

# Minutes of Strategic Board: 19<sup>th</sup> March 2020

## Attendees

Chris Brodie	Chair
Sarah Dance	Deputy Chair
Adam Bryan	CEO
Ana Christie	Team East Sussex
Angela O'Donoghue	Further Education representative
Carol Ford	Kent and Medway Economic Partnership
Claire Lewis	Success Essex
Clive Soper	Team East Sussex
Cllr David Finch	Essex County Council
Cllr David Monk	Kent District/Borough/City Councils representative
Cllr Graham Butland	Essex District/Borough/City Councils representative
Cllr Roger Gough	Kent County Council
Cllr Ron Woodley	Southend Borough Council
Cllr Rupert Simmons	East Sussex County Council
Geoff Miles	Kent and Medway Economic Partnership
Graham Peters	Team East Sussex
Jo James	Kent and Medway Economic Partnership
Liz Gibney	Kent and Medway Economic Partnership
Matthew Arnold	Kent and Medway Economic Partnership
Miles Adcock	Success Essex
Prof Karen Cox	Higher Education Representative
Cllr Rodney Chambers	Medway Council
Perry Glading	Opportunity South Essex
Cllr Rob Gledhill	Thurrock Council
Penny Shimmin	Social Enterprise Representative

Apologies: Chris Brodie (for the first part of the meeting), Cllr Glazier (Cllr Simmons attended as substitute), Aideen Sadler

## Other attendees:

Alex Riley	SELEP Secretariat	Katharine Conroy	Kent County Council
Amy Bernardo	Essex County Council	Katherine Wyatt	SELEP Secretariat
Amy Ferraro	SELEP Secretariat	Kazadi Mwamba	Essex County Council
Carole Barron	University of Kent	Lorna Norris	Essex County Council
Charlotte Moody	Essex County Council	Louise Aitken	SELEP Secretariat
Christopher Seamark	Kent County Council	Louise Zandstra	Charleston Trust
Dave Evans	East Sussex County Council	Nathaniel Hepburn	Charleston Trust
David Smith	Kent County Council	Paul Chapman	Essex County Council
Eleanor Clow	SELEP Secretariat	Peter Shakespear	Essex County Council
Emma Lindsell	Southend Borough Council	Rhiannon Mort	SELEP Secretariat
Eve Calderbank	Essex County Council	Richard Dawson	East Sussex County Council
Gerard McCleave	Thurrock Council	Richard Longman	Thames Gateway Kent Partnership
Helen Dyer	SELEP Secretariat	Robert Willis	Essex County Council
Howard Davies	SELEP Secretariat	Sarah Nurden	Kent County Council



Iain McNab	Cities and Local Growth Unit	Sharon Spicer	SELEP Secretariat
Ian Lewis	Opportunity South Essex	Stephen Taylor	Thurrock Council
Iwona Bainbridge	SELEP Secretariat	Suzanne Bennett	SELEP Secretariat
James Harris	East Sussex County Council	Sylvana Jones	Kent County Council
Jo Simmons	SELEP Secretariat	Tristan Smith	Essex County Council
Joanne Cable	Medway Council	Victoria Conheady	Hastings Borough Council

*This meeting was held as video conference and a recording can be found [by clicking here](#); the timestamp of the start of the discussion for each item is indicated in brackets.*

**Item 1: Welcome and introduction**

1.1. Sarah Dance welcomed the Board to the virtual meeting.

**Item 2: Minutes of last meeting, declarations of interest, matters arising (1'36" timestamp on video)**

2.1. The Board agreed the minutes of the last meeting.

2.2. Sarah Dance extended her congratulations for the two successful Freeport bids in the SELEP area.

2.3. The following interests were declared:

- i) Karen Cox declared an interest in Item 6 as the Docking Station, which the University of Kent is involved with, is on the project pipeline list.
- ii) Cllrs Finch and Butland both declared an interest in Essex County Council relating to Item 12 (declared at the beginning of Item 12).

2.4. Adam Bryan gave the Board an update regarding the new LEP Review.

2.5. Perry Glading reported the sad news of the passing on the 11<sup>th</sup> of March of David Marchant, the Chief Executive Office of Castle Point Borough Council; the Board expressed their sympathy to his family and friends.

**Item 3: Appointment of Directors and Confirmation Statement- Part 1 (22'38")**

3.1. This item has been split and will be continued at the end of the meeting.

3.2. Suzanne Bennett presented to the Board.

3.3. The Board resolved that Cllr Ron Woodley would be appointed as a permanent Director of South East LEP Ltd. Cllr Ron Woodley joined the meeting following this decision.

3.4. The Board approved the filing of the Confirmation Statement to the Registrar of Companies House.

3.5. The Board noted the resignation of Cllr Ian Gilbert.

**Item 4: Recovery and Renewal Strategy (26'26")**

4.1. Sharon Spicer presented to the Board.

4.2. The Board agreed to adopt the SELEP Economic Recovery and Renewal Strategy as the overarching strategy for SELEP. This strategy supersedes the existing Economic Strategy Statement, sets the LEP's strategic direction and focus and will be used as the basis for all future prioritisations of funding allocations.

4.3. The Board agreed, in addition to the recommendation stated in the report, that this Strategy will also support bids and proposals made by Local Authorities across the SELEP where they are promoting projects or funding sources aligned with the Strategy.



**Item 5: South East LEP Skills Report (39'55")**

- 5.1. Sarah Dance recognised the excellent work of Louise Aitken and the Skills Advisory Panel.
- 5.2. Louise Aitken presented to the Board.
- 5.3. The Board noted the update on the Skills activities of the LEP and progress against the Skills Strategy.
- 5.4. The Board approved the SELEP SAP Skills Report for submission to the Department for Education (DfE) by the 31<sup>st</sup> March 2021 deadline.

**Item 6: Getting Building Fund Pipeline Decision (58'48")**

- 6.1. Rhiannon Mort presented to the Board.
- 6.2. The Board agreed the prioritised Getting Building Fund (GBF) project pipeline.

**Item 7: LGF Update and Spend Beyond the Growth Deal Period (1h09'40")**

- 7.1. Rhiannon Mort presented to the Board.
- 7.2. The Board agreed to LGF spend beyond 30 September 2021 for the following two projects:
  - i) Grays South, Thurrock
  - ii) Colchester Grow on Space, Essex
- 7.3. The Board noted the cancellation of the Basildon Innovation Warehouse Project from the LGF programme.

**Item 8: SSF Endorsements (1h19'29")**

- 8.1. Chris Brodie joined and chaired the meeting from this item.
- 8.2. Adam Bryan presented to the Board.
- 8.3. The Board endorsed investment in the Accelerating Nature-Based Climate Solutions (£135,000) Project, on the basis that the questions posed by Opportunity South Essex are answered.

**Item 9: Delivery Plan and Update (1h25'48")**

- 9.1. Suzanne Bennett presented to the Board.
- 9.2. The Board agreed to adopt the Delivery Plan 2021/22 for the forthcoming financial year.

**Item 10: SLA with Accountable Body (1h32'48")**

- 10.1. Suzanne Bennett presented to the Board.
- 10.2. The Board agreed to enter into the Service Level Agreement with Essex County Council for the provision of the Accountable Body services.

**Item 11: Appointment of Directors and Confirmation Statement- Part 2 (1h36'00")**

- 11.1. This item is a continuation of Item 3.
- 11.2. Board members nominated for co-opted positions stepped out of the meeting for the following decisions.
- 11.3. The Board resolved that Cllr Trevor Bartlett will be appointed as a Director of South East LEP Ltd for the period of 12 months from 1 April 2021.

- 11.4. Graham Peters expressed the importance of port representation in Essex and the expectation that East Sussex will have a position for 2022-23.
- 11.5. The Board resolved that Cllr Graham Butland will continue as a Director of South East LEP Ltd for another 12 months from 1 April 2021.
- 11.6. The Board resolved that Professor Karen Cox will continue as a Director of South East LEP Ltd for another 12 months from 1 April 2021.
- 11.7. The Board resolved that Angela O'Donoghue will continue as a Director of South East LEP Ltd for another 12 months from 1 April 2021.
- 11.8. The Board resolved that Penny Shimmin will continue as a Director of South East LEP Ltd for another 12 months from 1 April 2021.
- 11.9. Board members nominated for co-opted positions rejoined the meeting.

**Item 12: AOB and Close (1h47'52")**

- 12.1. Chris Brodie expressed thanks to both Cllr Finch and Cllr David Monk for their contributions to the SELEP, due to Cllr Finch not standing for re-election this year and Cllr Monk stepping down as the co-opted member for Kent.
- 12.2. Chris Brodie recognised Rhiannon Mort who is moving on to a new role, and the Board gave thanks for her work and professionalism managing the Capital Programme.
- 12.3. Chris Brodie gave an update from the LEP Review meeting he attended earlier in the day.
- 12.4. Chris Brodie closed the meeting.