

Minutes of Strategic Board: 10th February 2023

Attendees

Sarah Dance	Chair
Adam Bryan	CEO
Ana Christie	Team East Sussex
Carol Ford	Kent and Medway Economic Partnership
Clive Soper	Team East Sussex
Cllr Christine Bayliss	District/Borough/City Councils representative
Cllr Graham Butland	District/Borough/City Councils representative
Cllr Keith Glazier	East Sussex County Council
Cllr Lesley Wagland	Essex County Council
Cllr Mark Coxshall	Thurrock Council
Cllr Rodney Chambers	Medway Council
Cllr Roger Gough	Kent County Council
David Rayner	Success Essex
Graham Peters	Team East Sussex
Jo James	Kent and Medway Economic Partnership
Karen Cox	Higher Education Representative
Lara Fox	Success Essex
Liz Gibney	Kent and Medway Economic Partnership
Matthew Arnold	Kent and Medway Economic Partnership
Penny Shimmin	Social Enterprise Representative
Perry Glading	Opportunity South Essex
Vince Lucas	Kent and Medway Economic Partnership

Apologies: Cllr Kevin Bentley (substituted by Cllr Lesley Wagland), Cllr Stephen George (technical difficulties)

Other attendees:

Amy Ferraro	SELEP Secretariat	Jo Simmons	SELEP Secretariat
Andrew Summers	Transport East	Line Bannister	Essex Legal Services
Chris Broome	Sea Change Sussex	Lorna Norris	Essex County Council
Dave Evans	East Sussex County Council	Louise Aitken	SELEP Secretariat
Ellie Clow	SELEP Secretariat	Michael Neumann	Essex County Council (\$151)
Helen Dyer	SELEP Secretariat	Nick Brown	Southend City Council
Helen Russell	SELEP Secretariat	Paul Chapman	Essex County Council
Howard Davies	SELEP Secretariat	Richard Dawson	East Sussex County Council
Iain McNab	DLUHC	Rupert Clubb	Transport for the South East
Ian Lewis	OSE	Sharon Spicer	SELEP Secretariat
Jessica Jagpal	Medway Council	Steve Samson	Kent County Council

This meeting was held as a virtual meeting 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 her first meeting as Chair of SELEP Ltd.
- 1.2. Sarah Dance suggested that the Board meet for an informal strategy setting, future planning “away day” before the next Board meeting

Item 2: Minutes of last meeting, declarations of interest, matters arising (2’44” timestamp on video)

- 2.1. The Board agreed the minutes of the last meeting as an accurate record.
- 2.2. The following interests were declared:
 - i) Graham Butland declared an interest as a Board member of Transport East.
 - ii) Jo James declared an interest as the CEO of Kent Invicta who deliver the Growth Hub in Kent and Medway.
 - iii) Vince Lucas declared an interest as a Board member of Transport for the South East.
 - iv) Cllr Glazier declared an interest as the Chair of Transport for the South East.
 - v) Sarah Dance declared an interest as a Co-Chair of the SECEN.
 - vi) Cllr Wagland declared an interest as a Board member of Transport East.
 - vii) Cllr Coxshall declared an interest as a Board member of Transport East.
- 2.3. Adam Bryan updated the Board regarding the recent Annual Performance Review, which was a positive meeting with no actions arising. Reassurances were given around the delivery plan which Government is not expecting until there is more certainty around the 23/24 funding of LEPs.

Item 3: Growing Places Fund Programme Update (9’20”)

- 3.1. Helen Dyer presented to the Board.
- 3.2. Jo James raised the possibility of distributing remaining GPF and GBF directly to the federated areas due to the uncertainties with the future of the SELEP, to enable areas to support individual priorities. Jo James added that she wasn’t sure how this suggestion would work with the current Assurance Framework and existing policies and procedures.
- 3.3. David Rayner expressed support for the principles as detailed in the report and was interested to understand which sectors will be focused on.
- 3.4. Cllr Gough agreed with the overall principles in general, and highlighted the importance of futureproofing the process to ensure areas are able to build their focus on particular sectors. He raised the importance of the Senior Officer Group operating strongly to ensure local input in setting priorities.
- 3.5. Perry Glading expressed support for the report, but expressed the importance of not limiting to certain sectors. He disagreed with Jo James’ point, explaining the importance of choosing the best projects across the whole area and would not support any fundamental changes to SELEP processes.
- 3.6. Graham Peters outlined that he appreciates the desire to release funding quickly, but expressed his preference for flexibility with the end date, for example 5 years instead of 3.
- 3.7. Cllr Wagland agreed with Cllr Gough, broadly in agreement with the principles but we need to make sure that the projects are deliverable within a short timeframe so she indicated that she would favour the 3-year repayment timescale, rather than any longer. Agreed with Perry Glading regarding focusing on sectors but may need to be more pragmatic than the Board would like.
- 3.8. Adam Bryan thanked the Board for their input and highlighted how the informal meeting before the July meeting will be an opportunity to discuss this further to ensure we get this right.

- 3.9. Sarah Dance expressed how keen she is that the Board is able to use their expertise to input on these important priorities and looks forward to discussing this further.
- 3.10. Perry Glading asked whether the extension of the repayment schedule for the Eastbourne Fisherman's project to 2034 is a one-off arrangement rather than something that would be automatically extended to other projects.
- 3.11. Helen Dyer clarified that this is a one-off position due to the individual project circumstances.
- 3.12. Liz Gibney asked whether there has to be a standard repayment time or whether this can vary according to project needs.
- 3.13. Helen Dyer clarified that there is always some flexibility in the repayment schedules, this will need to be explored in the detailed development of the process.
- 3.14. Vince Lucas expressed concerns around the long repayment schedule and potential risk exposure, keen to discuss this during the informal meeting.
- 3.15. Graham Peters reassured that this project had experienced an extreme and exceptional set of circumstances.
- 3.16. Vince Lucas asked for clarity around this process to ensure that this is not a precedent for all projects.
- 3.17. The Board agreed the proposed revised repayment schedule for the Sovereign Harbour project and agreed that interest will not be charged on the remaining balance of the loan at this time subject to compliance with the proposed revised repayment schedule.
- 3.18. The Board agreed the proposed revised repayment schedule for the Eastbourne Fisherman's Quayside and Infrastructure Development project, subject to provision of annual updates on the ongoing viability of the repayment schedule, and agreed that despite defaulting on the agreed repayment schedule, the application of interest on the outstanding balance can be waived subject to compliance with the proposed revised repayment schedule.
- 3.19. The Board agreed the adoption of the underlying principles, taking on board comments mentioned by the Board, for the new round of GPF funding, as set out in Section 6.4 of the report.

Item 4: Getting Building Fund Programme Update (33'32")

- 4.1. Helen Dyer presented to the Board.
- 4.2. The Board agreed that the Restoring the Glory of the Winter Garden – Phase 2 project should not be added to the GBF project pipeline as it does not meet the criteria agreed by the Board in July 2022.
- 4.3. The Board agreed that the Accessing Charleston: Removing the Barrier to Growth (project extension) project should not be added to the GBF project pipeline due to the reasons outlined in Section 5 of the report.
- 4.4. The Board agreed the approach set out within Section 6 of the report for the award of the currently unallocated GBF funding, subject to comments made by the Board as mentioned in the previous item.

Item 5: Deputy Chair Recruitment (53'45")

- 5.1. Adam Bryan presented to the Board.
- 5.2. The Board agreed the recommended option to run a short internal Expressions of Interest process, as an exception to our Recruitment Policy. If this is unsuccessful, then run an open recruitment process, advertising publicly according to the SELEP Recruitment Policy, delegating the selection process to a Selection Panel.
- 5.3. The Board agreed the Deputy Chair Job Description and Specification.



Item 6: Confirmation Statement and Power of Attorney (1h00'55")

- 6.1. Amy Ferraro presented to the Board.
- 6.2. The Board resolved to enter into the Power of Attorney for a period of 12 months.
- 6.3. The Board approved the filing of the Confirmation Statement to the Registrar of Companies.

Item 7: Public Questions Policy (1h02'09")

- 7.1. Amy Ferraro presented to the Board.
- 7.2. The updates to this policy have been developed in response to requests made by Accountability Board members, and are intended to ensure the process is clear and effective.
- 7.3. The Secretariat will liaise with Cllr Wagland regarding sharing of expertise in the language and communication style of the responses to the public questions.
- 7.4. The Board agreed the updated Public Questions Policy.

Item 8: Sub-national transport bodies: Transport for the South East and Transport East (1hr16'51")

- 8.1. Andrew Summers (Transport East) and Rupert Clubb (Transport for the South East) presented to the Board.



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Item 9: SSF Delivery Update (2hr04'40")

- 9.1. Adam Bryan provided an update to the Board.

Item 10: Growth Hub Update (2h05'30")

- 10.1. Jo Simmons provided an update to the Board regarding the Growth Hub's risks and uncertainties for 2023/24.

Item 11: AOB & Close (2h11'00")

- 11.1. Sarah Dance closed the meeting.