Monday 16th March 2020, 17:30 to 19:30

Birkett Long LLP, Faviell House, 1 Coval Wells, Chelmsford CM1 1WZ

& via StarLeaf Online Meeting

**MEETING MINUTES**

| Attendees | | |
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| David Rayner – Birkett Long LLP  Richard Davidson – Willmott Dixon Construction  Andy Sparks – Federation of Essex Colleges (FEDEC)  Kirstie Cochrane – University of Essex  Claire Lewis - Visteon  Cllr Tony Ball – Essex CC  Claudia McKibbin – ECC Secretariat  Tristan Smith – ECC Secretariat |  | **Virtually:**  Eman Martin-Vignerte – Bosch  Lara Fox – Objective IT  Cllr Patrick Lavelle – Uttlesford DC  Cllr Marie Goldman – Chelmsford DC  Cllr Graham Butland – Braintree DC  Suzanne Bennett – SELEP  Edmund Cassidy - Steer |

| **Item** | **Subject** |
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| **Welcome / Introductions**   * Updates on Register of Interests * New members: Claire Lewis & Eman Martin-Villerte | Apologies:   * Cllr John Lodge (substitute: Cllr Patrick Lavelle) * Jonathan Oates * Howard Davis – SELEP * Trevor Scott * Lindsey Hayward – Konica Minolta * Miles Adcock – Teledyne e2v   David welcomed Claire and Eman as new members of the Success Essex Board |
| **Minutes of Last Meeting**  Outstanding action items included below | **ACTION 1:** Please remember to send the remaining photos and bios to Claudia McKibbin |
| **Steer (SELEP’s Independent Technical Evaluators) will present:**   * Their review of the North Essex Garden Communities business case * The suggested ranking of GPF pipeline projects to go to the Investment Panel   Gather any comments given by the Board which will be submitted to the Investment Panel for consideration | *Cllr Ball, Cllr Butland and Cllr Stock are all directors of NEGC company, it was noted that it may be appropriate from them to leave the room during agenda item 3 - Steer’s feedback on GPF project review, however it was agreed that this was not possible due to most being virtual attendants.*  Edmund from Steer presented slides on GPF process, available funding, expected benefits, assessment criteria etc.  Concern was raised if banding was based on Technical Assessment only   * The Investment Panel (IP) can make changes to priority list, but the Federated Boards can give opinion, especially if projects in question are of a high strategic fit. * Given that the Steer summary included the priority listings from each Federated Area, the board raised an expectation that each Federated Board should stick with those priorities and not swap them around (re-prioritizations) at the Investment Panel, perhaps in the hope of getting more funding. * It is very helpful that the Steer analysis included those priorities.   Question of why skills was not included as part of the benefits assessment   * Edmund confirmed that skills benefits are being taken into consideration   North Essex Garden Communities   * RAG Amber: a few issues were categorised as medium risk (amber) – planning inspector and deliverability   It was noted that the new Government Budget has made substantial increases on funding to HIF bids - increase investment of £200M   * Edmund said that this point can be included in the ITE review and presented to IP for consideration   Currently the NEGC bid is in Band 2a, the projects listed within each band are not listed by prioritisation. The NEGC business case shows that the funding will not be directly related to expected benefits. Important is the project’s viability and deliverability  May be some movement on priorities as IP makes final decision – the current IP board remains the same as previous board (no change since SELEP’s incorporation)   * Greater emphasis is being placed on the importance of panel members representing SELEP and not their constituencies/boards etc.   Investment Panel: meeting dates TBC  **ACTION 2:** Success Essex to submit comments to SELEP / Steer on updates and opinions on technical review  ***DECISION 1:*** *Success Essex Board will continue to support NEGC bid*  **ACTION 3:** board to send addendum to ITE review on Government Budget increase will impact positively on NEGC RAG rating |
| **Board Composition & Membership**   * Updated Terms of Reference (member numbers)   + Success Essex’s Investment Panel Representative | **ACTION 4:** Secretariat to update Terms of Reference to say that the CEO of SELEP “or senior member of Secretariat” invited to attend  ***DECISION 2:*** *Success Essex Board approves the updated Terms of Reference*  ***DECISION 3:*** *Miles will be the IP rep – with an option to send a substitute* |
| **Resourcing our Missions** | Call for volunteers to support missions:  **New Inclusive Lead – ?**  **Kirsty – Dynamic**  **Claire – Inclusive and Connected**  **Andy – Inclusive**  All members happy to be contacted by Mission Leads and be called upon to give opinions/suggestions/support  **ACTION 5:** each member to consider how each mission fits in with their business or professional knowledge and feedback to Mission Leads  **ACTION 6:** Secretariat and Mission Support to we can map these ideas and find cross overs – to discuss at next Mission Leads call next week |
| **Mission Leads Update**   * Lower Thames Crossing Consultation   Innovate UK East of England – event proposal | **ACTION 7:** Board happy for Trevor to send response paper to Lower Thames Crossing consultation  Dynamic Mission Group Update:  Lara informed the board that Innovate UK event will be held in Essex next year at Essex University  She also explained that they are currently collating information into one place on types of funding available to the East of England and ‘dynamic assets’ available in Essex. This will be sent out when finished.  Resilient Mission Group Update:  Richard informed the board that 6 out of 9 Local Councils have declared a Climate Emergency, but not everyone has a plan on what to do. The Mission Group is currently at an information gathering stage. |
| **Electrifying Essex**  Feedback report | Tony has pulled Success Essex Board’s comments together but due to current situation, the final report has been delayed. However, the boards response can be submitted as a report to Central Gov. under the Success Essex’s name  ***DECISION 4:*** *The board agreed* |
| **Introduction to Local Government** | **ACTION 8:** Marie will send slides to members |
| **SELEP Update**  Clarification on SELEP Membership request | Strategic Board postponed   * Claire and Miles will be the new SELEP Strategic Board reps   Strategic Board Agenda Requests:   * Granting of Power of Attorney to Adam and Suzanne - agreed to be supported by board * An SME Champion rep requested that will work in SELEP-wide area and BEST Growth Hubs   Coastal Communities Prospectus: a concern was raised in the difficulty creating a plan that covers the large size of Essex coastline and a need to prioritise the extensive amount, which needs to be done.  Several concerns were raised about the Kent & Medway Junction project being able to spend the funding within the timeframe  ***DECISION 5:*** *The board agreed that they will not support any further extensions on this project at the next Strategic Board*  SELEP will request feedback on Freeport and Lower Thames Crossing electronically  Further LIS updates will be presented to the Board prior to new Summer Deadline  **ACTION 9:** The board agrees to support and submit a response to the Bradwell B consultation – Richard as the Resilient Mission Lead to coordinate this and feedback to board for comments prior to delivery   * Concern was raised that there was still a significant amount of information to be provided on it and many stages to be gone through before it could be delivered. * ECC and the districts will be issuing a response to consultation and a request was made to share this with board members * Deadline for Bradwell B consultation submissions is 27/05 |
| AOB | Cllr Tony Ball: Metro Dynamics will do a study on Essex Businesses and how they are being impacted by the corona virus situation  **ACTION 10:** Tony to send out further details to board  SSF SEED Update by Tristan: A question was raised on how they will ensure that there is a good representation of businesses on stands e.g. expensive stands that will limits access to certain businesses  ***DECISION 6:*** *The board supports the SSF SEED*  David Rayner: explained that the Army & Navy Task force from ECC are not engaging with businesses  **ACTION 11:** Tony Ball will take this back to Cllr Bentley |
| Meeting Close | At 19:30 |