

# Minutes of Strategic Board 17<sup>th</sup> of April 2020

## Attendees

Chris Brodie	Chair
Sarah Dance	Deputy Chair
Adam Bryan	CEO
Aideen Sadler	Opportunity South Essex
Ana Christie	Team East Sussex
Carol Ford	Kent and Medway Economic Partnership
Claire Lewis	Success Essex
Clive Soper	Team East Sussex
Cllr David Finch	Essex County Council
Geoff Miles	Kent and Medway Economic Partnership
Graham Peters	Team East Sussex
Jo James	Kent and Medway Economic Partnership
Cllr Keith Glazier	East Sussex County Council
Liz Gibney	Kent and Medway Economic Partnership
Matthew Arnold	Kent and Medway Economic Partnership
Miles Adcock	Success Essex
Perry Glading	Opportunity South Essex
Cllr Rob Gledhill	Thurrock Council
Cllr Roger Gough	Kent County Council

Apologies: Cllr Ian Gilbert

Technical difficulties: Cllr Rodney Chambers and Cllr Ron Woodley

## Other attendees:

Alex Riley	SELEP Secretariat	Kim Forward	Hastings Borough Council
Amy Bernardo	Essex County Council (as Accountable Body)	Laura Wallis	Essex County Council
Amy Ferraro	SELEP Secretariat	Lee Burchill	Kent County Council
Beverly Davies	Rural Community Council of Essex	Lorna Norris	Essex County Council (as Accountable Body)
Carole Barron	University of Kent	Louise Aitken	SELEP Secretariat
Chris Burr	Southend-on-Sea Borough Council	Marwa Al-Qadi	East Sussex County Council
Ciaran Duggan	KM Media Group	Nigel Stewardson	BEIS
Dave Evans	East Sussex County Council	Peter Shakespear	Essex County Council (as Accountable Body)
David Jones	The Institute of Construction Management	Rhiannon Mort	SELEP Secretariat
Cllr David Monk	Folkestone & Hythe District Council	Richard Dawson	East Sussex County Council
Ellie Clow	SELEP Secretariat	Richard Garland	Gradient Consultants
Floortje Hoette	Produced in Kent	Rosie Powley	Southend-on-Sea Borough Council
Cllr Graham Butland	Braintree District Council	Sarah Nurden	Kent and Medway Economic Partnership
Helen Dyer	SELEP Secretariat	Sharon Spicer	SELEP Secretariat
Helen Russell	SELEP Secretariat	Stephanie Michener	Essex County Council (as Accountable Body)

Howard Davies	SELEP Secretariat	Stephen Taylor	Thurrock Council
Ian Lewis	Opportunity South Essex	Susan Moussa	Essex Legal Services
Iwona Bainbridge	SELEP Secretariat	Suzanne Bennett	SELEP Secretariat
Jo Simmons	SELEP Secretariat	Sylvana Jones	Kent County Council
Joanne Cable	Medway Council	Tristan Smith	Essex County Council
Jonny Birkett	BEST Growth Hub	Vimbai Foroma	SELEP Secretariat
Prof Karen Cox	University of Kent	Vivien Prigg	SELEP Secretariat
Keith Grimley	Not declared	Zoe Gordon	SELEP Secretariat
Kerry Clarke	Kent County 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. Chris Brodie welcomed the Board to their first virtual meeting.

#### **Item 2: Minutes of last meeting, declarations of interest, matters arising (4'55" timestamp on video)**

- 2.1. Chris Brodie informed the Board of a positive APR result; receiving "good" for both governance and delivery, and "met requirements" for strategy (a binary met/not met assessment), and expressed thanks to Suzanne Bennett, David Rayner and the former Vice-Chairs, George Kieffer, Graham Peters and Geoff Miles for their hard work and support towards this.
- 2.2. Perry Glading declared an interest in relation to Freeports as a non-executive Director of the Port of Dover.
- 2.3. The Board **agreed** the minutes of the last meeting.

#### **Item 3: Item 3: Update on Board Agenda (8'10")**

- 3.1. Adam Bryan explained the agenda changes listed in the report to the Board.
- 3.2. It was generally agreed that the LIS' content will require review due to COVID-19.

#### **Item 4: Item 4: Appointment of Co-Opted Directors (20'09")**

- 4.1. The Board **resolved** to appoint the following co-opted Directors for a period of 12 months:
  - i) Angela O'Donoghue to represent Further Education;
  - ii) Professor Karen Cox to represent Higher Education;
  - iii) Penny Shimmin to represent Social Enterprise;
  - iv) Cllr David Monk to represent district/city/borough councils in Kent; and
  - v) Cllr Graham Butland to represent district/city/borough councils in Essex.

#### **Item 5: Item 5: Terms of Reference, Framework Agreement and other policies (22'20")**

- 5.1. The Board agreed to adopt the following policies:
  - i) Terms of Reference
  - ii) Board Recruitment Policy
  - iii) Code of Conduct
  - iv) Complaints Policy
  - v) Conflicts of Interests Policy

- vi) Public Questions Policy
- vii) Subsistence and Hospitality Policy
- viii) Whistleblowing Policy

- 5.2. The Board **resolved** to enter into the Framework Agreement.
- 5.3. The Board **resolved** to enter into a Power of Attorney as detailed in the supporting report.
- 5.4. The Board **noted** that the Assurance Framework continues to apply.

**Item 6: SELEP's response to COVID-19 (first report at 28'42", second at 41'40" and third at 55'53")**

- 6.1. Chris Brodie explained to the Board how the LEP network is communicating and collaborating with Local Government and Ministers regarding Covid-19.
- 6.2. Jo James emphasised the importance of local delivery for business support due to their expertise in their local market.
- 6.3. The Board discussed the difficulties for the agricultural sector during this period, and how the Southern LEP group can raise awareness of this to Government.
- 6.4. The Board **noted** the first report regarding the immediate response actions.
- 6.5. Rhiannon Mort explained the second report to the Board, that the LEP is trying to assess short- and long-term impacts for projects and provide assurance to partners that they will not be penalised for project delays which occur as a result of Covid-19.
- 6.6. Perry Glading highlighted the importance of sharing our actions with other LEPs.
- 6.7. Claire Lewis asked how to ensure that delays are Covid-19 related and not caused by other factors. Chris Brodie explained that this would be considered on a case-by-case basis.
- 6.8. The Board **agreed** to recommend to the Accountability Board that flexibility should be granted to delay Growing Places Fund (GPF) repayments for existing projects where justification is provided of the impact of Covid-19.
- 6.9. The Board **noted** that amended repayment schedules for the Charleston Centenary and Fitted Rigging House projects will be considered by the Accountability Board at its first meeting in 2020/21.
- 6.10. The Board **agreed** to a 12-month grace period, starting from 1 April 2020, in relation to the charging of interest on GPF loans.
- 6.11. The Board **agreed** to extend the Growth Deal period, due to end on 31 March 2021, by at least 6 months. (increased from 2 months + duration of the social distancing measures, as worded in the report)
- 6.12. Suzanne Bennett explained the third Covid-19 report to the Board, which details next steps for the LEP.
- 6.13. The Board generally expressed scepticism around the Crowdfunder UK initiative and closing the Sector Support Fund.
- 6.14. There was general agreement that the support of potential GPF projects that have already been submitted to SELEP should not be ruled out as part of the Covid-19 response.
- 6.15. The Board **agreed** that the latest round of GPF investments continue to be held until a full assessment on options for supporting post-Covid-19 economic recovery can be made.
- 6.16. The Board **agreed** to delegate approval of a written technical response on ERDF monies to the Chair.
- 6.17. The Board **did not agree** to support the Crowdfunder UK Pay It Forward initiative. The next decision regarding closing the Sector Support Fund was therefore no longer applicable.
- 6.18. The Board **noted** the proposal to bring a full report to June setting out options for interventions to support the recovery of the economy.

**Item 7: Covid-19 Crisis Sub-Committee (1h21'17")**

- 7.1. Chris Brodie explained the idea of introducing a Covid-19 Crisis Sub-Committee.
- 7.2. It was generally agreed by the Board that this sub-committee would not be necessary as the technology is effective, as long as the Board is able to be agile as necessary during this period of uncertainty.
- 7.3. The Board **did not agree** to establish a Covid-19 Crisis Sub-Committee. The following decisions for this item were therefore no longer relevant.

**Item 8: Coastal Communities Economic Prospectus (1h42'24")**

- 8.1. Adam Bryan introduced this item to the Board and emphasised its relevance in the current crisis.
- 8.2. It was generally agreed that the prospectus should be reviewed in the light of Covid-19.
- 8.3. The Board **agreed** to endorse the Coastal Communities Economic Prospectus, subject to review as discussed.

Chris Brodie closed the meeting.