



SOUTH EAST
LOCAL ENTERPRISE
PARTNERSHIP

STRATEGIC BOARD DRAFT MINUTES

Friday 28th June 2019

High House Production Park, Purfleet, RM19 1RJ



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Future Strategic Board meeting dates:

4th October; 6th December; January 31st 2020; and 20th March.

Attendees

Chair	Chris Brodie	
Chief Executive Officer	Adam Bryan	SELEP
EBB and OSE business representatives	Colette Bailey	Metal
	David Burch	Essex Chamber of Commerce
	David Rayner	Birkett Long
	George Kieffer	Vice Chair
	Perry Glading	Glading Consultancy
EBB and OSE local government representatives	Cllr Graham Butland	Braintree District Council
	Cllr David Finch	Essex County Council
	Cllr Rob Gledhill	Thurrock Council
	Cllr Ron Woodley	Southend on Sea Borough Council
KMEP business representatives	Douglas Horner	Trenport Investments
	Geoff Miles	Vice Chair
	Jo James	Kent Invicta Chambers
	Paul Thomas	Development Land Services Limited
KMEP local government representatives	Cllr David Monk	Folkestone & Hythe District Council
	Cllr Paul Carter	Kent County Council
	Cllr Peter Fleming	Sevenoaks District Council
	Cllr Rodney Chambers	Medway Council
TES business representatives	Ana Christie	Sussex Chamber of Commerce
	Clive Soper	FSB
	Graham Peters	Vice Chair
TES local government representatives	Cllr David Tutt	Eastbourne Borough Council
	Cllr Keith Glazier	East Sussex County Council
	Cllr Peter Chowney	Hastings Borough Council
Higher education representative	Anthony Forster	University of Essex
Further education representative	Angela O'Donoghue	South Essex College

Apologies from:

Cllr Chris Whitbread (Epping Forest District Council);

Penny Shimmin (social enterprise business representative); and

Cllr Kevin Bentley (Essex County Council) *Cllr David Finch attended instead of Cllr Bentley*

Item 1: Welcome and introduction

- 1.1. Chris Brodie opened the meeting and reminded the Board that new microphones were being used for the recording of the meeting which recorded continuously.

Item 2: Minutes of last meeting, Declarations of Interest and Matters arising

- 2.1. Douglas Horner asked for an amendment to be made to the last meeting's minutes at paragraph 3.7, as the record was incomplete. It was agreed that the final minutes would reflect this change.
- 2.2. The last meeting's minutes were agreed subject to the amendment above.
- 2.3. The following interests were declared:
 - a) Prof Anthony Forster declared a conflict of interest relating to the Investment Panel meeting after this meeting, and therefore he would not be attending (alternative arrangements made);
 - b) Cllr Graham Butland and George Kieffer as they were Members of Transport East; and
 - c) Cllr Keith Glazier as he was the Chair of Transport for the South East.
- 2.4. Chris Brodie reminded the Board that the SELEP AGM would take place on 17 July and encouraged the Board Members to attend.
- 2.5. Chris Brodie congratulated Jo James on her recognition in the Queen's Birthday Honours with an OBE for services to business.
- 2.6. Adam Bryan asked the Board to consider receiving electronic invites with the understanding that this would mean the internal circulation of email addresses. This was **agreed**.

Item 3: Transport for the South East

- 3.1. The Board received a presentation by Rupert Clubb, Lead Officer for Transport for the South East.



SELEP Strategic
Board presentation

- 3.2. Douglas Horner asked Rupert Clubb about the timescale of the works being undertaken. He alluded to the fact that transport projects tend to take a long time to deliver and the Government-preferred stance was that outcomes should be achieved within a short-term election cycle. He also asked if longer-term economic changes were being taken into account.
- 3.3. Rupert Clubb responded by explaining that prioritised schemes satisfied Government's preference for short-term timescales. As the Transport Strategy extended to 2050, he acknowledged that transport could evolve during this time, particularly as generations become less likely to purchase cars.
- 3.4. Adam Bryan asked Rupert Clubb to reflect on future engagement with the 5 LEPs.
- 3.5. Rupert Clubb responded by saying that LEP engagement had been fundamental in this process, including contributions to the LIS. He stated that there was consistent representation from 3 LEPs including SELEP.
- 3.6. George Kieffer asked Rupert Clubb about transport corridors and their correspondence with transport body areas, especially regarding engagement with Thurrock and Essex.
- 3.7. Rupert Clubb responded by saying that he met last week with the other sub-national transport bodies, and that the benefit of the Lower Thames Crossing was recognised.
- 3.8. David Tutt asked Rupert Clubb about Transport for the South East gaining powers over the rail franchises.
- 3.9. In reply Rupert Clubb said there were two key aspects: influencing investment priorities, and gaining a stronger role in the creation of rail franchises, although he felt the [Williams rail review](#) was moving the industry away from rail franchising.
- 3.10. Cllr Rob Gledhill reiterated that Thurrock remained opposed to the Lower Thames Crossing at its location and asked for this to be consistently reflected in SELEP papers. He continued that there hadn't been conversations

with Thurrock and requested reassurance that there would be conversations with the relevant Local Authorities in future.

- 3.11. Rupert Clubb responded that there was a strong relationship with Transport East, and that sub-national transport body membership is open to Local Authorities. He continued that he would ensure that the formal consultation would include Thurrock.
- 3.12. Perry Glading commented on the value of a presentation from Transport East in order to cover the whole SELEP area.
- 3.13. Paul Thomas commented on the objective given of stimulating economic growth and asked about overcoming existing barriers to growth, including maintenance of the existing infrastructure.
- 3.14. Rupert Clubb responded by saying that this is outside the remit of Transport for the South East; Paul Thomas acknowledged this and clarified that he would just like for it to be taken into consideration.
- 3.15. The Board was asked to agree the letter of support for Transport for the South East. This was **agreed**.

Item 4: Assurance Framework

- 4.1. The Board received a presentation by Rhiannon Mort, Capital Programme Manager for the SELEP.



Assurance
Frameworkv1.pptx

- 4.2. Rhiannon Mort reminded the Board that the Accountability Board derives its power from the Local Authority.
- 4.3. Douglas Horner expressed nervousness around accepting the Assurance Framework and Terms of Reference in their current form, particularly around the Federated Boards and the structure of the SELEP. He suggested for the Board to note rather than agree the progress made, and for the legal personality sub-group to take the discussion forward.
- 4.4. Chris Brodie acknowledged the future development required of the Assurance Framework and explained that the choice was to accept the proposed version or keep the March 2019 version until further developed upon incorporation.
- 4.5. Paul Carter stated that the proposed version was a great improvement on the previous version. He continued that he did not believe it was agreed to have 4 Federated Areas, an important point as it would affect the new board composition.
- 4.6. Ana Christie requested clarification around a paragraph regarding limiting funding for Federated Boards, as it could have been misinterpreted that different boards could have different limits.
- 4.7. Rhiannon Mort responded and clarified that this was not the intention.
- 4.8. Cllr Paul Carter raised the subject of the ITE's status in setting the priority list, and the importance of reflecting the reality of the process.
- 4.9. Chris Brodie asked the Board to decide whether to accept the proposed version.
- 4.10. Prof Anthony Forster asked the Chair for his advice. Chris Brodie recommended to the Board to accept the proposed version, recognising it as a waypoint on the journey which must end by March 2020.
- 4.11. David Rayner expressed his support for accepting the new version per Chris's recommendation.
- 4.12. The proposed version of the Assurance Framework was **agreed**, acknowledging the document as a waypoint and not a precedent for future decisions post-March 2020.

Item 5: Terms of Reference

- 5.1. Chris Brodie left the room as this item contained a discussion around the term of the Chair. Vice-Chair Graham Peters chaired this item.
- 5.2. The Board received a presentation from Rhiannon Mort, Capital Programme Manager (contained in the final slide of the previous presentation).
- 5.3. Rhiannon Mort explained that the main amendment proposed was the change of the Chair's term to 2+2+2.

- 5.4. Rhiannon Mort continued that this document would also require substantial review as part of the incorporation piece.
- 5.5. Adam Bryan clarified that the proposed change would bring the Chair's term in line with business members of the Board.
- 5.6. David Rayner expressed his concern around having different terms for different types of members and explained that EBB would like consistency between the public and private sectors, as otherwise the representation is unbalanced.
- 5.7. Peter Fleming responded with concerns around regulating the identity of Local Authority representatives or their length of term.
- 5.8. David Rayner questioned whether the diversity requirement should apply to Local Authority members.
- 5.9. Douglas Horner raised the reliance on Local Authorities, the practicalities of excluding some leaders, and the importance of a willing partnership with motivation and trust.
- 5.10. Paul Thomas suggested focusing on the question of the Chair's term.
- 5.11. The proposed Terms of Reference, including the amendment to the Chair's term, was **agreed**.

Item 6: LEP Review Update and Company Form

- 6.1. The Board received a presentation from Suzanne Bennett, Chief Operating Officer of SELEP.



Item_6_LEP
Review.pptx

- 6.2. Douglas Horner expressed his desire to keep the discussion around the role of the Accountability Board within the legal personality sub-group, without being limited by any decisions made at this meeting. This was **agreed**.
- 6.3. Cllr Graham Butland asked Suzanne Bennett why the form of a Community Interest Company (CIC) was chosen by some LEPs and raised that public perception may be better with a CIC.
- 6.4. Suzanne Bennett responded that the CICs were incorporated before the new Government requirements and before the tightening of scrutiny arrangements within LEPs. A CIC would require a report to Companies House, however the SELEP Annual Report is already more detailed.
- 6.5. Cllr Graham Butland asked whether a CIC rather than a Company Limited by Guarantee would add any benefit to the public. Kim Cole confirmed that it would not.
- 6.6. Jo James reiterated Cllr Graham Butland's point around public perception, with the understanding that a Company Limited by Guarantee would probably be needed.
- 6.7. Suzanne Bennett explained that in a CIC, the asset lock could affect the GPF fund if financial transactions went through the company in the future.
- 6.8. The Board **agreed** to form a Company Limited by Guarantee.

Item 7: Chair Recruitment Policy

- 7.1. Adam Bryan explained that the Chair Recruitment Policy is a requirement of the new National Assurance Framework. The proposed policy reflects the process used to recruit Chris Brodie.
- 7.2. Graham Peters, who was Chair of the Recruitment Panel for the above, expressed his support for this process.
- 7.3. The Chair Recruitment Policy was **agreed**.

Item 8: Growing Places Fund

- 8.1. Rhiannon Mort explained that GPF is a loan scheme, with £45.5 million worth of investments agreed with repayments now coming in against some of the projects. Subject to all scheduled repayments being made £20 million of GPF will be held at the end of this financial year. Rhiannon Mort elaborated that it is important to align with the LIS and use money to fund LIS priorities. There are no caveats around spending by 2021 as for LGF, and Rhiannon Mort suggested a new wave of investment in March 2020 after confirmation of the available funds and completion of the LIS.
- 8.2. Cllr Keith Glazier expressed a desire for the money to be spent as soon as practically possible, and that Christmas/New Year would be too far away. David Rayner agreed with this.
- 8.3. David Burch raised the issue of public perception of delaying spending and disagreed with the timeframe proposed by Rhiannon Mort.
- 8.4. Graham Peters emphasised the considerable resource allocation required for the Secretariat and the Local Authority whilst advocating for expediting this process.
- 8.5. Paul Carter added his support for a shorter timescale and raised that this might change the discussion at the Investment Panel after this meeting as some projects may suit GPF funding.
- 8.6. George Kieffer added his agreement for the shorter timescale.
- 8.7. It was **agreed** that the process would be agreed by electronic procedure to reduce the timescale.
- 8.8. Regarding the LGF funding stream, it was clarified that the remaining balance from the A28 Chart Road project would be added to the overall funding available. The LGF pot would be approximately £15 million for the Investment Panel discussion after this meeting, as opposed to approximately £7 million.

Item 9: Local Industrial Strategy Update

- 9.1. The Board received a presentation from Adam Bryan, Chief Executive Officer of the SELEP.



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v2.pptx

- 9.2. An additional Strategic Board meeting in January was **agreed** to facilitate discussion of this subject and the LEP review.
- 9.3. Ana Christie expressed her concern around the tight December deadline. She highlighted the need for a clear business plan strategy and consistent messaging around business involvement.
- 9.4. Prof Anthony Forster emphasised the importance of a quality document, and suggested learning from other LISs already released. Adam Bryan confirmed the desire to produce a high-quality strategy.
- 9.5. Douglas Horner asked whether the evidential base would include research and conclusions from the Bank of England; particularly the importance of management's ability to motivate staff engagement and capitalise staff. Adam Bryan confirmed that this would be included if not already.
- 9.6. Jo James reiterated the importance of the LIS being tailored to the SELEP area.

Item 10: Update on Greater South East Energy Hub

- 10.1. The Board received a presentation from Suzanne Bennett, Chief Operating Officer of SELEP.



Item_10_EnergyHub
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- 10.2. Peter Fleming expressed that he didn't feel that £3m is a satisfactory amount to share between 10 LEPs.
- 10.3. George Kieffer asked Suzanne Bennett to elaborate on the reservations around the partnership agreement.

- 10.4. Suzanne Bennett updated that there was work required between the many different partners to ensure that the partnership agreement met all governance requirements.
- 10.5. Graham Peters enquired as to the amount of money that may be involved in this hub.
- 10.6. Suzanne Bennett highlighted the importance of this hub in the future, especially around tactical conversations.
- 10.7. It was **agreed** that Adam Bryan would be the representative on the board of the Hub.

Item 11: Update on the Newhaven Enterprise Zone

- 11.1. The Board received a presentation from Peter Sharp, Head of Regeneration at Lewes District and Eastbourne Borough Councils.



Newhaven EZ -
SELEP Strategic Board

- 11.2. Graham Peters explained that he was delegated to engage in the C2C discussions as the Chair of C2C is a relative of Chris Brodie. He added that an effective Enterprise Zone Board is being developed.

AOB

- 12.1. Chris Brodie announced that this was the last meeting for both Kim Cole and Prof Anthony Forster and wished them both well for the future and thanked them for their contributions.
- 12.2. Chris Brodie closed the meeting at 12:00.