

## New Anglia Board Meeting Minutes (Unconfirmed) 23<sup>rd</sup> May 2017

### Present:

Cllr David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Mark Goodall (MG)	Aker Solutions
Cllr Cliff Jordan (CJ)	Norfolk County Council
Cllr Colin Noble (CN)	Suffolk County Council
Mark Pendlington (MP)	Anglian Water
Prof David Richardson (DR)	UEA
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
Iain Dunnett (ID)	New Anglia LEP
Hayley Mace (HM)	New Anglia LEP
Emily Manser (EM)	New Anglia LEP
Julian Munson (JM)	New Anglia LEP
Vince Muspratt (VM)	Norfolk County Council
Charley Purves (CP)	New Anglia LEP
Jai Raithatha (JR)	Suffolk County Council
Lisa Roberts (LiR)	New Anglia LEP
Cllr Richard Smith	Observer
Keith Spanton (KS)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP

### Actions from the meeting: (23.05.17)

<b>5. Managing Director's Report – Operations Review</b> All board members to ensure the PwC survey has been completed as soon as possible.	<b>ALL</b>
<b>6. Finance Report</b> Board members are requested to return the table of related parties as soon as possible.	<b>ALL</b>
<b>7. Business Performance Report – Growth Programme</b> A presentation on Eastern Agri-Tech Initiative to be brought to the Innovation Board.	<b>CD</b>
<b>10. Inward Investment framework</b> Hayley Mace to work up a presentation base and circulate key messages to board members.	<b>HM</b>
<b>10. Inward Investment framework</b> An inward investment/international committee to be created with Jeanette Wheeler, David Richardson, Mark Goodall and Tim Whitley.	<b>JM</b>

<b>10. Inward Investment framework</b> Job descriptions for the new roles to be circulated to the new committee.	<b>JM</b>
<b>1</b>	<b>Welcome from the Chairman</b>
<p>Mark Pendlington (MP) welcomed everyone to the meeting and thanked Jeanette for hosting the board. The board took a moment to remember the victims of the terror attack in Manchester the previous evening.</p> <p>MP also informed the board of the sad news that Cllr Colin Law passed away suddenly since the last meeting. Condolences have been sent to his family.</p>	
<b>2</b>	<b>Apologies</b>
<p>Cllr John Griffiths (JG) – St Edmundsbury Borough Council  Steve Oliver (SO) – MLM Group  Cllr Andrew Proctor (AP) – Broadland District Council  Lindsey Rix (LR) – Aviva  Davina Tanner (DT) – Britannia Enterprises  Shân Lloyd (SL) – BEIS  Sue Roper (SR) – Suffolk County Council</p>	
<b>3</b>	<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>• Mark Goodall, Aker Solutions – East Coast College Energy Skills Centre</li> <li>• Alan Waters, Norwich City Council – Norwich Airport Loan</li> <li>• Cliff Jordan, Norfolk County Council – Norwich Airport Loan</li> </ul>	
<b>4</b>	<b>Minutes of the last meeting 19<sup>th</sup> April 2017</b>
<p><i>Actions of the last meeting updated as follows:</i></p> <p><b>5. Managing Director’s Report – Industrial Strategy</b> The web link to the full response was circulated to the board.</p> <p><b>5. Managing Director’s Report – LEP Board recruitment</b> Charley Purves circulated the list of candidates.</p> <p><b>5. Managing Director’s Report – National Audit Office</b> Hayley Mace circulated the response to use for any media enquiries.</p> <p><b>6. Finance Report</b> All board members to update and return the table of related parties when this is sent out.</p> <p><b>7. Business Performance Reports – Growing Places Fund</b> Norwich Airport loan item within the May board meeting.</p> <p><b>7. Business Performance Reports – Growing Places Fund</b> A statement of general principles for the investments the LEP support included within May board meeting.</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 circulated an advice note regarding engagement during</p>	

political elections.		
<b>The minutes were accepted as a true record of the meeting held on 19<sup>th</sup> April 2017.</b>		
<b>5</b>	<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>Operations Review</b> – CS thanked the board members who have completed the survey. MP urged the remaining board members to complete the survey as soon as possible. PwC are waiting for all surveys to be completed before interviewing selected board members. They have conducted interviews with members of the leadership team and will also be speaking to Sue Roper, Fiona McDiarmid, and Shân Lloyd. Given the delay in getting the survey underway, it is likely that the report will be brought to the July board.</li> <li>• <b>National Audit Office</b> – MP and CS met with the NAO and have had a meeting note returned. The meeting covered board recruitment and processes, MP ensured that all key items to raise were highlighted. Separately the DCLG permanent secretary is conducting a review of the LEP assurance frameworks which covers all 39 Local Enterprise Partnerships to ensure that all processes are being followed, including register of interests and scrutiny by Accountable Body and Section 151 officers.</li> <li>• <b>Board member recruitment</b> – Interviews are underway and there are further interviews taking place this week. A recommendation will come to the June board meeting for appointment for the July board meeting.</li> <li>• <b>Ambitions Dashboard</b> – Lisa Roberts (LiR) talked through the quarter four dashboard and highlighted key elements and targets. Housing delivery accelerated towards the end of the year. New targets will be identified within the new Economic Strategy, and new targets for the coming year will be presented to the June board. Alan Waters (AW) commented that qualitative data on types of jobs created is required. New data sets are now being used and staff training underway to ensure that the reporting is accurate and job creation and business growth is captured and analysed.</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>		<b>ALL</b>
<b>6</b>	<b>Finance Report</b>	
<p>Keith Spanton (KS) talked through the management accounts for April 2017. Income for the first month to end April £107,184 and expenditure of £73,061 leaving a surplus of £34,122. KS also talked through the graphs and detailed the projected results.</p> <p>The board were urged to return the table of related parties as soon as possible.</p> <p>The audit process is underway and the on-site work has now taken place. There will be further scrutiny before the accounts are presented to the board in July.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the report.</li> </ul>		<b>ALL</b>
<b>7</b>	<b>Business Performance Reports</b>	
<p>Chris Dashper (CD) talked through the reports highlighting the following:</p> <ul style="list-style-type: none"> <li>• <b>Growth Deal</b> – Snetterton Employment Area is now rated as red as it is no longer possible to progress the original scheme. Plans are being drawn up for a further proposal which will come to the board in due course.</li> <li>• <b>Growth Programme</b> – The change request has been verbally approved to adjust the parameters for the Micro Grants Scheme. The Small Grants Scheme will absorb the Micro Grants Scheme offering grants from £1,000 to £25,000. The forward pipeline is now in a robust position.</li> </ul> <p>The Agri-Tech Initiative is still an amber project. The project is run by GCGP and a</p>		

	<p>meeting is now in place to follow this up. David Richardson (DR) queried the representation on this initiative and it was confirmed that Mike Burrows, Chair of Growing Business Fund panel is the representative. Doug Field (DF) requested that a presentation on this is brought to the Innovation Board.</p> <ul style="list-style-type: none"> <li>• <b>Growing Places Fund</b> – a monthly report has been brought to the May board which provides a summary of the projects. A fuller quarterly report will be brought with further details.</li> <li>• <b>New Anglia Capital</b> – Andrew Proctor (AP) and Steve Oliver (SO) have volunteered to sit on the New Anglia Capital board. This was ratified by the board.</li> <li>• <b>Enterprise Zones</b> – not all legal agreements have been signed, but those outstanding are still being worked on and are expected to be completed shortly.</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>• For Andrew Proctor and Steve Oliver to be appointed to the New Anglia Capital board.</li> </ul>	<b>CD</b>
<b>8</b>	<b>Economic Strategy update</b>	
	<p>LiR took the report as read, highlighting the request to move the sign off for the Strategy to the October board meeting. This is to allow for local authorities to approve the Strategy. The workshop with board members and local authority leaders on 4<sup>th</sup> September where the document will be presented.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the update report.</li> <li>• To the Economic Strategy bring brought to the October board for sign off.</li> </ul>	
<b>9</b>	<b>East Coast College Energy Skills Centre</b>	
	<p>Mark Goodall (MG) having declared an interest played no part in this item.</p> <p>CS explained that the scheme was originally approved in early 2014 as part of the first Growth Deal. There were three Skills deals; Easton &amp; Otley College construction centre, College of West Anglia higher skills science and technology centre and Lowestoft College engineering centre with hospitality facilities. This scheme was put on hold until after the merger of Lowestoft College and Great Yarmouth College which has now been completed.</p> <p>Iain Dunnett (ID) talked through the request and the original provisional allocation for a grant. The Skills Board have reviewed the scheme and highlighted the close link required with the private sector. The college have responded and ensured the sector is involved in the development of the scheme. The finances have been scrutinised by the Skills Board and due diligence has been conducted. The prediction from the college is that there will be over a thousand learner outcomes from this centre.</p> <p>This is time critical as if the funding is not approved, the scheme will be delayed by a full year.</p> <p>An in-depth discussion took place and the board expressed concern that there was not enough information brought to the board for a decision to be made. DF commented that the projected outcomes are not measureable.</p> <p>The board agreed that it is important to ensure sustainability of the college for the long term and this new building played a key part in ensuring this.</p> <p>CS confirmed that the project is ready to begin and the college are committed to delivering the scheme. This is a critical scheme for the college and will have a detrimental effect if it should not go ahead. CS reassured the board that as part of the recent Area Review, the FE commissioners had examined the college's finances and agreed it was sustainable. In addition the transaction unit at BEIS assessing the merger was content with the business plan for the building.</p> <p>Emily Manser (EM) explained that Hewdons have been appointed to conduct further due</p>	

	<p>diligence and clear targets will be put in place as part of the grant agreement to address DF's concerns.</p> <p>The board felt that it is an important scheme and approved the grant funding.</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 approve £10m grant funding for East Coast College Energy Skills Centre from the Growth Deal allocation.</li> </ul>	
10	<b>Inward Investment framework</b>	
	<p>Julian Munson (JM) talked through the paper and highlighted key elements of the framework. JM explained the definitions of inward investment and the activity related to this. The LEP works with the Norfolk and Suffolk County Councils and the Department of International Trade (DIT) as well as other stakeholders.</p> <p>Emerging investment opportunities will come from a number of different sectors and the LEP need to continue to develop the clusters. Branding is also a key element of inward investment and work could be strengthened for The East branding to ensure a joined up approach to promoting the area. New initiatives are being developed to attract new investment, Cambridge Norwich Tech Corridor for example, and strengthening key relationships.</p> <p>It was felt that there is a need to align this work with the PwC Operational Review and the Economic Strategy, as well as understanding of how this fits with the budget. The board are supportive of the work around inward investment and developing the brand.</p> <p>Tim Whitley (TM) commented that a united presentation base could be used to ensure consistency and use key facts to ensure the message is being spread. Hayley Mace (HM) to develop the presentation base and circulate key facts to board members.</p> <p>David Ellesmere (DE) highlighted that the LEP are good at supporting the existing businesses, but there is a need to improve the inward investment to the area and so welcomes this work. Ensuring all areas of Norfolk and Suffolk are covered is important, as well as developing an export strategy.</p> <p>Jeanette Wheeler (JW) suggested that an inward investment and international sub-group be created to support the executive team. David Richardson (DR), Mark Goodall (MG), JW, and TW volunteered to form this committee.</p> <p>The board requested that the job descriptions for the roles mentioned are shared with the new committee.</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 the recommendations detailed in the paper and to establish an inward investment and trade group.</li> </ul>	<p>HM</p> <p>JM</p> <p>JM</p>
11	<b>a) Growing Places Fund framework</b>	
	<p>CD talked through the paper, detailing the process and objectives for the Growing Places Fund and the criteria used by the executive team to assess projects coming forward. Projects are assessed by the Investment Appraisal Committee before coming to the main LEP board for approval. Projects that have not met the initial criteria receive feedback and support.</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 confirm the assessment framework for the Growing Places Fund.</li> </ul>	
11	<b>b) Norwich Airport Loan – CONFIDENTIAL</b>	
	Cliff Jordan (CJ) and AW declared an interest and left the room for this item.	

	<p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>To note the content of the report.</li> <li>To the conversion of the Norwich Airport loan to a Growing Places Fund Grant.</li> </ul>	
<b>12</b>	<b>Review of Programmes</b>	
	<p>EM talked through the paper. A review of the programmes is proposed to ensure that the programmes are fit for purpose and continue to align with the LEP priorities.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>To note the content of the report.</li> <li>The proposed review of programmes.</li> </ul>	
<b>13</b>	<b>Enterprise Adviser Network</b>	
	<p>CS explained the paper details the KPIs following discussions at the April board meeting. CS also detailed the aims and priorities for the network. The LEP executive will monitor performance and provide updates through the Business Performance Reports.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>To note the content of the report.</li> <li>The key performance indicators and planned evaluation.</li> </ul>	
<b>14</b>	<b>Remuneration Committee</b>	
	<p>MP detailed the formation of the remuneration committee and thanked DF and JW for their work in pulling the Terms of Reference together. The board approved MP to approach Mark Jeffries as independent chair of the committee.</p> <p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>To note the content of the terms of reference.</li> <li>For Mark Pendlington to approach Mark Jeffries.</li> </ul>	
<b>15</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>MP informed the board that this is Mark Goodall's last board meeting. MP gave his thanks for all the hard work over the last six years.</li> <li>The next board meeting will take place at Cefas in Lowestoft. They will be providing a short tour of the facility following the meeting. Charley Purves will need confirmed names of those attending for all elements of the morning as this is a secure site.</li> <li>The first Suffolk Day takes place on 21<sup>st</sup> June.</li> </ul>	

**Next meeting:**

Wednesday 21<sup>st</sup> June – 10am-12.30pm – Cefas, Pakefield Road, Lowestoft, NR33 0HT