

## New Anglia Board Meeting Minutes (Unconfirmed) 19<sup>th</sup> April 2017

### Present:

Cllr David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Mark Goodall (MG)	Aker Solutions
Cllr John Griffiths (JG)	St Edmundsbury Borough Council
Steve Oliver (SO)	MLM Group
Mark Pendlington (MP)	Anglian Water
Cllr Andrew Proctor (AP)	Broadland District Council
Lindsey Rix (LR)	Aviva
Dr Nikos Savvas (NS)	West Suffolk College
Cllr Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

### In Attendance:

Chris Dashper (CD)	New Anglia LEP
Shân Lloyd (SL)	BEIS
Hayley Mace (HM)	New Anglia LEP
Julian Munson (JM)	New Anglia LEP
Vince Muspratt (VM)	Norfolk County Council
Giles Perkins (GP)	Mouchel
Charley Purves (CP)	New Anglia LEP
Jai Raithatha (JR)	Suffolk County Council
Lisa Roberts (LiR)	New Anglia LEP
Hannah Smith (HS)	New Anglia LEP
Keith Spanton (KS)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP

### Actions from the meeting: (19.04.17)

<b>5. Managing Director's Report – Industrial Strategy</b> Lisa Roberts will circulate the web link to the full response.	<b>LiR</b>
<b>5. Managing Director's Report – LEP Board recruitment</b> Charley Purves to circulate the list of candidates for comment.	<b>CP</b>
<b>5. Managing Director's Report – National Audit Office</b> Hayley Mace to circulate a standard response for any media enquiries.	<b>HM</b>
<b>6. Finance Report</b> All board members to update and return the table of related parties when this is sent out.	<b>ALL</b>

	<p><b>7. Business Performance Reports – Growing Places Fund</b> Chris Dashper to return to the board with a resolution to finalise the action to be taken on the Norwich Airport loan.</p> <p><b>7. Business Performance Reports – Growing Places Fund</b> Chris Dashper to draw up a statement of general principles for the investments the LEP support.</p> <p><b>7. Business Performance Reports – Skills</b> The LEP team to work with partners to bring a full Skills paper to a future board meeting.</p> <p><b>13. Any other business</b> Lisa Roberts to look in to the use of a shared platform for the access of documents.</p> <p><b>13. Any other business</b> Hayley Mace to circulate an advice note regarding engagement during political elections.</p>	<p><b>CD</b></p> <p><b>CD</b></p> <p><b>CS</b></p> <p><b>LIR</b></p> <p><b>HM</b></p>
1	<b>Welcome from the Chairman</b>	
<p>Mark Pendlington (MP) welcomed everyone to the meeting, including Julian Munson who joins the LEP as Head of Enterprise Zones and Innovation, Hannah Smith as New Anglia Capital Investment Adviser, Jai Raithatha attending on behalf of Sue Roper, Suffolk County Council, Vince Muspratt attending for Norfolk County Council and Giles Perkins, Mouchel for Item 8.</p>		
2	<b>Apologies</b>	
<p>Cllr Cliff Jordan (CJ) – Norfolk County Council  Cllr Colin Noble (CN) – Suffolk County Council  Prof David Richardson (DR) – UEA  Davina Tanner (DT) – Britannia Enterprises  Sue Roper (SR) – Suffolk County Council</p>		
3	<b>Declarations of Interest</b>	
<p>Full declarations of interest can be found at <a href="http://www.newanglia.co.uk/about-us/the-board/">http://www.newanglia.co.uk/about-us/the-board/</a>.</p> <p>The board were reminded that declarations of interest are required as part of LEP scrutiny and must be submitted to the LEP office at the earliest convenience.</p> <p>Declarations relevant to this meeting:</p> <ul style="list-style-type: none"> <li>• Doug Field – East of England Coop - Anglia Capital Group and Enterprise Adviser Network.</li> </ul>		
4	<b>Minutes of the last meeting 22<sup>nd</sup> March 2017</b>	
<p><i>Actions of the last meeting updated as follows:</i></p> <p><b>5. Managing Director’s Report – Skills Area Review</b> Chris Starkie provided feedback to Peter Funnell after the discussions at the March board meeting.</p> <p><b>5. Managing Director’s Report – MIPIM</b> Hayley Mace to bring a paper regarding MIPIM UK 2017 to the next board meeting. This will be included in a wider inward investment paper for the May or June board meeting.</p> <p><b>8. Ipswich Regatta Quay Loan (CONFIDENTIAL)</b> The LEP executive checked that restrictions are in place within the legal agreement in terms of investor flipping.</p> <p><b>10. Draft Budget 2017/18</b> A cash flow breakdown is included within the Finance papers.</p> <p><b>13. Any other business</b> Andrew Proctor shared details of the Engineering Challenge for Schools with members of the board.</p> <p><b>The minutes were accepted as a true record of the meeting held on 22<sup>nd</sup> March 2017.</b></p>		
5	<b>Managing Director’s Report</b>	
<p>Chris Starkie (CS) took the majority of the paper as read, highlighting the following:</p> <ul style="list-style-type: none"> <li>• <b>Industrial Strategy</b> – the response from New Anglia has been submitted and is being</li> </ul>		

	<p>loaded to the website. A link will be circulated to the board. CS thanked the team at BT, sector groups and local authorities for their input to the consultations. MP thanked Lisa Roberts (LiR), Madeleine Coupe and CS for pulling the document together.</p> <ul style="list-style-type: none"> <li>• <b>Operational Review</b> – CS detailed the tenders received in response to our request. PwC have been appointed and demonstrated a clear understanding of the LEP and joint working, as well as value for money. An initial meeting will take place next week, although they have begun desk based research and analysis. The aim is for PwC to present to the June board meeting, although there is scope for this to come to July if needed. Discussion took place around the details within the proposal and understanding the requirements, of both the board and PwC.</li> <li>• <b>LEP Board recruitment</b> – 15 applications have been received and Doug Field (DF) and CS have shortlisted 7 candidates for interview. The full list of applicants will be circulated to the board for comment. As per the LEP policy on board recruitment the shortlisted candidates will be interviewed by a sub group of board members, with the sub group’s recommendations brought to the board for ratification.</li> <li>• <b>National Audit Office</b> – an investigation will take place into the complaints made by Stephen Barclay MP regarding Greater Cambridge Greater Peterborough LEP (GCGP). As New Anglia LEP has been named within the comments, MP offered to meet the NAO and this meeting will take place next month. HM will circulate a response for board members should anyone be approached for comment.</li> </ul> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the report.</li> </ul>	<p><b>LiR</b></p> <p><b>CP</b></p> <p><b>HM</b></p>
<p><b>6</b></p>	<p><b>Finance Report</b></p>	
	<p>Keith Spanton (KS) talked through the management accounts for March 2017 and year-end figures. Income for the 12 months to end March £1,016,779 and expenditure of £943,105 leaving a surplus of £73,674.</p> <p>KS also talked through the graphs and detailed the cash flow chart. The auditors will be reviewing the accounts in June and the table of related parties will be circulated in the next few weeks, all board members are encouraged to update and return these at the earliest opportunity.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the report.</li> </ul>	<p><b>ALL</b></p>
<p><b>7</b></p>	<p><b>Business Performance Reports</b></p>	
	<p>Chris Dashper (CD) talked through the reports highlighting the following:</p> <ul style="list-style-type: none"> <li>• <b>Growth Deal</b> – Spend target was achieved £50.556m in total. A small capital swap took place to ensure the target was met. The amber projects are those that slipped and the spend taken up by bringing forward spend on the NNDR. These projects are on track and additional measures are in place to ensure the target of £41m for this year is achieved.</li> <li>• <b>Growth Programme</b> – Take up of the <i>Micro Grant Scheme</i> is still of concern and work is taking place to ensure that the Growth Hub are promoting this fully with the support of the LEP team. Improvements are being seen and progress is being made, particularly in the growth of the pipeline. CD is meeting with GCGP regarding <i>Eastern Agri-Tech Initiative</i> to discuss the potential to extend this scheme for a further year.</li> <li>• <b>Growing Places Fund (CONFIDENTIAL)</b> –</li> </ul>	<p><b>CD</b></p>

	<ul style="list-style-type: none"> <li>• <b>Skills</b> – Alan Waters (AW) commented that it would be beneficial to understand any gaps in the current skills provision. Andrew Proctor (AP) highlighted a skills paper presented by CS to the Greater Norwich Growth Board. The board agreed the executive team to bring a fuller paper on skills to a future board meeting.</li> </ul> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the reports.</li> <li>• To receive a New Anglia Skills paper at a future meeting.</li> </ul>	<p>CD</p> <p>CS</p>
8	<b>Integrated Transport Strategy for the East</b>	
	<p>MP welcomed Giles Perkins (GP) to the board and introduced the item. GP provided a presentation to the board on the development of the strategy and its proposed content. The work is looking at future developments and understanding local policy.</p> <p>GP detailed the work currently undertaken and how global trends are determining how transport and infrastructure is being viewed. The different sectors are being analysed and various economic scenarios are anticipated. GP also explained the projected transport demands, including changing lifestyles and working habits as well as a change in driving habits. An overview of a transport scenario for 2030 was also provided.</p> <p>The transport strategy has been divided into seven themes to support the overarching vision and deliver productivity, growth, health, well-being, education, environmental, safety and economic benefits. GP commented that agility is a key and unusual theme, stating that it is important for the strategy to remain adaptable to the future changes.</p> <p>Success of the strategy will be difficult to measure, however the aim is about transportation serving the local economy.</p> <p>Discussion took place regarding the document and other elements to consider, including autonomous vehicles, connections to Stansted and international rail connections. The language and the tone of the document were also considered.</p> <p>It was agreed that the Board will receive finalised draft at the same time as it is considered by the Local Transport Board in June. It will then be re-submitted to the LEP board for approval and adoption in July.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the progress and provide input to the emerging strategy.</li> </ul>	
9	<b>New Anglia Capital progress report – CONFIDENTIAL</b>	

	<p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the report.</li> <li>• To increase the size of the NAC Board to five Directors.</li> <li>• To authorise the appointment of two new directors from the LEP board.</li> <li>• The retention of John Fuller as a LEP nominee.</li> <li>• To request that the PwC work looks at the governance between the LEP board and the NAC board.</li> </ul>	
<b>10</b>	<b>New Anglia Enterprise Adviser progress report</b>	
	<p>CS introduced this item and provided detail of the network and the Government's involvement. Responsibility of the Enterprise Adviser Network was devolved to the county councils.</p> <p>The key challenges and mechanism for addressing these are detailed within the paper. CS explained the role of the advisers and how they are being utilised across Norfolk and Suffolk. However, the funding from the county councils is drawing to a close and the Careers and Enterprise Company (CEC) have committed to 50% match funding for the next three years.</p> <p>CS amended the recommendation to an in-principle agreement for funding for 2017/18 with the KPIs developed and brought back to the board for agreement. As well as an evaluation study be commissioned to understand the impact of the initiative and to see if it is delivering good value for money.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the report.</li> <li>• To an in-principle agreement for £129,648 funding for 2017/18.</li> <li>• To receive a report confirming KPIs and an outline of the evaluation study.</li> </ul>	
<b>11</b>	<b>Economic Strategy progress report</b>	
	<p>LiR provided an update of the development to the Economic Strategy and detailed the development plan. This report will be updated monthly and opportunities to input into the development are set out.</p> <p>AW raised concerns on how the strategy needs to be endorsed by the local councils and the timescale is particularly tight. This is being addressed by the steering group and looking at the schedules for the local authorities. It was agreed the publication deadline could be moved to October if needed to assist local authority deadlines.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the report.</li> <li>• For the publication deadline to be moved to October if needed.</li> </ul>	
<b>12</b>	<b>Remuneration committee</b>	
	<p>MP detailed the request at the end of the last meeting in the board members only item, where it was agreed that a Remuneration Committee be created. Jeanette Wheeler (JW) and AP have agreed to sit on the committee and Terms of Reference are being developed by DF. An independent chair from an external source is being sought.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the verbal update.</li> </ul>	

13	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>• Nikos Savvas (NS) requested a list of the sub-committees including terms of reference, membership, and meeting frequency. It was suggested that a central shared platform be utilised.</li> <li>• MP confirmed that the May board meeting will go ahead despite the General Election. HM will circulate an advice note regarding engagement during political elections.</li> </ul>	<p style="text-align: center;"><b>LiR</b></p> <p style="text-align: center;"><b>HM</b></p>

**Next meeting:** Tuesday 23<sup>rd</sup> May – 10am-12.30pm  
 Birketts LLP, Kingfisher House, 1 Gilders Way, Norwich, NR3 1UB