

MEETING AGENDA

Meeting	OSE Board
Date and Time	Wednesday 11 th September 2019, 2-4pm
Venue	Cordite Room, Visitor Centre, Wat Tyler Park, Pitsea Hall Lane, Pitsea, Basildon, SS16 4UH

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			
	Confirmation of Chair		14:00 to 14:25
1	Welcome and Introduction	Chair	
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	Housing Delivery Presentation and discussion around the challenges of housing delivery, and how we could work differently to meet projected needs (No Paper)	Mark Curle	25 mins
8	ASELA This item will be an update of progress with the ASELA programme, followed by a discussion around how OSE and the Business community can support the work	Ali Griffin & Lyn Carpenter	40 mins
9	South Essex Productivity Strategy To seek the feedback from the OSE Board on the headlines from the strategy	Ian Lewis	15 mins
10	SELEP Update on progress with the LEP review and implications for OSE, and the development of the Local Industrial Strategy	Adam Bryan	10 mins
	Date of Next Meeting 14 th November 2019, 2pm. Venue – Southend, TBC		

Meeting Minutes

DRAFT

Meeting OSE Board
Date and Time 25th 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
Sarah Stone	Konica Minolta
David Burch	Chamber of Commerce
Colette Bailey	Metal
James Sharples	Couno
Tomasz Kozlowski	Basildon Council
Dawn Redpath	Essex County Council
Lyn Carpenter	Thurrock 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 Fenttiman	George Kieffer
David Barnes	Lucy Harris	Alison Griffin
Chris Brookhouse	Iain McNab	Cllr Tony Ball

Meeting Minutes

Agenda Item	Notes	Actions
1	Introductions	
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.	
2	Declarations of Interest	
2.1	The Chair reminded everyone of the importance of declaring interest in all matters of potential relevance including gifts, hospitality and investment propositions	
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	

Agenda Item	Notes	Actions
2.2	No declarations were made.	
3	Minutes of Last Meeting	
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	
4	Action Tracker	
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	
5	Directors Report	
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 th July, James Brokenshire is invited.	IL to share details of event on 16 th 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 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.	
5.4	The Board confirmed outcome of 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	OSE position taken forward to Investment Panel taking place on 28 th June 2019
5.5	The Board noted the financial Report, including 2018/19 out-turn figures	

Agenda Item	Notes	Actions
6	LGF Capital Monitoring	
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 th September 2019.	
6.3	Investment Panel 28 th 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.	
7	OSE – Optimising our Structure and Improving Effectiveness	
7.1	<p>Key Points from Discussion:</p> <ul style="list-style-type: none"> • Good Governance and procedures supports in achieving our aims • Suggestion that we appoint 2 vice chairs – one public, one private • Non voting members would make a positive contribution in terms of expertise or access – need to have a clear purpose and time limit • We need to clarify definition of private sector – individual businesses and organisations/groups representing businesses • We need to make sure we align with SELEP and Thames Estuary • Should we have an outline role description for board members? • Would be worth while to undertake a high level audit of skills across the board • We should mirror SELEP diversity requirements, and explore how we achieve genuine diversity • Consider the use of other networks to identify potential board members • We need to develop a recruitment process that echoes that of the LEP – be open and transparent • How do we engage with young people 	
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,	IL to establish work programme

Agenda Item	Notes	Actions
	Murray Foster, Mark Curle, Ian Lewis	
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.	
8	Creative Sector contribution to the South Essex Economy	
8.1	<p>Key Points from the discussion:</p> <ul style="list-style-type: none"> • Growth of the creative sector is outstripping other sectors, high value employment opportunities, resistant to automation, headroom for growth – especially in South Essex • Predominantly micro and freelance businesses – government data potentially under-represents the scale of activity by 79% • Sector benefits from clustering, with relationships built from word of mouth. However, workspace can be difficult to secure • 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 • We need to think of subsidised arts as the R&D for the creative sector – this is where the new ideas are generated • 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 • 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 • 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 • 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 	
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	IL to make sure this is reflected in the final version

Agenda Item	Notes	Actions
	than this to the wider economy. View from Board is that creativity should be 'woven into the strategy as a whole'.	
8.4	The Board thanked Colette for the presentation, discussion and the supporting information	
9	Recruitment Challenges in South Essex	
9.1	<p>Key Points from the discussion:</p> <ul style="list-style-type: none"> • 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 • Funding situation means that it is very difficult to sell apprenticeships to employers • Opportunities to give young people the chance to 'try' work are limited • Most businesses have a need for NVQ level 4/5 technician roles but HNC/HND courses that provide this are no longer available • A lot of employers do not use their apprenticeship levy – and ultimately lose it • 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 • Upskilling to Level 4 – represents a significant commitment for most companies (financial and time) • South Essex struggles to compete with London, especially in terms of salaries • 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 	
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	<p>Ao'D to share proposal for use of LA Levy</p> <p>LA's to establish current position with levy</p>
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	
10	SELEP Update	
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

Agenda Item	Notes	Actions
10.2	Board Members are to note the SELEP AGM taking place on the 16 th July in central London	IL to circulate details
10.3	The Board noted the update report	
11	ASELA Update	
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"> • Connectivity and Infrastructure • Place (including Joint Strategic Plan) • Productivity • Investment 	
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	

Item 4 – Action Tracker

Date	Action	Lead	Due By	RAG	Notes	Update (incl date of update)
25/06/2019	Thames Estuary Event 16th July - Details	IL	05/07/2019		Details of Estuary meeting with MHCLG minister	5/7/19 - Details sent to OSE Board Members - complete
25/06/2019	TEPC Strength in Places UAL proposal	IL	05/07/2019		Ensure links with University of Essex	5/7/19 - contact details shared; complete
25/06/2019	Culture Development Fund Update	IL	14/11/2019		Update of progress to future OSE Board	Likely to be included in November 2019 agenda
25/06/2019	SELEP Investment Panel Update	IL	05/07/2019		Update OSE Board on outcome from SELEP Investment Panel 28/6/19	5/7/19 - Update circulated; complete
25/06/2019	Terms of Reference Task Group	IL	31/07/2019		Establish work programme for group	15/8/19 T&F Group progressing, update to 11/9/19 Board
25/06/2019	Diversity classifications	ALL	31/07/2019		Board members to send proposals to IL for suggestions of different diversity classifications	
25/06/2019	Arts Council 10 year strategy consultation	IL	TBC		OSE to consider response to consultation	15/8/19 - Little to comment on, but seeking partners views
25/06/2019	South Essex Productivity Strategy - recognition of creativity	IL	31/07/2019		Ensure that the role of creativity is reflected in the productivity strategy	15/8/19 - Headline Strategy to be discussed at 11/9/19 Board
25/06/2019	Apprenticeship Levy	All Local authorities	31/07/2019		Establish position with apprenticeship levy at each authority and if it is being spent in full	15/8/19 - All LA's engaged and exploring principle of sharing. SEC also engaged

Date	Action	Lead	Due By	RAG	Notes	Update (incl date of update)
25/06/2019	Apprenticeship Levy	IL, A O'D	TBC		Consideration of how to use unspent apprenticeship levy across OSE area	5/7/19 - Paper developed and shared with LA partners - complete
25/06/2019	Proposal to help businesses use Apprenticeship levy within supply chains	A O'D	TBC		Paper to explain how this can be put in place	15/8/19 - working up LA proposal first before wider roll out
25/06/2019	SELEP Local Industrial Strategy	ZG	31/07/2019		Timetable for production to be shared	15/8/19 - Update to 11/9/19 Board
25/06/2019	SELEP AGM Details to be circulated	IL	05/07/2019			5/7/19 - Complete
25/06/2019	ASELA Update	LC, AG	11/09/2019		Full update of progress to 11th Sept 2019 OSE Board	15/8/19 – Full Update to 11 th September Board
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	15/8/19 - to be included in ASELA update
13/02/2019	Creative Sector opportunities	Cbailey	25/06/2019		Preparation of item for Board discussion at May 2019 meeting	5/7/19 Complete
13/02/2019	Recruitment Challenges in South Essex	AOD	25/06/2019		Preparation of item for Board discussion at May 2019 meeting	5/7/19 Complete
13/02/2019	Stobart Annual Report	KW	25/06/2019		Sharing of link to Stobart Annual report to confirm job numbers at Airport	5/7/19 Complete
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	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	5/7/19 Ongoing process - update to Sept 2019 Board
05/09/2018	OSE Website Development	IL	TBC		Board agreed to development of website	15/8/19 - work on ASELA web presence restarting, progressing
06/06/2018	Development of Induction Pack	IL	Jun-19		Induction pack for new Board Members	5/7/19 - to be considered by ToR Task group
06/06/2018	Non Capital Project Activity in South Essex	IL	Mar-19		Capture revenue activity taking place to support growth across South Essex	5/7/19 - Ongoing work; cross over with ASELA activity
06/06/2018	Project Pipeline management	IL	Apr-19		Development of the OSE project pipeline	15/8/19 - Need to develop in conjunction with ASELA work
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	15/8/19 - Call for Action summary report included with 11/9/19 Board Pack

Item	5
Subject	Director's Update
Date	11 th September 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

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. **SELEP AGM** – A number of OSE Board Members were able to attend this event and we were able to provide a stand within the exhibition space to showcase a number of projects across South Essex. The event was well attended, and well received.
3. **Resilient infrastructure** – OSE with partners including Southend and Thurrock Councils, Anglia Ruskin University, University of Essex, Thames Gateway North Kent and the University of Kent have been exploring the potential for a bid to the Strength in Places fund (SIPF). SIPF is a research fund which if successful could provide a significant amount of research funding. This picks up the call in the Thames Estuary Report for a focus on resilient infrastructure and will explore how we can future-proof ourselves. The geographic coverage is still being confirmed, but it is likely to cover the Thames Estuary as a minimum.
4. **Thames Estuary Production Corridor** – Call for action document has been released and is circulated with this agenda pack (Please see Appendix A).
5. **Thames Estuary** – the Minister for Housing, Communities and Local Government visited the Estuary on the 16th July to give an update on where we are since the publication of the Government response to the Thames Estuary 2050 Commission Report. In response, Estuary partners outlined our activity and priorities which included an update on the Thames Estuary Production Corridor, supported by Colette Bailey. Over the summer, the post of the Thames Estuary Envoy has been advertised with the selection and interviews taking place during September. In parallel, a draft terms of reference for the new governance structure is being developed. The next Thames Estuary Growth Day event is scheduled for the 3rd October – more details here: <http://www.3foxinternational.com/events/144/Thames-Estuary-Growth-Day-2019->

6. **OSE & ASELA** – The South Essex Productivity Strategy has been drafted over the summer and is presented in Item 9. It is worth noting that OSE and ASELA have written jointly to the new Minister for Housing, Communities and Local Government, Robert Jenrick, outlining the joint working in South Essex.
7. **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.
8. **Basildon Creative People and Places Funding**– Arts Council have awarded £1.2m to Things Made Public who have led a bid for a 4 year programme of activity in Basildon. This will be delivered by a consortium of businesses and community groups. Further information can be found in Appendix B of this report.
9. **Grays Town Centre** – The Government have announced a further 50 towns to benefit from the £1bn Future High Streets Fund. Grays town Centre is included within this expanded list of town centres to be supported (See: <https://www.gov.uk/government/news/1-billion-future-high-streets-fund-expanded-to-50-more-areas>)
10. **LEP Review** – OSE have been providing input to this work. A verbal update will be given at the meeting. This will be covered in agenda item 10.
11. **Apprenticeship Levy** – Further to the discussion at the last meeting, the local authorities are keen to support apprenticeships within businesses in their respective areas. Work will commence with South Essex College to roll this out.
12. **OSE Terms of Reference Update** – the task and finish group have met to review the current terms of reference and have been able to progress with aspects that are not affected by the LEP review. A revised draft is under development, the next step will be to test compliance with emerging SELEP requirements.

Growth Hub Update

13. The Growth Hub June update can be found in Appendix C of this report.

Financial Update

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

Income and expenditure	2019/20 actual / budget £	2020/21 budget £	2021/22 budget £
Programme Manager salary, including on costs (later years include allowances for indexation)	90,220	93,000	96,000
Car Allowance	1,239	1,239	1,239
Expenses (spent to date)	791	0	0
Expenses (unspent balance)	2,709	3,500	3,500
Supplies and services (spent to date)	895	0	0
Supplies and services (unspent balance)	1,105	2,000	2,000
Premises and establishment	7,200	7,400	7,600
Sub-total expenditure before projects	104,159	107,139	110,339
Projects:			
Total expenditure	104,159	107,139	110,339
Total subscription income	(97,500)	(97,500)	(97,500)
Net expenditure / (income) for the year	6,659	9,639	12,839
Opening partnership balance 1 April	(53,798)	(37,139)	(27,500)
Net expenditure / (income) for the year	6,659	9,639	12,839
Planned future projects:			
• Website development (maximum amount)	10,000		
Closing partnership balance 31 March	(37,139)	(27,500)	(14,661)

Item	6
Subject	Capital Programme Monitoring
Date	11 th September 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 3 projects have secured a Local Growth Fund allocation: Tilbury Riverside Business Centre, Innovation Warehouse Basildon, Southend Town Centre
- Note the Growing Places Fund (GPF) will be seeking Expressions of Interest for new projects over Autumn 2019
- Comment on the GPF process outlined in Appendix B

Introduction

1. There are 24 projects that are supported by Local Growth Fund (LGF) in South Essex. Three projects have been completed, which leaves 21 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. With recent funding awards to new projects, the total LGF allocation by SELEP to South Essex projects is £199.09m, supported by match funding of a further £216m.
2. 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.
3. 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
4. At the 28th June 2019 meeting of the SELEP Investment Panel, funding was confirmed for the following projects:
 - Innovation Warehouse, Basildon (£870k)
 - Tilbury Riverside Business Centre extension, Tilbury (£2.35m)
 - Southend Town Centre (First tranche of funding - £868k)
5. With these new allocations, this brings the total LGF allocation to South Essex projects to £199.09m, leveraging a further £216m in match funding from local partners.

Project Status

6. Of the 24 active projects, 5 are complete, 10 are rated Green and 9 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.
USP Centre for Digital & Immersive Learning (USP College, ECC)	Business Case not yet approved by Accountability Board	Business case to be considered by Accountability Board on 13 th September 2019
Innovation Warehouse (Basildon, ECC)	Business Case not yet approved by Accountability Board	Business case to be considered by Accountability Board on 15 th November 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.
Southend Town Centre (Southend)	Business Case not yet approved by Accountability Board	Business case to be considered by Accountability Board on 15 th November 2019.
Tilbury Riverside Business Centre (Thurrock)	Business Case not yet approved by Accountability Board	Business case to be considered by Accountability Board on 15 th November 2019
London Gateway / Stanford Le Hope (Thurrock)	Contractors target price submission exceeds the available budget.	Delivery route has been changed. Scheme has required sub structure to be redesigned, for which additional funding has been secured from Thurrock Council.
Purfleet Centre (Thurrock)	Costs have been re-profiled due to ongoing property acquisition negotiations.	First of a series of land acquisitions has completed with others in the pipeline. Awaiting announcement of Housing Infrastructure Fund allocations in Autumn 2019. First reserved matters planning application to be determined in Autumn 2019.
Grays South (Thurrock)		Public realm consultants have been appointed and land acquisition process has commenced. Business Case for remaining £7.14m funding to be submitted to Accountability Board on 15 th November 2019

Future Business Case Submissions

7. The table below lists the projects and the Accountability Board meeting at which business cases 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
15 th November 2019	Southend Town Centre (Southend)	Business case to secure £1.5m LGF funding for project. Investment Panel approved the first award of £868k and identified the project as next in line for the balance of funding when more money is returned to the pot. It is hoped that the business case will secure approval for the full £1.5m.
15 th November 2019	Grays Town Centre (Thurrock)	Business case to secure remaining £7.14m LGF funding for project
15 th November 2019	Tilbury Riverside Business Centre (Thurrock)	Business case to secure £2.35m LGF funding for project
14 th February 2020	Innovation Warehouse (Basildon, ECC)	Business case to secure £870k LGF funding for project

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

Growing Places Fund

9. At the next meeting of the SELEP Strategic Board on the 4th October 2019, the Board will be asked to approve a call for projects to be supported by the Growing Places Fund (GPF). The draft paper, outlining the process, is included in Appendix B of this report. This is a revolving loan fund, seeded by an original Government investment of £49.2m. A number of projects have now repaid their loans, and a number due to do so over the next couple of financial years so £15.595m will be available for reallocation in 2019-20 and a further £5.129m available in 2020-21.
10. Expressions of interest (EOI) for projects will be sought during October 2019. Projects can seek loan funding between £250k and £3.5m, and must repay by March 2026. The OSE Board will be asked to consider the EOI submissions during November 2019, and to put the projects in to bands to show relative priority of projects. OSE will do this at the Board meeting on the 14th November 2019.
11. The SELEP Strategic Board are being asked to sign off this process at the Strategic Board meeting on the 4th October 2019. The process follows that of the previous GPF round, and incorporates the lessons learned from the last Local Growth Fund call for projects. In the past, OSE have sought through both processes to maintain the integrity of the process on the basis that it is fair and equitable for all involved – especially those investing time and effort in creation of business cases. Board Members may wish to reiterate that we expect the Chair to be robust and not accept any attempted corruption of the process outlined in Appendix B and this forms part of the formal decision.
12. OSE may have a view in relation to section 7 which gives us the facility to consider targeting of investment towards particular priorities within the SELEP Economic Strategy Statement.

13. It should also be highlighted that Local Authorities are advised to undertake credit checks of applicants. Local Authorities will be required to consider whether or not to recover the costs of these checks, possibly as part of an application fee, but do before commencing the process.

Item	8
Subject	ASELA Update and next steps
Date	11 th September 2019
Author	Ian Lewis

Report Summary and Decisions required

The item will be an update on the ASELA programme, followed by a round table discussion of the role of the business community in both shaping and delivering the vision for South Essex in 2050

Introduction

1. The Association of South Essex Local Authorities (ASELA) was launched in January 2018. Seven Local Authorities (Brentwood; Basildon; Castle Point; Essex CC; Rochford; Southend and Thurrock Councils) signed a Memorandum of Understanding based on collaborating around three key points:
 - Providing the place leadership to promote and sell the South Essex proposition
 - Tackling problems that can't be solved individually
 - Creating collective scale and impact
2. The work of ASELA is focussed on a shared ambition to deliver transformational change in the prosperity and quality of life in South Essex. This is being taken forward under the principle that ASELA partners are stronger if they work together to achieve the step change in growth across South Essex. The vision for South Essex is:

South Essex: *the* place to live, *the* place to visit, and *the* place for business to thrive
3. To take this forward, the work programme is currently structured around 4 themes:
 - Place – spatial planning, housing delivery, place promotion
 - Connectivity – connecting people to opportunity, infrastructure, transport
 - Productivity – economic growth (See Agenda Item 9)
 - Investment – creating a compelling investment proposition for South Essex
4. The South Essex business community will have a pivotal role to play in realising the vision. The purpose of the item will be to explore how the business community can both inform and shape the work going forward, as well as the role they could have in bringing the vision for South Essex to life.

Item	9
Subject	South Essex Productivity Strategy
Date	11 th September 2019
Author	Ian Lewis

Report Summary and Decisions required

The Board are asked to:

- Provide feedback on the outline draft strategy in Appendix A by Friday 27th September
- To approve the final version of the Strategy via electronic procedure

Introduction

1. The Association of South Essex Local Authorities (ASELA) and OSE have worked together to create a single strategy to improve the productivity of South Essex up to 2050. The next 30 years will present many challenges and opportunities which we must enable our residents and businesses to capitalise on. The aim of ASELA is for South Essex to be known as a place that is forward thinking, dynamic and aspirational - providing transformational opportunities for residents, businesses and communities.
2. The Productivity Strategy will position the area as an economic leader for 2050 and beyond. The strategy will also form the basis of the South Essex contribution to the South East LEP Local industrial strategy and shape delivery within the Thames Estuary.
3. The Strategy outlines 4 main programmes:
 - Vibrant Places
 - Enterprise Growth
 - Future Work
 - Data Transformation
4. The draft of the strategy summary can be found in Appendix A. Board Members are asked to review the document and highlight any comments or observations they may have. There will be an opportunity to discuss at the Board meeting on the 11th September, and Board Members will also be invited to provide their feedback after the meeting.

Next Steps

5. There will be a further opportunity following the meeting for Board Members to provide their comments up to Friday 27th September. After this date, the document will be finalised and we will seek sign via electronic procedure off for the final version later on in October 2019.
6. Once the Strategy has been signed off by both ASELA and OSE, work will then get underway in developing a comprehensive action plan to deliver the ambition outlined in the Strategy. This will be finalised by the end of the year.

Item	10
Subject	South East Local Enterprise Partnership Update
Date	11 th September 2019
Author	Suzanne Bennett, Chief Operating Officer, SELEP

Report Summary and Decisions required

The Board are asked to note the report, and verbal update on the below to be given at the meeting

Introduction

1. The following is an update on the main areas of activity of SELEP. At time of writing the draft agenda for the October meeting of the SELEP Strategic Board has not been agreed but an indicative list of what will be discussed is included below.

Local Industrial Strategy (LIS)

2. SELEP has awarded a contract to a joint team made up of Dayton Bell and Lichfields to develop the evidence base for the Local Industrial Strategy.
3. Sharon Spicer and Helen Russell (the two Strategy and Intelligence Managers) are currently working on a full stakeholder consultation plan and details of engagement events will be publicised shortly.
4. They are meeting with the SELEP Vice Chairs and LA leaders in September and an invitation to meet with the chairs of Federated Areas has been made.
5. A number of LISs have now been approved by Government and Helen and Sharon are in discussions with those LEPs to better understand the process. There is no indication that the new administration is anything other than supportive of the Local Industrial Strategy programme.
6. An outline of the SELEP LIS process is included in Appendix A of this report.

LEP Review

7. Both sub-groups have met twice since the last update and discussions regarding the LEP Review are ongoing. At time of writing the decisions for the Strategic Board in October have not been finalised. There is a joint meeting of the two sub-groups on 11 September when that will be agreed and finalised.

SELEP Strategic Board – 4 October 2019

8. The main item of business at this meeting will be the LEP Review. The agenda is purposely being kept short and focussed to allow the Board sufficient time to discuss and explore options before decisions are made. Officers and sub-group Board members will be tasked with keeping Federated Board members apprised of the recommendations coming forward.

Other News

9. SELEP held a very successful AGM and Annual Conference on 17 July. There were almost 200 delegates present to hear presentations from David Smith, the Economics Editor of the Sunday Times, Lord Henley from BEIS and representatives from the SELEP area. There was also an exhibitor's hall to allow partner organisations, including OSE, to present and network with attendees. The feedback received so far has been very positive and plans are being made for next year's conference.