

Attending	Company	Representing
Chris Brodie	Chairman	
Adam Bryan	SELEP Managing Director	
Graham Peters	Vice Chairman for East Sussex	East Sussex – Business
Christina Ewbank	ACES	East Sussex – Business
Clive Soper	East Sussex FSB	East Sussex – Business
Cllr Andy Smith	Lewes District Council	East Sussex – Local Authority
Cllr Peter Chowney	Hastings Council	East Sussex – Local Authority
Cllr David Elkin	East Sussex County Council	East Sussex – Local Authority
David Burch	Essex Chamber of Commerce	Essex – Business
Perry Glading	Thurrock Business Board	Essex – Business
Haydon Yates for David Rayner	Essex Business Board	Essex – Business
Cllr Graham Butland	Braintree District Council	Essex – Local Authority
Cllr Gagan Mohindra for Cllr Kevin Bentley	Essex County Council	Essex – Local Authority
Geoff Miles	Vice Chairman for Kent & Medway	Kent – Business
Jo James	Kent Invicta Chambers	Kent – Business
Douglas Horner	Trenport Investments	Kent – Business
Paul Thomas	DLS Limited	Kent – Business
Cllr Peter Fleming	Sevenoaks District Council	Kent – Local Authority
Cllr Simon Cook	Canterbury City Council	Kent – Local Authority
Cllr Paul Carter	Kent County Council	Kent – Local Authority
Cllr Rodney Chambers	Medway Council	Kent – Local Authority
Paul Hannan for Graham Razey	Hadlow Group	Further Education
Professor Anthony Forster	University of Essex	Higher Education

Apologies received: George Kieffer, Cllr Chris Whitbread, Cllr Kevin Bentley, Cllr John Lamb, Cllr Keith Glazier

Voting Members Attending: 22

1. Welcome and Introductions

- 1.1. Chris Brodie welcomed the board members and observers to the meeting and thanked Ashford College for hosting proceedings.

2. Minutes and Actions from 22nd September 2017 meeting, Matters Arising and Declarations of Interest

- 2.1. Cllr Gagan Mohindra sought consistency in references to councillors. **Action: The minutes will be revised.**
- 2.2. Douglas Horner requested further information on the membership of the working groups. Adam confirmed the working groups are formed of sector based business professionals and Local Authority officer representatives.
- 2.3. Chris Brodie asked if there were any declaration of interests:
 - Cllr Rodney Chambers declared a non-pecuniary interest in the Chatham Historic Dockyard.
 - Cllr David Elkin declared an interest in the Growing Places Fund 2, Eastbourne Fishermen Project.
- 2.4. Adam Bryan advised the board that John Bunnnett (rep Kent Invicta Chambers) will be sitting on the Transport for the South East (TfSE) Shadow Partnership Board as the Chamber Representative. Clive Soper will sit on the TfSE Transport Forum on behalf of the South East LEP.

Matters Arising – Annual Conversation

- 2.5. Chris Brodie updated the Board on SELEP's Annual Conversation with Government 7th December. The conversation touched on the following:
 - The federated board structure and associated Terms of Reference
 - The Accountability Board (approval of funding) and Strategic Board (business-led prioritisation and strategy development) relationship
 - Ideas around incorporation and associated issues of transparency
- 2.6. Graham Peters also commented that questions were asked regarding an increase in business representation of the board and the overlap of areas. Graham commented the current geography of the South East LEP was working well with overlapping areas of East Sussex not presenting an issue.
- 2.7. Cllr Gagan Mohindra requested the Board have sight of the Mary Ney report recommendations. Adam confirmed they will be sent to the Strategic Board once received. **This has since been shared.**
- 2.8. Adam advised the board that a presentation reporting on the past 12 months was produced. **This is included below.**



AnnualConversation
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Matters Arising – Energy Strategy

- 2.9. Adam updated the Board on SELEP's Energy Strategy, which is funded through the Department of Business, Energy and Industrial Strategy. The South East LEP is leading on a Tri-LEP Energy Strategy with Coast to Capital and Enterprise M3. The strategy will be a vital document for the area and fundamental for economic growth.
- 2.10. Adam advised the Board of the position of the Energy Strategy, a procurement exercise to contract for a consultant is in place and the Board will be kept updated of progress.

Matters Arising – Growth Hub

- 2.11. Adam advised that a paper on future plans for the Growth Hub is being deferred until a future meeting on account of all LEPs still awaiting notification from Government on the funding future of Growth Hubs.

3. Welcome to Ashford

- 3.1. Paul Hannan thanked the Strategic Board for holding their meeting at Ashford College, part of the Hadlow Group. This is the first public event held at the new College campus.
- 3.2. Mark Lumsdon-Taylor expressed the hopes of the Hadlow Group to enable Ashford to become a university town, retaining key skills in the area and continuing to harness economic growth.

4. National Infrastructure Commission (NIC)

- 4.1. Adam Cooper, Policy and Engagement Director at the NIC, thanked the Board for the invite.
- 4.2. The NIC was set up two years ago, as an independent body to both make recommendations and offer support to Government. They are currently furthering the work of the interim report, Congestion, Capacity and Carbon, the final report is expected summer 2018 and is currently out for consultation.
- 4.3. The report highlights seven priorities:
- Building a digital society: fast, reliable data services everywhere
 - Connected, liveable city regions: linking homes and jobs
 - New homes and communities: supporting delivery of new homes
 - Low-cost, low-carbon: ending emissions from power, heat and waste
 - Revolutionising road transport: seizing the opportunities of electric and autonomous vehicles
 - Reducing the risks of extreme weather: making sure the UK can stand up to drought and flooding
 - Financing infrastructure in efficient ways: getting the right balance between public and private sectors.
- 4.4. Adam Cooper confirmed one of their roles is to hold Government to account. Separately he added that the Thames Estuary area will be pursued as an area of importance.
- 4.5. Cllr Simon Cook questioned if nuclear energy was the primary source being looked at; Adam confirmed that all low carbon plants are currently being considered.
- 4.6. Prof. Anthony Forster commented the scale of ambition is noteworthy, reading the report could lead to the assumption that attention is being drawn to the needs of the Midlands. There is limited focus on the needs of ports and airports, other than Heathrow.
- 4.7. Douglas Horner asked what further work the LEP can do with the Energy Strategy, Adam Cooper confirmed the LEP energy strategy would be a more granular level, looking to de-centralise solutions.

5. Growing Places Fund Round Two

- 5.1. Adam Bryan noted that a quorum was reached regarding the prioritisation of 8 projects via electronic procedure. **The Board noted the outcome of the electronic procedure.**

6. Governance and Transparency – Implementing the Mary Ney Review

- 6.1. Adam updated the board on SELEP's ongoing work in support of the transparency agenda.

- 6.2. To date, a paper has not been received regarding the implementation of the Mary Ney report findings. On this basis, approvals of new policies and the 2018 Assurance Framework cannot be sought at this time. Adam explained that board approval of the revised collateral will be sought by electronic procedure in January/February.
- 6.3. Adam highlighted Government's interest in SELEP's structure, how this is managed and how we ensure full transparency. He confirmed that all papers and minutes are readily available on the website.
- 6.4. Adam thanked Kim Cole for her work on updating the new policies which are ready for approval upon receipt of Government's final guidance.
- 6.5. Cllr Gagan Mohindra questioned what the Board is doing to address the issue of diversity. The Chair noted that this is a concern which will be addressed as SELEP acts on Government's recommendations following on from the Annual Conversation.

7. Strategic Economic Plan

- 7.1. Adam Bryan updated the Board on progress to date with the Strategic Economic Plan (SEP), he confirmed we no longer have a Consultant working of the refresh of the SEP.
- 7.2. The potential structure of the document was discussed with SELEP's Senior Officer Group. SELEP will continue to consult with partners until the publication of the SEP.
- 7.3. We held a successful business engagement event, partnered with CEME and Highways England, focussed on the SEP and the Lower Thames Crossing. The event went very well and we received great media coverage on the day.
- 7.4. A draft of the SEP is planned to be available for March 2018. Adam posed the question of aligning our ambitions to match the Industrial Strategies five pillars.
- 7.5. Haydon Yates commented that the Essex Business Board feel the SEP should be in response to the Industrial Strategy and that as a document it should have sectoral separations rather than geographic sections.
- 7.6. Jo James wanted to confirm if the SEP is a visionary or bidding document? If it is a bidding document then we should fully align with the Industrial Strategy. Jo advised she would like the SEP to be right, not to a timescale. Adam confirmed the SEP will be a visionary document and completed so that it is right, not to a deadline.
- 7.7. Prof. Anthony Forster commented that the alignment of language should not be the priority. We should use a thematic approach; advocating key elements of the Industrial Strategy, identifying how they work for SELEP.
- 7.8. David Burch asked if SELEP were looking to engage with businesses further than the Federated Boards. Adam confirmed a meeting is planned for the coming week to discuss further business engagement steps.
- 7.9. Cllr David Elkin commented that we should not just talk about London as a neighbouring partner but all surrounding LEP areas.
- 7.10. Douglas Horner would like to see a bottom up approach to the SEP, giving federated boards the opportunity to discuss the document in detail. Douglas commented that when the South East Plan was devised a group of qualified senior officers and businesses to progress the document. Adam Bryan will follow up on this with Douglas as he is planning to form a similar group to progress the SEP refresh.
- 7.11. It was agreed that a more deliberate approach would be taken and that an update report rather than a draft SEP would be available for the next Board meeting, with a final SEP planned for June.

- 7.12. Louise Aitken (Skills Lead) presented to the Board to update on the skills strategy. The draft Skills Strategy is out for consultation and available for comment.
- 7.13. The strategy will be supported by sector specific reports, including reports on Brexit and Digital. Louise advised the Board, as requested, there will also be a breakdown of data to a district level
- 7.14. Jo James commented, with the new Apprenticeship Levy, companies are utilising the funds to upskill current employers and data shows, young people have access to less opportunities. Louise confirmed this and will be working with the Skills Advisory Group to find a solution to this.
- 7.15. Chris Brodie noted this is the first time he has heard of the ongoing issues with the Apprenticeship Levy, he will discuss this when next meeting with Government.

8. 16 / 17 Accounts

- 8.1. Suzanne Bennett (SELEP Finance Business Partner) advised the board the 16/17 accounts have been produced by Essex County Council, acting as the Accountable Body and with the S151 officer responsible.
- 8.2. The Board considered the Statements of Accounts and had no further comments or questions.

9. Capital Programme Update

- 9.1. Rhiannon Mort (Capital Programme Manager) provided an update on the delivery of Local Growth Fund (LGF) and Growing Places Fund (GPF) projects, including the completion of projects to date.
- 9.2. The Board were advised of the projects which have been approved by the Accountability Board at its meetings on the 22nd September 2017 and its meeting earlier in the day (15th December 2017). This includes the award of funding to two new projects, Sandwich Rail Infrastructure and Mercury Rising Theatre, which have been funded through underspend that has been identified from other projects in the programme.
- 9.3. Prof. Anthony Forster asked what can be done to bring about outputs of Growing Places Fund projects. Rhiannon confirmed conversations are taking place with project leads to understand whether the discrepancy is due to limited data having been made available locally or the result of the expected project outputs having not been achieved. The delivery of project outputs and outcomes will be reported to the Board on a quarterly basis.
- 9.4. The Board noted the report.

10. Any Other Business and Close

- 10.1. The Chair thanked the Board wished everybody well for the holiday period.