report	Ian Lewis	
6	LGF Capital Monitoring	Ian Lewis	
Agenda items for discussion			
7	OSE – Optimising our Structure and Improving Effectiveness Changes to our ways of working, recruitment and appointments	Chair & Ian Lewis	15 mins
8	Creative Sector contribution to the South Essex Economy Understanding the freelance, micro and SME creative industries – and how best to create and support an environment in which they can thrive	Colette Bailey	30
9	Recruitment Challenges in South Essex Explore the Skills and Recruitment Challenges for Employers in a short presentation, which will highlight the challenges skills providers are facing in trying to meet need, leading to a discussion around possible interventions or activities/actions OSE/LEP could put in place, to help address some of these issues	Angela O'Donoghue	30
10	SELEP Update Update on position with LEP review implementation, development of Local Industrial Strategy and expectations of OSE engagement in both	SELEP	10
11	ASELA Update	Lyn Carpenter	5
	Date of Next Meeting 11 th September 2019, 2pm. Venue TBC		

Meeting Minutes

DRAFT

Meeting
Date and Time
Venue

OSE Board
13th February 2019, 14:00
Southend Airport

Attendees

Kate Willard
David Barnes
Mark Curle
Chris Brookhouse
Martin Hodson
Murray Foster
Perry Glading
Angela O'Donoghue
Robert Singh
Ian Lewis
Adam Bryan
Larry Fenttiman
Lucy Harris
David Burch
Colette Bailey
James Sharples
Shona Johnstone
Iain McNab
Tomasz Kozlowski
Cllr Gagan Mohindra
Dawn Redpath
Rosie Powley
Cllr Norman Smith
David Marchant
Cllr Terry Cutmore
Shaun Scrutton
Cllr John Lamb
Alison Griffin
Steve Cox

Stobart Group (Chair)
Basildon Business Board
Galliford Try
Greenergy
Peak Security
Southend Business Partnership
Thurrock Business Board
South Essex College
University of Essex
Opportunity South Essex
South East LEP
Inner London Group
Pixel Work
Chamber of Commerce
Metal
Southend United
Homes England
BEIS
Basildon Council
Essex County Council
Essex County Council
Essex County Council
Castle Point Borough Council
Castle Point Borough Council
Rochford District Council
Rochford District Council
Southend Council
Southend Council
Thurrock Council

Apologies

Cllr Rob Gledhill

Sarah Stone

George Kieffer

Meeting Minutes

Agenda Item	Notes	Actions
1	Introductions	
1.1	Prior to the meeting we held the first private sector group meeting. This was used to highlight challenges and opportunities within the private sector. At the next OSE Board meeting we propose to experiment with the first half to deal with public sector business, and the second half with private sector led items. The first private sector led items will be to look at the challenges of recruitment being faces by employers and the opportunity that the creative sector presents in South Essex.	
2	Declarations of Interest	
2.1	No declarations were made.	
2.2	Board Members present were invited to update and re-sign their Declaration of Interest forms.	
3	Minutes of Last Meeting	
3.1	Minutes of 7 th November meeting approved (JL proposed, MC seconded).	
4	Action Tracker	
4.1	Board Members considered that we should progress with the development of an induction pack for OSE Board Members.	IL
4.2	<p>A127 Lobby – concern from Board Members that this is being taken forward in isolation of the wider work of ASELA and that a technical solution has been jumped to too early. We should be looking at the corridor and demands for movement rather than a road based approach. Board support the work, but it must be clearly phased to deal with immediate issues and longer term strategic aims.</p> <p>Future meetings of the A127 Task Force to be scheduled to avoid SELEP meeting dates.</p>	<p>DM & IL to reflect these views to the Task Force</p> <p>DM/IL to follow up with project team</p>
4.3	Other items in the tracker are picked up elsewhere on the agenda.	
5	Directors Report	
5.1	IM re-iterated the position that there is ongoing Government commitment to the Thames Estuary. The Government response has been delayed as a result of EU exit.	

Agenda Item	Notes	Actions
5.2	ASELA Place Narrative – The OSE Board will be updated on this at the May meeting.	AG
5.3	SELEP Strategic Board Composition – OSE Board have confirmed their position that the SELEP Board should have 20 members board, 2/3 private membership (in line with Government requirements) and faster implementation of diversity requirements. Concerns of district authorities in terms of representation were noted.	
5.4	All Strategic Board Members were reminded to exercise their vote in response to the SELEP question to the Board on Board composition.	JL/RG/PG/CB
5.5	Board confirmed the report recommendation that the total value of delegated spend decisions between Board meetings must not exceed the lower of a) up to a maximum of 25% of the forecast closing partnership balance for the current financial year, or b) £10,000.	
5.6	The Board noted the report.	
6	LGF Capital Monitoring	
6.1	Lessons learned paper to be produced in relation to the Basildon project that has not been able to progress. Board noted that £2.414m would be handed back to the central Local Growth Fund (LGF) pot, but this would be re-distributed as part of the LGF 3b process. This would be handled as a change control request to be decided by the SELEP Accountability Board.	TK
6.2	The Board noted the report.	
7	Culture Development Fund	
7.1	CDF is the first incarnation of the Thames Estuary Production Corridor, and will consist of a creative programme, initiatives to support skills development and the development of production and workspace facilities. £4.3m of funding from DCMS will support the programme over the next 3 years.	
7.2	A key part of the programme will be the Thames Estuary Festival taking place between the 18 th September and 18 th October 2020. This takes place every 4 years to shine a spotlight on the Estuary. It will use a range of venues across South Essex.	
7.3	The programme will consist of a number of interlinked activities – for example, the festival will provide opportunities for learning.	
	The Board considered that this is a great opportunity to showcase what we have within the Estuary – for example Tilbury Fort and other events such as the 200 year anniversary of The Beagle.	

Agenda Item	Notes	Actions
7.4	The Board congratulated the bid team for their success in securing this funding for the Estuary.	
7.5	The Board will be kept up to date with progress and support they can provide through delivery.	
8	2019 Work Programme	
8.1	IL presented an overview of the things that the Board will need to engage with over the next 12-18 months.	
8.2	<p>Comments from Board Members Included:</p> <ul style="list-style-type: none"> • We need to have a clearer strategic vision – what is our destination. The South Essex Productivity Strategy needs to provide a vision for South Essex • We need to have a long term vision that is not deflected by election cycles • We need to capture revenue activity because these might be the catalyst for future investment • Need to work across different groups – for example recognise that skills can be a common factor across all SELEP sub groups • We need to create the conditions for growth and put in the foundations for delivery • Must recognise that we will need to look more widely at who delivers • We don't seem to be planning ahead for the type of industry we wish to attract • We need to go beyond the bare minimum – need to create an attractive proposition • Recognise that creativity is not just limited to the creative sector, but can support wider problem solving – creativity needs to be part of the school curriculum • OSE needs to build consistency across businesses around what they need to grow • We need to grow our own – both in terms of supply chains but also our people – embed a virtuous circle of growth • We must be able to demonstrate private sector input and views are acted upon 	
8.3	We need to capture non capital activity because this may generate future projects and investment opportunities	
8.4	<p>First key action from 8.2 will be for agendas for OSE Board meeting to have items led by the private sector. The first items for exploration at our next meeting in May are:</p> <ul style="list-style-type: none"> • The challenges of recruitment being faces by employers; and, • The opportunity the creative sector presents in supporting the growth of South Essex. 	<p>AO'D C Bailey</p>
9	Southend Airport	
9.1	Airport has significant growth plans for 2019 – new routes	

Agenda Item	Notes	Actions
	will mean 60% growth, building on 37% growth achieved in 2018.	
9.2	Significant recruitment drive underway across many disciplines such as fire fighters, cleaners, security maintenance, baggage handling and projects team. Current job numbers to be confirmed.	KW to provide link to Annual Report to confirm Job Numbers
9.3	Currently resurfacing the runway to enable use by heavier aircraft. This represents a £11m investment.	
9.4	Off-site manufacture being used to construct new facilities to support the new Ryanair services commencing in April 2019.	
9.5	Works to smooth passenger flow and extend facilities to support greater passenger numbers about to commence.	
9.6	Growth aim is to reach 5 million passengers by 2023. Airport has theoretical capacity of up to 10 million passengers. Timing of investment is critical in securing growth but ensuring a return on this investment.	

Next Meeting

Wednesday 22nd May. Venue to be confirmed
1:00 start for Private sector pre-meet
2:00 start for OSE Board

Item 4 – Action Tracker

Date	Action	Lead	Due By	RAG	Notes	Update (incl date of update)
13/02/2019	South Essex Place Narrative	AG	25/06/2019		Place narrative to be the basis for future promotion and messaging about South Essex	Short Update to 25th June Board, full update September 2019
13/02/2019	SELEP Board Composition - Voting	RG/JL/PG C Bailey	15/02/2019		Strategic Board members to submit their vote on future composition of SELEP Strategic Board	Complete
13/02/2019	Basildon Integrated Transport Package LGF Project	TK & ECC	25/06/2019		Lessons learned paper to be prepared and shared on project change	
13/02/2019	Creative Sector opportunities	C Bailey	25/06/2019		Preparation of item for Board discussion at May 2019 meeting	25/6/19 - On agenda
13/02/2019	Recruitment Challenges in South Essex	AOD	25/06/2019		Preparation of item for Board discussion at May 2019 meeting	25/6/19 - On agenda
13/02/2019	Stobart Annual Report	KW	25/06/2019		Sharing of link to Stobart Annual report to confirm job numbers at Airport	
07/11/2018	Consider how private sector investment is shown on OSE pipeline	IL & Private Sector Members	01/05/2019			3/6/19 - Work continuing to refine pipeline in conjunction with ASELA
07/11/2018	Explore Housing and OSE linkages	MC & IL	13/02/2019			13/2/19 - Ongoing; linkages across other sub groups to be explored

Date	Action	Lead	Due By	RAG	Notes	Update (incl date of update)
07/11/2018	Comments on Local Industrial Strategy to be considered as work commences	ZG	Apr-19			3/6/19 - Update to be presented to OSE Board on 25th June
07/11/2018	SELEP to review timescales for responses as part of the LIS process	SELEP	Mar-19		Comment in response to very short turn round times for federated board responses	13/2/19 - SELEP Strategic Board to receive proposal and outline programme
05/09/2018	OSE Website Development	IL	Dec 2019		Board agreed to development of website	3/6/19 - Progress on joint ASELA approach slower than anticipated
06/06/2018	Development of Induction Pack	IL	Jun-19		Induction pack for new Board Members	3/6/19 - Board to be asked about revisions to ToR and recruitment
06/06/2018	Non Capital Project Activity in South Essex	IL	Mar-19		Capture revenue activity taking place to support growth across South Essex	4/6/19 - Ongoing
06/06/2018	Thames Estuary Production Corridor – ongoing work/engagement	IL	Jun-19		Ongoing input from South Essex into the Production Corridor concept as presented to Board in June 2018	3/6/19 - draft report production delayed, awaiting confirmation of timetable. Anticipate July 2019 launch

Item	5
Subject	Director's Update
Date	25 th June 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 Directors Update
- Confirm the outcome of the Electronic Procedure 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 (para. 10)
- Note the Growth Hub Activity Report (Para 11)
- Note the financial Report, including 2018/19 out-turn figures (Para. 12)

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. **Thames Estuary Production Corridor** - case for investment is in the final stages of drafting, with publication in July 2019. OSE have supported this work with a £1,500 contribution.
3. **Culture Development Fund** – Following the award of £4.3m to the Estuary as reported at the last meeting of this Board, work has been progressing across a number of organisations to develop the work programme. An update will be presented to a future meeting.
4. **Thames Estuary** – The government response to the Thames Estuary 2050 Commission was published at the end of March 2019 (Link: <https://www.gov.uk/government/publications/thames-estuary-2050-growth-government-response-to-commission>). The response did re-announce a lot of existing commitments, however, there was £1m to appoint an 'envoy' for the Estuary. OSE have been working with MHCLG, BEIS and Estuary Partners to move this appointment process forward. The Envoy will be appointed jointly by central government and the Estuary and will champion the growth of the Estuary. There is also a commitment for a Cabinet level champion for the Estuary to be appointed but this selection process is not yet underway. The response also announced £350k to support the Thames Estuary Production Corridor.

5. **OSE & ASELA** - The OSE Director has been working with ASELA appointed consultant and colleagues across South Essex to develop the South Essex Productivity Strategy. This will be a single strategy for growth across South Essex, and we have engaged with a wide range of stakeholders across the area to inform its development. The work will be completed over the summer.
6. **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 10.
7. **Infrastructure finance response** – HM Treasury held a review of infrastructure finance and OSE provided a response to the consultation. The response can be found in Appendix A of this report.
8. **LEP Review** – OSE are supporting this work. This will be covered in agenda item 10.
9. **Thames Estuary Development Conference 3rd April 2019** – OSE, alongside SELEP and Thames Gateway Kent Partnership are supporting a conference being organised by the Built Environment Network which will be an opportunity to put the Estuary on the map with developers and investors. The event attracted around 300 delegates and we were able to showcase a number of key projects in South Essex. On the 3rd October, the next Thames Estuary Growth Day will be held at Excel Exhibition Centre, London (See: <http://www.3foxinternational.com/events/144/Thames-Estuary-Growth-Day-2019->)

Local Growth Fund Project Prioritisation

10. Since our last Board meeting, we held a vote by electronic procedure which sought to secure a clear view of the board in relation to the LEP's prioritisation within the Local Growth Fund pipeline. The Board unanimously responded to say that we agreed with the prioritisation arrived at by the LEP's Independent Technical Evaluator, on the condition that the position of OSE projects within the pipeline were not disadvantaged in any way should other Federated areas choose a different approach. Board members views were that this was an independent approach, and as such the outcome should be respected. Board Members are asked to formally confirm the outcome of the electronic vote at this meeting.

Growth Hub Update

11. The Growth Hub June update can be found in Appendix B of this report. The key points for the board to note are that a LEP wide review of Growth Hubs is being undertaken with publication expected by July 2019. It is also worth noting that a number of EU supported programmes have fully allocated their funding, so the Growth hub has moved away from running grant awareness events, but now targeting areas where EU funding support is still available such as digital, creative, transport, logistics and data. The progress report (Appendix C) provides a summary of activity in the 2018/19 financial year.

Financial Update

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

Income and expenditure	2018/19 actual	2019/20 actual / budget	2020/21 budget	2021/22 budget
	£	£	£	£
Programme Manager salary, including on costs (later years include allowances for indexation)	64,925	90,220	93,000	96,000
Car Allowance	1,033	1,239	1,239	1,239
Expenses (spent to date)	2,453	293	0	0
Expenses (unspent balance)	0	3,207	3,500	3,500
Supplies and services:				
• General expenditure	1,925	170	0	0
Premises and establishment	7,946	7,200	7,400	7,600
Sub-total expenditure before projects	78,282	102,329	105,139	108,339
Projects:				
• Kent County Council - Cultural development fund bid writing	1,600			
• Kent County Council - Thames Estuary production corridor consultant	1,663			
Total expenditure	81,544	102,329	105,139	108,339
Total subscription income	(97,500)	(97,500)	(97,500)	(97,500)
Net expenditure / (income) for the year	(15,956)	4,829	7,639	10,839
Opening partnership balance 1 April	(37,842)	(53,798)	(38,969)	(31,330)
Net expenditure / (income) for the year	(15,956)	4,829	7,639	10,839
Planned future projects:				
• Website development (maximum amount)		10,000		
Closing partnership balance 31 March	(53,798)	(38,969)	(31,330)	(20,491)

Item 6

Subject Capital Programme Monitoring

Date 25th June 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 that South Essex College have been successful in securing £2.15m from the Local Growth Fund to support the Digital Technology Campus in Basildon

Introduction

1. There are 20 projects that are supported by LGF in South Essex. Three projects have been completed, which leaves 16 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.
1. Two projects (A130 Fairglen 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.
2. 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

3. Of the 17 active projects, 12 are rated Green and 5 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
Basildon Integrated Transport Package (Essex)	Significant issues with an individual project within the package means that this single project will not proceed. Rest of the package is not affected.	Change control to include first phase of Basildon Flagship cycle route approved by Accountability Board on 15 th February 2019.

Project (Lead Authority)	Reason for Amber Status	Mitigation
A130 Fairglen (A130 to A127 East Link) Essex)	Business case not yet signed off by DfT/SELEP.	No profiled spend until 2019/20 financial year. A130 Fairglen retained scheme. Business Case approved by Accountability Board on 15 th February 2019
A130 Fairglen Interchange (Retained Scheme) (Essex)	Process for business case sign off yet to be confirmed by DfT. Scheme development is continuing.	No profiled spend until 2019/20 financial year. Design process is underway. Business case for the link road to be presented to Accountability Board on 15 th February 2019, but timetable for the wider scheme to be agreed with DfT
London Gateway / Stanford Le Hope (Thurrock)	Contractors target price submission exceeds the available budget.	Procurement process underway- tender responses under consideration. Options include potential redesign of the project. Decision expected summer 2019.
Purfleet Centre (Thurrock)	Costs have been re-profiled due to ongoing property acquisition negotiations.	Outline planning application for the scheme approved. The Council is aiming to purchase via negotiation wherever possible, so timescales are difficult to define. Thurrock Council Cabinet approved in principle a resolution to pursue Compulsory Purchase Order if required. Working toward agreements with owners of properties that will use all of the remaining LGF allocation.
Grays South (Thurrock)		Business Case for release of first £3.7m LGF funding approved by February Accountability Board. Next stage in design process underway. Business Case for remaining funding to be submitted to Accountability Board in December 2019

New Projects

4. During 2018, SELEP held a funding call for projects to use remaining Local Growth Funding. South Essex submitted 16 projects in response, with projects led by South Essex College and USP College being allocated funding in the first release.
5. On the 7th June, Accountability Board confirmed £2.15m funding for the Digital Technology Campus in Basildon. The business case to secure funding for the Digital and Immersive technology centre at the USP College Campus in Castle Point will be presented to the Accountability Board on the 13th September 2019.
6. In March, Federated Boards were asked by SELEP to confirm their position in relation to the priority of projects submitted in response to the Call for Projects. Via electronic procedure, the OSE Board confirmed that they respect 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. The reason for taking this position was that the Independent Technical Evaluator has undertaken a review of all projects submitted using an open and transparent process.

7. Further funding will become available from projects across the LEP that are no longer in a position to draw down their allocations and meet the March 2021 deadline for expenditure. Funding will then be reallocated, by the SELEP Investment Panel, to projects from the prioritised list of pipeline projects.

Future Business Case Submissions

8. The table below lists the projects and the Accountability Board meeting at which they will be presented:

Accountability Board Meeting	Business Cases to be submitted	Description and SELEP Ask
13 th September 2019	USP Centre for Digital and Immersive Learning	Business case to secure £900k LGF funding for project

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

Item	7
Subject	Optimising our Structure and Improving Effectiveness
Date	25 th June 2019
Author	Ian Lewis, Executive Director

Report Summary and Decisions required

The Board are asked to:

1. Agree to the formation of a task and finish group to review the terms of reference and present a revised version for approval at the 11th September meeting of the Board
2. The Board are invited to offer their views on the following points:
 - Should we set a limit on the number of private sector board members
 - Recruitment of further Private Sector Board Members
 - Set terms, with re-appointments, for Board members
 - Limit the number of consecutive non attendance at Board Meetings by Board Members
 - Appointments of non voting Board Members
3. Appoint an interim Vice Chair to be in place until formal election of Chair and Vice Chair at 11th September Board
4. Note the election of Chair and Vice Chair at the 11th September Board
5. Appoint a Private Sector Board Member to sit on the SELEP Skills Advisory Panel

Introduction

1. The purpose of this paper is to highlight a number of areas where the OSE Partnership will need to update its Terms of Reference. This is driven by two things – the need to bring us into alignment with the South East Local Enterprise Partnership Assurance Framework and the LEP review, and also to formalise some changes we have made over the last year.
2. We will also need to confirm appointments, and consider whether to recruit new members to the Board.

Board Composition

3. The current Terms of Reference has a minimum number of private sector representatives, with no maximum. This is a Business Led partnership, with a total of 21 members as follows:
 - 13 Private Sector Members
 - 1 Further Education representative
 - 1 Higher Education Representative
 - 6 Local Authority Representatives (Leader/cabinet members)
4. The Assurance Framework enables Federated Boards like OSE to determine its own membership. At this point in time, we may wish to reflect on our membership and decide on the following:
 - Should we place a numerical limit on our Private Sector Board Members
 - Are we happy that we have the right representation given our emerging strategy (eg – we don't have digital infrastructure providers represented)

- We are some way short of 50/50 Gender equality (currently 30% of private sector members). Our current terms of reference are silent on diversity
5. Our Terms of Reference do not specify a term for Board Members to serve, for example 2 years, and the number of consecutive terms a Member can serve. The SELEP Assurance Framework specifies a specific duration for Board appointments, we will need to consider the point at which to start this bearing in mind existing Board member appointments. However, if we were to not limit the number of private sector members this becomes less of an issue.
 6. The Board may also consider to include provision should a member not attend for a number of consecutive meetings (for example 3) then it is considered that the Board member through their non-attendance as resigned.

Board Member recruitment

7. The Board may wish to consider appointment of individuals with the skills or knowledge to enable us to progress with the South Essex Productivity Strategy. The Terms of reference currently makes provision for this under section 7 – ‘other participants’. We may wish to define this more tightly, such as appointment for a specific duration to bring specific expertise to support the work of the Board. We should decide if this is something we would wish to do.
8. We could open a recruitment process to identify potential new board members. A recruitment process is required by the SELEP Assurance Framework to be open and transparent. The process for recruitment would reflect the approach used in other federated areas. Board Members should note that this process would require the opportunity to be advertised, with applicants shortlisted and selected on criteria we need to establish. However, this does not guarantee we would get specific skills or knowledge we would be seeking.

Board Appointments

9. The current term of appointment for the Chair will be ending at the next Board meeting. At the September meeting of this Board we would confirm the appointment of the Chair for the next 2 year period.
10. The Vice Chair position is currently vacant. It is preferable for the Chair and Vice Chair appointments to run simultaneously, so appointment will be confirmed at the September Board meeting. However, we would need to appoint a Vice Chair on an interim basis due to the new requirements we have agreed in relation to financial approvals agreed by the Board, which will be included within the revised Terms of Reference (See paragraph 13).
11. SELEP will be forming its Skills Advisory Panel in the autumn. Each Federated Board will be required to identify a private sector representative to sit on the Panel. Timings mean that we will need to confirm the OSE representative for the Skills Advisory Panel at this meeting of the Board because the first meeting of the panel is likely to take place before our September Board meeting. We therefore need to identify and select the OSE private sector representative to sit on the Panel.

Operational Changes

12. The Terms of Reference will need to be reviewed to reflect that an Executive Director is now in post. There are also a number of other small changes that we will need to update due to changes since the creation of the last version in 2017.

13. A key update to be made is that the Board have previously agreed that the Chair, Vice Chair and Executive Director are able to make decisions in relation to small items of expenditure from the Partnership Balance up to £2,500, and have this decision confirmed at the next available Board meeting. The total of these decisions between board meetings of up to £2,500 per item up to a total not exceeding the lower of a) up to a maximum of 25% of the forecast closing partnership balance for the current financial year, or b) £10,000

Next Steps

14. A Task and Finish group of the Board be formed to oversee the development of a revised Terms of Reference for approval at the next OSE Board meeting on the 11th September 2019.
15. The nominations process for Chair and Vice Chair positions be opened over the summer, with appointments being confirmed at our next Board meeting.

Item	10
Subject	South East Local Enterprise Partnership Update
Date	25 th June 2019
Author	Suzanne Bennett, SELEP Chief Operating Officer

Report Summary and Decisions required

The Board are asked to note the report

Introduction

1. The following is an update on the main areas of activity of SELEP and a brief overview of the agenda for the SELEP Strategic Board meeting to be held on 28 June 2019.

Local Industrial Strategy (LIS)

2. SELEP has appointed two Strategy and Intelligence Managers, on a job share, to lead the work on the LIS. HMG has indicated that they will require up to three months to agree the LIS which will require submission of a draft by the end of this calendar year.
3. Two advisory officer groups have been established, a Core Group which includes representation of upper tier local authorities and federated board leads and a Stakeholder Group that extends the Core Group to include representatives from universities, colleges, districts, boroughs and SELEP working groups.
4. An update on the LIS is being presented to Strategic Board in June.

LEP Review

5. Two sub groups have been established to take forward the LEP Review Programme of work. These groups are made up of members of the SELEP Strategic Board who volunteered to be involved. The sub groups are advisory and will be making recommendations to Strategic Board for decision.
6. Sub group 1 will be making recommendations on: Board size, composition, chair and board member recruitment and diversity. Sub group 2 will be making recommendations on the Legal Personality for SELEP.
7. Membership for the OSE area is as follows:
 - **Sub group 1:** David Burch and Perry Glading
 - **Sub group 2:** Cllr Gledhill
8. An update on LEP Review is being provided at Strategic Board. This covers the intention to appoint an independent consultant to provide a review of Board size and composition and make recommendations on how the current board can morph to meet Government's requirements following the LEP Review. Also under consideration at that meeting will be the form of company to be adopted in the move to establishing a legal personality. The recommended form is a Company Limited by Guarantee and full details can be found in the SELEP Board papers.

SELEP Strategic Board – 28 June 2019

9. In addition to the items detailed above, the following items will be discussed at the Board meeting:
- **Transport for the South East** – a decision on response to the consultation that Transport for the South East has issued on their proposal for statutory powers. Please note that TfSE does not cover the SELEP area north of the River Thames
 - **Assurance Framework** – a decision on approving a revised framework following discussion at March Strategic Board
 - **Terms of Reference** – a decision on approving revised ToR to reflect changes in Assurance Framework as above
 - **LEP Review** – as above
 - **Chair Recruitment Policy** – a decision on the policy. This reflects the process used for the last recruitment of the Chair. The process was agreed by Board but hadn't been adopted as formal policy
 - **Greater South East Energy Hub** – an update on the establishment of the Greater South East Energy Hub and preparation for potential future decision by electronic procedure
 - **Growing Places Fund** – a decision on the timing of the next round of investments
 - **LIS Update** – as above
 - **Update on Newhaven Enterprise Zone**
10. Papers will be published on 14 June 2019. Investment Panel will convene following the Strategic Board for the next set of decisions on LGF3b prioritisation.

Other News

11. Successful launch of the SELEP Digital Skills Partnership. SELEP is one of only six LEP/Combined Authorities chosen to pilot the Digital Skills Partnerships with DCMS. The partnership was launched on 12 June in Hastings.