



Minutes of Strategic Board: 1 Oct 2021

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 Graham Butland	Essex District/Borough/City Councils representative
Cllr Kevin Bentley	Essex County Council (voting member items 1-4)
Cllr Lesley Wagland	Essex County Council (voting member item 5 onwards)
Cllr Mark Coxshall	Thurrock Council
Cllr Rodney Chambers	Medway Council
Cllr Roger Gough	Kent County Council
Cllr Ron Woodley	Southend Borough Council
Cllr Rupert Simmons	East Sussex County Council
Cllr Trevor Bartlett	Kent District/Borough/City Councils representative
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
Mark Curle	Opportunity South Essex
Matthew Arnold	Kent and Medway Economic Partnership
Miles Adcock	Success Essex
Penny Shimmin	Social Enterprise Representative
Prof Karen Cox	Higher Education Representative

Apologies: Cllr Keith Glazier (substituted by Cllr Rupert Simmons), Perry Glading (substituted by Mark Curle)

Other attendees:

Alex Riley	SELEP Secretariat	Lisa Ricketts	Thurrock Council
Amy Bernardo	Essex County Council	Lorna Norris	Essex County Council
Amy Ferraro	SELEP Secretariat	Louise Aitken	SELEP Secretariat
Carole Barron	University of Kent	Michael Neumann	Essex County Council
Christopher Seamark	Kent County Council	Paul Chapman	Essex County Council
Dave Evans	East Sussex County Council	Richard Dawson	East Sussex County Council
Ellie Clow	SELEP Secretariat	Robert Singh	University of Essex
Emma Lindsell	Southend Borough Council	Robert Willis	Essex County Council
Helen Dyer	SELEP Secretariat	Sarah Nurden	KMEP
Howard Davies	SELEP Secretariat	Sharon Spicer	SELEP Secretariat
Ian Lewis	Opportunity South Essex	Stephanie Mitchener	Essex County Council (S151)
Iwona Bainbridge	SELEP Secretariat	Sunny Ee	Medway Council
Jim Wilkinson	SELEP Secretariat	Susan Moussa	Essex Legal Services



Jo Simmons	SELEP Secretariat	Suzanne Bennett	SELEP Secretariat
Laura Wallis	Essex County 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. Chris Brodie welcomed the Board to the meeting.
- 1.2. It was clarified that Cllr Kevin Bentley would be the voting member in attendance for ECC.
- 1.3. The Board members introduced themselves individually.

Item 2: Minutes of last meeting, declarations of interest, matters arising (7'45" timestamp on video)

- 2.1. The Board agreed the minutes of the last meeting.
- 2.2. The following interests were declared:
 - i) Angela O'Donoghue declared a pecuniary interest relating to Item 7 as South Essex College is involved in the Centre for Advanced Engineering GPF project. Angela O'Donoghue will be placed on hold for the duration of this item and will not be able to vote.
 - ii) Sarah Dance declared the following non-pecuniary interests:
 - Co-Chair of the Thames Estuary Production Corridor; and
 - Creative Workspace is a SECEN project, Sarah Dance is Co-Chair of SECEN and this project feeds into Creative Estuary work which she also chairs.
 - iii) Jo James declared a non-pecuniary interest in Item 8 as Kent Invicta deliver the Growth Hub in Kent and Medway.
- 2.3. Adam Bryan reminded the Board that the SELEP AGM and Conference is on 3 November.
- 2.4. Adam Bryan confirmed that the written resolution relating to the Power of Attorney was agreed by the Board.
- 2.5. Adam Bryan informed the Board that the CLGU Mid-Year Conversation has been scheduled for 6 November.

Item 3: Evolution of SELEP for 2022/23 (11'40")

- 3.1. Adam Bryan and Chris Brodie presented to the Board and summarised the content of the report. SELEP is expecting to hear more information from Government during November.
- 3.2. The Board expressed their support and thanks to the Secretariat during these difficult circumstances.
- 3.3. The Board agreed the priority areas of work for SELEP in 2022/23, noting that these will be reduced on previous years' plans to reflect the tighter financial envelope and reduced secretariat team.
- 3.4. The Board noted the current reduction of core funding, its ongoing impact on the SELEP Secretariat and its ability to perform against the Delivery Plan for 2021/22.
- 3.5. The Board endorsed the cancelling of any new Sector Support Fund (SSF) funding awards on the basis of the in-year reduction of revenue support to SELEP from Government and the knock-on impacts into next year. There is currently £126,736 of unallocated funding. SSF will be considered for reinstatement in the event of the receipt of the second tranche of core funding. Should the second tranche of core funding not be received, the remaining £126,736 should be diverted to support the SELEP operational budget in 2022/23, subject to Accountability Board approval.

- 3.6. The Board agreed to divert the uncommitted funding from the existing CV19 programme to support the SELEP operational budget in 2022/23, subject to Accountability Board approval. This is estimated to be circa £450,000.
- 3.7. The Board agreed that all investment decisions for projects NOT currently already on a pipeline should be put on hold until the next meeting of the Strategic Board in December 2021. Currently it is expected that further information regarding the future of LEPs will be published as part of the Levelling Up White Paper, which is understood to be aligned with the Autumn budget on 27 October. It is hoped that this additional information will allow for recommendations on future investments, including the ongoing function of the Growing Places Fund, the revolving infrastructure fund, to be better aligned with Government's direction of travel.

Item 4: Board Succession Planning (1h6'00")

- 4.1. Chris Brodie reminded the Board that his final term as Chair will be finishing at the end of this financial year.
- 4.2. Suzanne Bennett presented to the Board.
- 4.3. The Board indicated that they did not want to begin a recruitment process at this time given the uncertainty surrounding LEPs. Some Board members indicated that their preferred solution would be for the current Chair to extend his term and likewise for the Deputy Chair. The Secretariat were asked to establish whether this would be possible under the governance and Suzanne indicated that it was possible.
- 4.4. Revised recommendations will be brought to the December Board meeting.

Cllr Kevin Bentley left the meeting; Cllr Lesley Wagland became the voting member for ECC from Item 5.

Item 5: SELEP Statement of Accounts 2020/21 and South East LEP Ltd Statement of Accounts 2020/21 (1h23'06")

- 5.1. Lorna Norris presented to the Board.
- 5.2. The Board confirmed they had considered the SELEP Statements of Accounts 2020/21.
- 5.3. The Board approved the South East LEP Ltd Statement of Accounts 2020/21.

Item 6: Capital Programme Update (1h31'21")

- 6.1. Helen Dyer summarised the report to the Board.
- 6.2. Helen Dyer clarified that although the report indicates that the Innovation Park Medway project will be completed by November 2022, it is expected that their funding will be spent in full by March 2022.
- 6.3. Helen Dyer clarified that the funding for the Bexhill Enterprise Park North project cannot be released by East Sussex County Council yet as the required third-party grant agreement between East Sussex County Council and the delivery partner is not yet in place.
- 6.4. The Board agreed LGF spend beyond 30 September 2021 for the following projects:
 - i) New Construction Centre at Chelmsford College – expected completion February 2022
 - ii) Strood Town Centre Journey Time and Accessibility Enhancements project – expected completion December 2021
 - iii) Innovation Park Medway – Northern Site Extension – expected completion November 2022
 - iv) Bexhill Enterprise Park North – expected completion March 2022
 - v) Kent and Medway EDGE Hub – expected completion March 2022
 - vi) Mercury Rising, Essex – expected completion December 2021
 - vii) Southend Airport Business Park – expected completion March 2022



6.5. The Board agreed GBF spend beyond 31 March 2022 for the following two projects:

- i) UTC Maritime and Sustainable Technology Hub – expected completion September 2022
- ii) Riding Sunbeams – expected completion June

Item 7: Growing Places Fund update (1h46'17")

The Board lost quorum during this item; all further decisions will follow via written resolution.

- 7.1. Angela O'Donoghue was placed on hold during this item due to a pecuniary interest.
- 7.2. Helen Dyer presented the update to the Board.
- 7.3. General discussion regarding the project prioritisation order- Adam Bryan to circulate further clarification regarding the GPF pipeline to the Board after the meeting.
- 7.4. The Board members present did generally agree to the recommendations as written in the report however this was not quorate and will therefore be retaken via written resolution.

Item 8: Growth Hub Update (2h5'10")

- 8.1. Suzanne Bennett presented the update to the Board.

Item 9: Sector Support Fund Project Update (2h10'26")

- 9.1. Adam Bryan presented the update to the Board.
- 9.2. Decision to follow via written resolution.

Item 10: AOB & Close (2h11'40")

- 10.1. Chris Brodie closed the meeting.