

Meeting Minutes

DRAFT

Meeting
Date and Time
Venue

OSE Board
11th September 2019, 14:00
Wat Tyler Country Park, Pitsea, Basildon

Attendees

Kate Willard
Murray Foster
Perry Glading
Angela O'Donoghue
David Barnes
Lucy Harris
Robert Singh
Ian Lewis
Adam Bryan
Colette Bailey
James Sharples
Tomasz Kozlowski
Gunilla Edwards
Tristan Smith
Hannah Kopel
Claudia McKibbin
Lyn Carpenter
Cllr Rob Gledhill
Alison Griffin
Cllr Norman Smith
David Marchant
Shaun Scrutton
Martin Whiteley

Stobart Group (Chair)
Southend Business Partnership
Thurrock Business Board
South Essex College
Basildon Business Board
Pixelwork
University of Essex
Opportunity South Essex
South East LEP
Metal
Couno
Basildon Council
Basildon Council
Essex County Council
Essex County Council
Essex County Council
Thurrock Council
Thurrock Council
Southend Council
Castle Point Borough Council
Castle Point Borough Council
Rochford District Council
ASELA

Apologies

Cllr Mike Steptoe
Chris Brookhouse
George Kieffer

Sarah Stone
Mark Curle
Larry Fenttiman

Iain McNab
Cllr Tony Ball
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.	

Agenda Item	Notes	Actions
3	Minutes of Last Meeting	
3.1	Agreed.	
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

Agenda Item	Notes	Actions
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.	
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’. 	

Agenda Item	Notes	Actions
	<ul style="list-style-type: none"> 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 2019.	ASELA Chief 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

Agenda Item	Notes	Actions
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 	IL/PG/C Bailey
10.2	<p>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 KMEP 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.</p>	PG/C Bailey
10.3	<p>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</p>	
10.4	<p>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.</p>	
10.5	<p>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.</p>	A Bryan
10.6	<p>The diversity requirements set for the board are too narrowly drawn and need to reflect all aspects of diversity.</p>	A Bryan

Next Meeting

Thursday 14th November 2019. Venue TBC.