

Minutes of Strategic Board: 2nd October 2020

Attendees

Chris Brodie	Chair
Sarah Dance	Deputy Chair
Adam Bryan	CEO
Aideen Sadler	Opportunity South Essex
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 Rodney Chambers	Medway Council
Cllr Roger Gough	Kent County Council
Cllr Ron Woodley	Southend Borough Council
Graham Peters	Team East Sussex
Liz Gibney	Kent and Medway Economic Partnership
Perry Glading	Opportunity South Essex
David Milham	Kent and Medway Economic Partnership
Prof Karen Cox	Higher Education Representative
Miles Adcock	Success Essex
Penny Shimmin	Social Enterprise Representative
Cllr Ann Newton	Wealden District Council
Geoff Miles	Kent and Medway Economic Partnership

Apologies: Cllr Gledhill, Cllr Glazier, Matthew Arnold, Jo James

Other attendees:

Alex Riley	SELEP Secretariat	Katherine Wyatt	SELEP Secretariat
Amy Bernardo	Essex County Council	Lee Burchill	Kent County Council
Amy Ferraro	SELEP Secretariat	Lorna Norris	Essex County Council
Brian Horton	SELEP Secretariat	Louise Aitken	SELEP Secretariat
Carole Barron	University of Kent	Nick Churchill	Canterbury City Council
Charlotte Moody	Essex County Council	Peter Shakespear	Essex County Council
Dave Evans	East Sussex County Council	Rhiannon Mort	SELEP Secretariat
Ellie Clow	SELEP Secretariat	Richard Longman	Thames Valley Gateway Partnership
Emma Cooney	Southend Borough Council	Robert Singh	University of Essex
Faz Osborn	CLGU	Sarah Nurden	Kent and Medway Economic Partnership
Helen Dyer	SELEP Secretariat	Sharon Spicer	SELEP Secretariat
Helen Russell	SELEP Secretariat	Stephanie Mitchener	Essex County Council
Howard Davies	SELEP Secretariat	Stephen Taylor	Thurrock Council
Iain McNab	CLGU	Suzanne Bennett	SELEP Secretariat
Ian Lewis	Opportunity South Essex	Tristan Smith	Essex County Council



Iwona Bainbridge-Dyer	SELEP Secretariat	Vimbai Foroma	
Jo Simmons	SELEP Secretariat	Vivien Prigg	SELEP Secretariat
Joanne Cable	Medway Council	Zoe Gordon	SELEP Secretariat

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. Chris Brodie welcomed the Board to the virtual meeting.

Item 2: Minutes of last meeting, declarations of interest, matters arising (0'18" timestamp on video)

- 2.1. The Board **agreed** the minutes of the last meeting.
- 2.2. Sarah Dance declared an interest in relation to the SELEP budget as a remunerated Deputy Chair, and she is currently working with Turners contemporary on England's Creative Coast which is an SSF project.
- 2.3. Chris Brodie also declared an interest in relation to the SELEP budget as a remunerated Chair.
- 2.4. Adam Bryan informed the Board that last week the LEP underwent a Mid-Year Review with the Cities and Local Growth Unit, generally a really positive meeting. There is no formal assessment made as part of the Mid Year Review but feedback was positive.

Item 3: Recommendations for the COVID-19 Business Support Fund (4'10" timestamp on video)

- 3.1. Jo Simmons presented a PowerPoint presentation to the Board.
- 3.2. There were some general points raised around the importance of the Growth Hubs, the amount of money available and the timing of this funding, particularly regarding
- 3.3. The Board **agreed** to the principles for the focus, process and criteria for the £2.4 million Business Support Fund as set out in the report, taking into consideration comments raised around timing and metrics.
- 3.4. The Board noted that the Accountability Board will be required to approve:
 - i) the proposed procurement approach;
 - ii) the award of funding with consideration of value for money; and
 - iii) delegation of decision making to SELEP's Chief Executive Officer in respect of delivery of the programme, including the award of contract, within the £2.4m COVID-19 Business Support Fund.

Item 4: LGF spend beyond the Growth Deal (35'30" timestamp on video)

- 4.1. Rhiannon Mort explained the current status of LGF as detailed in the report.
- 4.2. The Board **agreed** LGF spend beyond the 30 September 2021, noting the risks as detailed in the report, for the following five projects, subject to Chris Brodie and Sarah Dance being satisfied that our reputation for delivery is maintained and an Accountability Board decision:
 - i) Eastbourne and South Wealden Walking and Cycling LSTF package;
 - ii) Hastings and Bexhill Movement and Access Package;
 - iii) Eastbourne Town Centre LSTF Access and Improvement Package;
 - iv) A28 Sturry Link Road; and

v) Innovation Park Medway Phase 2.

Item 5: Capital Project Pipelines (52'03" timestamp on video)

- 5.1. Rhiannon Mort explained to the Board the situation of funding being returned to the pot, as detailed in the report.
- 5.2. The Board **agreed** that the LGF pipeline should be made up of current LGF projects that now have a funding gap. Strategic Board will prioritise the pipeline at an additional meeting to be held on 11 December 2020.
- 5.3. The Board **approve** the allocation of any uncommitted LGF at the end of 2020/21 to the Growing Places Fund pot. The value of this funding swap will be considered and approved by the Accountability Board at its last meeting in Q4 2020/21.
- 5.4. The Board **agreed** a grace period for Federated Boards to consider their GBF projects and recommend any amendments. The period will end on 11 December 2020. This grace period is pending confirmation from Central Government that it will be possible, under the grant conditions, to make changes to the list of projects to be funded by GBF.

Item 6: Delivery Plan 2020/21 (1h 03'09" timestamp on video)

- 6.1. Suzanne Bennett explained the delay to the Delivery Plan due to COVID-19.
- 6.2. The Board **approved** the adoption of the Delivery Plan 2020/21 (Appendix A) for the remainder of this financial year; and
- 6.3. The Board **did not approve** the adoption of an operating principle of recouping the cost and offsetting the resourcing impacts for managing grant funded programmes at this time. This will be reconsidered and a detailed report will be presented to the Board at a future point, following deliberation by the relevant working group.

Item 7: SELEP Statement of Account 2019/20 (1h 13'50" timestamp on video)

- 7.1. Lorna Norris summarised the financial position of the previous year, as detailed in the report.
- 7.2. The Board **confirmed** that they had considered the Statements of Accounts 2019/20.

Item 8: Sector Support Fund (1h 21'05" timestamp on video)

- 8.1. Adam Bryan explained to the Board the key priorities of this project, including re-building confidence and demand in the visitor economy and recovery from COVID-19.
- 8.2. The Board **endorsed** the Re-Building Confidence and Demand in the Visitor Economy (£200,000) project, which has been assessed as meeting the SSF eligibility criteria for funding, subject to confirmation of endorsement from the sponsoring SELEP Federated Board

Item 9: Governance and Policy Decisions (1h 20'10" timestamp on video)

- 9.1. Suzanne Bennett explained to the Board that the changes presented today do not present significant changes, but include the GBF and include more general language.
- 9.2. The Board **approved** the adoption of the Assurance Framework 2020 as at Appendix A;
- 9.3. The Board **approved** the inclusion of SELEP Ltd as a party to the future GBF funding agreements with final approval delegated to the Chief Executive Officer (CEO) and Chief Operating Officer (COO); and



9.4. The Board **appointed** Ana Christie and Clive Soper to act jointly as the SELEP SME Business Champions on the Board for a period of two years.

Item 10: AOB and close (1h 30'05" timestamp on video)

10.1. There will be a questionnaire developed for Directors regarding effectiveness of the Board.

10.2. There was a general discussion around the effects of no-deal Brexit, particularly for Kent, and the importance of the LEP engaging with this matter.