

Summary of decisions - SELEP Strategic Board, held in High House Production Park, Purfleet, 22 March 2019. Please note that this is a summary of decisions taken at the meeting only. The draft minutes of the meeting will appear in the ‘minutes & meetings’ section of the SELEP website by 4th April 2019.

Present	Company	Representing
Chris Brodie	Chair	
Adam Bryan	Managing Director	
Graham Peters	Vice Chairman for East Sussex	East Sussex – Business
Clive Soper	Federation of Small Businesses	East Sussex – Business
Ana Christie	Sussex Chamber of Commerce	East Sussex - Business
Cllr Rupert Simmons	East Sussex County Council	East Sussex – Local Authority
Cllr David Tutt	Eastbourne Borough Council	East Sussex – Local Authority
Cllr Peter Chowney	Hastings Borough Council	East Sussex – Local Authority
George Kieffer	Vice Chairman for Essex	Essex – Business
David Burch	Essex Business Board	Essex – Business
David Rayner	Birkett Long	Essex – Business
Colette Bailey	Metals	South Essex – Business
Perry Glading	Thurrock Business Board	South Essex – Business
Cllr Rob Gledhill	Thurrock Council, OSE	South Essex – Local Authority
Cllr John Lamb	Southend on Sea Borough Council	South Essex – Local Authority
Cllr Graham Butland	Braintree District Council	Essex – Local Authority
Cllr Chris Whitbread	Epping Forest District Council	Essex – Local Authority
Cllr Kevin Bentley	Essex County Council	Essex – Local Authority
Jo James	Kent Invicta Chamber	Kent – Business
Douglas Horner	Acting Vice Chairman for Kent & Medway	Kent – Business
Paul Thomas	DLS Limited	Kent – Business
Cllr Paul Carter	Kent County Council	Kent – Local Authority
Cllr Rodney Chambers	Medway Council	Kent – Local Authority
Penny Shimmim	Social Enterprise Working Group - Chair	Social Enterprise
Angela O’Donoghue	South Essex College	Further Education
Prof Anthony Forster	University of Essex	Higher Education

1. Welcome and Introductions

- 1.1 The following apologies were received: Cllr Simon Cook, Cllr Keith Glazier (substituted by Cllr Rupert Simmons), and Cllr Peter Fleming.

2. Minutes, Declarations of Interest and Matters Arising

2a. Minutes

- 2.1 The minutes of the meeting held on Friday, 7th December were agreed with the amendments noted below:

- In the list of those present: Perry Glading showing as from Southend Business Board, should read Thurrock Business Board; and

- Under section 2.11: “..... felt that a strong working group *consisting* of top businesses....”, should read *including* (rather consisting).

2b. Declarations of Interest

2.2 During the meeting the following declarations of interest were made:

- Jo James, under agenda item 5, noting organisation runs Kent and Medway Growth Hub.
- Angela O’Donoghue, under agenda item 8, South Essex College is involved in one of the LGF3b projects listed.
- Rupert Simmons, under agenda item 8, interest in one of the Sea Change Sussex LGF3b projects

2c. Matters Arising

2.3 **LEP Annual Performance Review:** Adam Bryan informed the Strategic Board of the outcome; for Governance – good; for Delivery - good; and for Strategy - requires improvement.

2.4 **Tri-LEP Energy Strategy:** The Board received an update on the launch of the tri LEP Energy Strategy, following the Boards comments having been considered and a final version of the Strategy will be circulated to Board members.

2.5 **Careers Enterprise Company:** Louise Aitken read out a statement to the Board, in relation to the Enterprise Advisory Network contract with the Careers Enterprise Company.

2.6 **Timely flow of information:** Board members noted the considerable number of reports and the late circulation of certain documents. The Chair noted that it was important for the Board to have information with as much notice as possible.

3. LEP Review Implementation

3.1 The Board received a report from Chris Brodie, Adam Bryan and Suzanne Bennett, the purpose of which was to update on the progress made implementing the recommendations of the LEP Review and to agree the approach for ensuring all recommendations are implemented by March 2020, as required by Government.

Resolved:

3.2 The Board **ratified** the results of the recent electronic procedure; this being that the Board approved the recommendation that the Board should move to a model of no more than 20 Board Members with five co-opted members and a private sector majority of two-thirds.

3.3 The Board **approved** the scope of a workstream considering the size and composition of the Board and the production of advisory options and recommendations on how the Board could be reformed to meet the requirements agreed under the electronic procedure. Noting that whichever delivery option is selected, the final decision on Board size and composition will remain with the Strategic Board.

3.4 Following a vote with 22 in favour, the Board **agreed** to:

- a) Appointing an independent, external body, through an open and transparent selection process, to provide options and recommendations on how an appropriate Board size and composition can be achieved; and
 - b) Creating a Steering Group, to be chaired by the Board Chair, to oversee the Independent Review and the scope of the review. Nominations will be sought for this Steering Group, and the Steering Group will comprise of at least one member from each of the Federated Areas.
- 3.5 The Board **approved** the suggested approach and timelines for ensuring that all LEP Review recommendations are fully implemented by the end of March 2020.
- 3.6 The Board **approved** the principle of the future selected incorporated model being a 'nil return' company and **noted** that this decision does NOT restrict or inhibit any options or models that may be considered for incorporation.
- 3.7 The Board **approved** the principle that Board members would act as sponsors for workstreams for the implementation of the LEP Review requirements.

4. Assurance Framework

- 4.1 The Board received a report from Rhiannon Mort, the purpose of which was to seek agreement from the Board on SELEP's revised Assurance Framework and revised Terms of References.

Resolved:

- 4.2 The Board **approved** the updated SELEP Assurance Framework (2019), after voting on the issue on the basis that the Assurance Framework will be reviewed again by the Board at its meeting on the 28th June 2019. The motion was carried with 16 in favour.
- 4.3 The Board **noted** that the SELEP Assurance Framework (2019) would require further revisions during 2019/20 due to the LEP Review Implementation work and the new requirements to be in place by the end of 2019/20, and therefore would work towards making further revisions within the next three months.
- 4.4 In agreeing the Assurance Framework, the Board **approved** the SELEP diversity statement, set out in paragraph 4.3 of the revised Assurance Framework.
- 4.5 The discussion in relation to the SELEP Strategic Board Terms of Reference was postponed and will be discussed at the next Board meeting in June 2019.

5. Delivery Plan 2019/20

- 5.1 The Board received a report from Suzanne Bennett, the purpose of which was to seek agreement to the Delivery Plan for 2019/20.

Resolved:

- 5.2 The Board **approved** the adoption of the Delivery Plan and the submission of the plan to Government.
- 5.3 The Board **noted** the intention to further strengthen and build on the light-touch plan with colleagues at the LEP Network over the coming months.

6. Sector Support Fund (SSF)

- 6.1 The Board received a report from Adam Bryan, the purpose of which was to seek endorsement for the SSF project which has been submitted to SELEP for revenue funding support.

Resolved:

- 6.2 The Board **endorsed** the SELEP Creative Open Workspace and Masterplan Prospectus (£49,000) for funding through the 2019/20 SSF allocation.

7. Digital Skills Partnership

- 7.1 The Board received a report from Louise Aitken, the purpose of which was to seek agreement from the Board for the Digital Skills Partnership pilot with the Department for Digital, Culture, Media and Sport (DCMS).

Resolved:

- 7.2 The Board **approved** the establishment of the Digital Skills Partnership with DCMS, the partnership, having been endorsed by local skills boards and secured on behalf of the LEP Skills Advisory Group.

8. Local Growth Fund Capital Programme Update

- 8.1 The Board received a report from Rhiannon Mort, the purpose of which was to update on the LGF programme, the Investment Panel from 8th March 2019 and to approve the next steps in relation to LGF3b.

Resolved:

- 8.2 The Board **noted** the update on the delivery of the LGF programme.
- 8.3 The Board **noted** the outcome of the SELEP Investment Panel meeting.
- 8.4 The Board **approved** that the lessons learnt from LGF3b to date is prepared and presented to the Board at the June 2019 meeting, to inform future work.

- 8.5 The Board **approved** the reconvening of the Investment Panel on the 28th June 2019, following the Strategic Board meeting.
- 8.6 The Board **endorsed** the planned spend of £9.27m LGF beyond the 31st March 2021 for the Beaulieu New Railway Station project, as set out in section 6 of the report presented to the Board.
- 8.7 The Board **approved** the next steps in relation to the LGF3b, as set out in section 7 of the report presented to the Board (and as below).
- In terms of the next steps for the prioritisation of the remaining LGF3b list, it is proposed that the remainder of the LGF3b list should be considered by the Investment Panel on the 28th June 2019, once Federated Boards have had time to review the technical document and consider their strategic priorities.
 - SELEP provided a commitment to Government that it would develop and maintain a pipeline of LGF projects to utilise LGF, should LGF underspend become available. This commitment was provided in response to the Deep Dive recommendations. It is therefore important that this work stream continues so that assurances can be provided back to Central Government that SELEP is following through on its commitment.
 - Furthermore, there continue to be opportunities for LGF underspend to be identified. There are a number of LGF projects which have been awarded funding, but which are currently RAG rated as Red and/or have specific funding conditions attached. If these projects are unable to progress or the funding conditions cannot be satisfied, then the LGF will be returned for reallocation through the LGF3b process. A strong pipeline of prioritised projects will be crucial to ensuring that LGF underspends can be reallocated at pace, to enable alternative projects to progress.
 - By the end of May, Federated Boards are therefore asked to consider the projects which they identify to be strategically important. Given the substantial number of LGF3b applications and the limited funding available, each Federated Board is asked to focus on its top two/three priorities for investment.
 - Federated Boards are also asked to consider whether there are any projects which they wish to withdraw from the process. In particular, there may be projects which were unsuccessful in securing a provisional allocation on the 8th March 2019 and therefore, given timescales, would be unable to spend the LGF allocation sought by the 31st March 2021 within the shorter amount of time now available.
 - It is not intended that new information will be presented to the ITE, but rather that the Federated Boards will provide a view on their strategic priorities to be reflected within the reports to the Investment Panel on the 28th June 2019. Similarly, SELEP is not expecting changes to the LGF ask of projects to come forward, as this would require a further iteration of the Business Case review, to consider the impact of the changes in LGF on the outputs and outcomes which will be delivered by the project.

- Each Federated Board is asked to provide supporting evidence/narrative for the priority projects which are identified, to set out why these projects have been prioritised by the respective Federated Board. Where the ITE assessment has raised concerns in relation to these projects, Federated Areas are also asked to provide evidence of how these concerns can be mitigated.
- Through the Federated Board discussions there must be a fair and equal opportunity for discussion around the relative merits of each of the projects put forward for funding.
- The local Federated Board feedback on their strategic priorities will be reflected within the Investment Panel papers for the meeting on the 28th June 2019, to ensure that the recommendations made to the Investment Panel resonate with the priorities identified by the Federated Boards.

9. Local Industrial Strategy (LIS)

9.1 The Board received a report from Adam Bryan, the purpose of which was to outline the approach to producing the LIS, noting that it is an iterative process and high profile in terms of Government's expectation of the LEP.

Resolved:

9.2 The Board **noted** the presentation and provided their mandate for the continuation of the work.

10. Lower Thames Crossing (LTC)

10.1 The Board received a report from Cat Cliffe, Head of Value and Legacy at the LTC Team, the purpose of which was to inform Board members of the approach being taken towards developing a skills, education and employment strategy for the LTC project.

Resolved:

10.2 The Board **noted** progress and provided feedback to the LTC team.

11. Garden Communities Session Three

11.1 The Board received a report from Claire Hamilton, Harlow and Gilston Garden Town Director, the purpose of which was to provide an update on the development of Harlow and Gilston Garden Town.

Resolved:

11.2 The Board **noted** the report and the presentation.

12. Thames Estuary Production Corridor

12.1 The Board received a report from Chris Paddock from Hatch Regeneris, the purpose of the report was to report the results of the Thames Estuary Production Corridor (TEPC) feasibility work.

Resolved

12.2 The Board **noted** the report and the presentation.