

New Anglia Board Meeting Minutes (Confirmed)

27th September 2016

Present:

Cllr David Ellesmere (DE)	Leader, Ipswich Borough Council
Doug Field (DF)	East of England Co-op
Mark Goodall (MG)	Aker Solutions
Cllr John Griffiths (JG)	Leader, St Edmundsbury Borough Council
Cllr Cliff Jordan (CJ)	Leader, Norfolk County Council
Cllr Colin Noble (CN)	Leader, Suffolk County Council
Steve Oliver (SO)	MLM Group
Mark Pendlington (MP)	Anglian Water (Chair)
Cllr Andrew Proctor (AP)	Leader, Broadland District Council
Prof David Richardson (DR)	Vice Chancellor, UEA
Lindsey Rix (LR)	Aviva General Insurance
Dr Nikos Savvas (NS)	Principal, West Suffolk College
Jeanette Wheeler (JW)	Partner, Birketts
Dr Tim Whitley (TW)	Managing Director, BT

In attendance:

Lindsay Abigail (LA)	New Anglia LEP
Madeleine Coupe (MC)	New Anglia LEP
Chris Dashper (CD)	New Anglia LEP
Iain Dunnett (ID)	New Anglia LEP
Marie Finbow (MF)	New Anglia LEP
Shan Lloyd (SL)	Assistant Director, BIS London & East
Hayley Mace (HM)	New Anglia LEP
Emily Manser (EM)	New Anglia LEP
Fiona McDiarmid (FM)	Norfolk County Council
Sue Roper (SR)	Suffolk County Council
Keith Spanton (KS)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP
Cllr Mike Stonard (MiS)	For Cllr Alan Waters, Norwich City Council
Jo Wilson (JW)	DWP

Actions from the meeting: (27.09.16)

Item No:

5. Managing Director's Report

- **Industrial Strategy** – A copy of the submission drafted by CS to the BIS Select Committee investigation into the industrial strategy will be circulated to the Board.
- **MIPIIM** – Madeleine Coupe to circulate a copy of the MIPIIM programme, key messages and visuals of the stands in advance of the event on 19-21 October.
- **RAF Marham** - An action plan to highlight the growth potential of RAF Marham to be created and targets set by the middle/end of October.
- **Companies in Financial Difficulties** - Hayley Mace and Chris Dashper to liaise with the support of Lindsey Rix and the Investment Appraisal Committee to establish a strategy of support as to how information can be published for companies to access and encourage those experiencing financial difficulty to engage at an early stage.

CS

MC

CS

**HM/CD
/LR**

7. Growth Deal

- Doug Field (DF) requested details of pipeline projects be retained on the Growth Deal Dashboard and progress reflected in October's Business Performance Report.

CD

8. Productivity Commission

- Productivity Commission to be discussed at the forthcoming Innovation Board on 10 October attended by Tim Whitley (TW) and David Richardson (DR) with the assistance and support of Lindsey Rix (LR). Feedback to be reported to the Board.

**TW/DR
/LR**

10. Business Performance Reports

- **Sectors** – Board members to be invited to the launch of *Culture Drives Growth* on 2 November at The Jerwood Dance House, Ipswich.

MC

1 Welcome from the Chairman

Mark Pendlington (MP) welcomed everyone to the meeting, and in particular new Board members, Cllr Andrew Proctor, Leader, Broadland District Council attending his first Board Meeting since his appointment in June and Jeanette Wheeler (JW) Partner, Birketts LLP who joined the board this month. MP also welcomed Hayley Mace, Head of Communications and Engagement recently appointed to the LEP Executive Team and Jo Wilson attending on behalf of DWP.

2 Apologies

Cllr Alan Waters Leader, Norwich City Council
Davina Tanner Britannia Enterprises

3 Declarations of Interest

- David Richardson – UEA Enterprise Centre; Norwich International Aviation Academy; UEA partners in education with EEEGR. Tech East and NRP Board member.
- Mark Pendlington – Low Carbon Innovation Fund
- Doug Field – Pasta Foods, supplier of East of England Coop; East of England Coop own Wherstead Park; East of England Coop investor in Supapass, a member of Anglia Capital Group.
- Alan Waters – Board member Norwich Airport, member of Regional Arts Council.
- David Ellesmere – Ipswich Borough Council owns the sugar beet site at Sproughton and land on Princes Street (Enterprise Zone), part of Museum Project for Ipswich BC.
- Colin Noble – Suffolk County Council are funders of the Cornhill Regeneration Project.

- Mark Goodall – Chair and Non-Executive Director of EEEGR Ltd
- Jeanette Wheeler – Birketts’ new offices on Princes Street (Enterprise Zone)
- Tom Whitley – founder funder of Tech East.

4 Minutes of last meeting 20 July 2016

Actions of the last meeting updated as follows:

4. Minutes of Last Meeting

- **Finance Report** – Communications Strategy and Brand Guidelines circulated to Board members on 12 August 2016.

6. Devolution

- Board members were updated over the summer period with a further update to be discussed at today’s meeting under Agenda Item 6.

8. SEP Impact Report

- Board members’ comments on the SEP impact report have been incorporated with the final document to be launched at the AGM following today’s meeting.
- Ambitions Dashboard has been updated to ensure figures around Productivity are clearer and will be brought to October’s Board

12. Any Other Business

- **Investment in Companies** – A formal Policy has been drafted and will be discussed under Agenda Item 5 as confidential Annex A for Board approval.

The minutes were accepted as a true record of the meeting held on 20 July 2016.

5 Managing Director’s Report

Chris Starkie (CS) introduced this item taking the paper as read and highlighted the following:

- **Impact of Brexit** – Representatives from universities, colleges, local authority Chief Executives and local business have been contacted to participate in an information gathering exercise coordinated by the LEP; the results of which will be shared with Government colleagues in order to provide an indication of the economic mood of the area. Agreement has also been made with the East of England European Partnership in Brussels to commission a breakdown of EU funding programmes in order to assess any gaps in local investment opportunities resulting from Brexit.
- **European Structural Funds** – Work will be undertaken to identify pipeline projects which were underway prior to the Brexit vote; this follows an announcement from the Chancellor that contracts which were in place or ready to be signed would be underwritten, further information will follow in the Autumn Statement. New Anglia’s Growth Programme has now been signed off with a Project Implementation Visit (PIV) expected from Government officials in the near future after which funding can be claimed. Additional Growth Hub Advisers are currently being recruited enabling our service to businesses expand.
- **Industrial Strategy** – this was recently highlighted by the Prime Minister as part of the new Government’s vision to create a nation that works for all. MP is keen to involve the Board in providing some input into the LEP’s approach to support this initiative. There will be a cross-government strategy led by Greg Clarke MP and the need to identify a clear role for LEPs to play in the process. Shan Lloyd (SL) will continue to keep the Board updated of any planned events to be set up in support. CS has drafted a response to the BIS Select Committee enquiry into the industrial strategy with focus on productivity and specifically answers queries posed by the committee; a copy of the submission will be circulated to the Board.
- **MIPIM** is the world’s leading property market event and MIPIM UK takes place London from 19-21 October. Norfolk and Suffolk will have a strong visual presence at the event

CS

7	Growth Deal	
<p>Part 1 – Review of Growth Deal Spend – Emily Manser (EM) EM updated the Board on how the LEP is managing the Growth Deal spend; formal reviews are carried out bi-annually by the P&R and Finance Committee with the first one for the current financial year taking place on 16 September. This year’s allocation totals £38.548m, with an underspend from 20-15/16 at £12.008 (via capital swap) giving a total for 2016/17 of £50.556. Three projects have been highlighted as being at risk of an underspend and mitigating action was outlined for the Board to consider. The inability to secure match-funding for the Haverhill Innovation Centre was discussed with learning points raised by David Richardson (DR) that future innovation projects should ensure they match the strategy.</p> <p>Part 2 – Assessment of Projects on the Project Pipeline – Marie Finbow (MF) MF reviewed six projects on the pipeline identified to have a funding gap of between £1m - £1.5m. These were assessed by criteria under four headings by the LEP Executive and which are deemed suitable for the potential reallocation of funding from the Haverhill project which could be delivered during the current financial year. Of the six projects discussed the Snetterton Heath Employment Area project was considered the most deliverable based on the set criteria.</p> <p>Part 3 Snetterton Employment Area Proposal – CONFIDENTIAL – Iain Dunnett (ID) ID gave a detailed report on the background supporting the proposed project at the Snetterton Employment Area. Doug Field (DF) requested this be retained on the Growth Deal Dashboard and progress reflected in October’s Business Performance Report.</p> <p>The Board agreed</p> <ul style="list-style-type: none"> • To note the contents of the report. • To the de-allocation of £1.3m grant for Haverhill Innovation Centre to an alternative Growth Deal project from the project pipeline. • To meet a maximum 1/3 pre-delivery costs incurred to date in developing Haverhill Innovation Centre project, capped at £100k, with the remainder to be covered by the developer and GCGP LEP. • A financial contribution of a maximum grant of £2.3m spanning 16/17 and 17/18 financial years as part of New Anglia’s Growth Deal for Breckland DC to enable development of the infrastructure at Snetterton Employment Area. 		CD
8	Productivity Commission	
<p>This item was introduced by CS; an outline proposal to develop and implement a Productivity Commission with the steering group being led by the LEP and chaired by a Board member. The establishment of a productivity commission is a key element in the Norfolk and Suffolk devolution deal as well as being a local priority to drive growth with the productivity gap between the region and its peers having been noted to have increased since the recession with the gap between New Anglia and the UK average now standing at 8% compared to 6% in 2006.</p> <p>Some concerns were raised by the Board including:</p> <ul style="list-style-type: none"> • Clearer definition of what productivity is and how this would be used positively. • Duplication and potentially confusing cross-over between Innovation Board and Innovation Strategy. • The anticipated financial cost of the project and need to assess further evidence before committing. • Comprehensive details on the data which supports productivity and how like-for-like data can be gathered to compare areas when there are regional differences in the concentration of unproductive sectors. 		

	<p>In view of the points raised it was agreed that the item would be further discussed at the forthcoming Innovation Board on 10 October attended by Tim Whitley (TW) and David Richardson (DR) with the assistance and support of Lindsey Rix (LR). Feedback to be reported to the Board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the contents of the report and to the need for further scoping work to be carried out before agreement could be reached. To be further discussed at the next Innovation Board scheduled for 10 October 2016. 	<p>DR / TW / LR</p>
<p>9</p>	<p>Sector Support: EEEGR and Tech East – CONFIDENTIAL</p>	
	<p>The Board agreed</p> <ul style="list-style-type: none"> To investments of £75K each for Tech East and EEEGR thus ensuring these are sustainable and able to deliver benefits to the businesses they represent as well as contributing towards the delivery of the LEP’s strategic goals. To the LEP Executive developing a funding agreement setting out a clear set of deliverables in return for any funding which will be target driven with progress being monitored. 	
<p>10</p>	<p>Business Performance Reports</p>	
	<p>Chris Dashper (CD) introduced this report, highlighting the following:</p> <p>Business Growth Programme – The ERDF contract arrived over the summer; this enabled the launch of the Micro Grant Scheme in August 2016 which provides capital and revenue grants between £1,000 to £10,000 at 20% intervention rate to SMEs. The scheme is accessed through the Growth Hub. The role of Finance and Compliance Officer to support the ERDF programme has been re-advertised with interviews scheduled for week commencing 3 October; the filling of this position will provide the full complement of staff needed to deliver the programme. The Growth Hub are also recruiting new staff and interviews are currently underway.</p> <p>New Anglia Capital - a cautious period over the summer months with the next pitching event scheduled for 3 November.</p> <p>Sectors – the quarterly Sector Leads Meeting took place in September at which Jamie Thums, Chair of the New Anglia Advanced Manufacturing & Engineering (NAAME) sector group was introduced and outlined the group’s ambition to set up local productivity groups across the East which feed into NAAME. A cultural strategy for the East - Culture Drives Growth is set to be launched on 2 November at The Jerwood Dance House, Ipswich which sets out some significant ambitions for Norfolk and Suffolk and developed by the Cultural Board; Board members will be invited to this event.</p> <p>The Board were content with the continuing improvements to the format of the BPR’s and feedback from the Executive team; a discussion took place on the process of reinvesting funds back into projects to make them regenerating and the consideration of how the larger amounts could be utilised.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the contents of the report. 	<p>MC</p>
<p>11</p>	<p>Finance Report</p>	
	<p>The Finance Report was presented by Keith Spanton (KS) covering July and August 2016. July was a standard month. Management accounts for the period ending 31 August produced a total</p>	

	<p>income amounted to £403,285 with costs totalling £370,951 this left a surplus of £46,431; £8,736 ahead of budget.</p> <p>Nikos Savvas (NS) queried the staffing costs which look to be under budget; KS advised this is due to a member of staff leaving and Ipswich Vision Coordinator is being covered as a secondment – a £4,000 - £5,000 charge will be built in which will reduce the gap.</p> <p>Annual funding request letters for the year 2016/17 were issued to all local authorities at the beginning of September; MP wished to place on record his thanks to all Local Authority Leaders for their continued support and contribution to core funding for the LEP.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the report. 	
12	Any Other Business	
	<ul style="list-style-type: none"> • MP informed the Board that The University of Suffolk, the third university in the area officially opened on 1 August 2016. • Ipswich Waterfront and Innovation Centre will open on Monday, 3 October. • MP gave thanks to Jeanette Wheeler for her support on the selection panel to appoint the new Chief Executive for East Colleges. 	

Date and time of next meeting:

Scheduled for Wednesday, 19th October 2016 10.00am to 12.30pm at Snape Maltings, Suffolk.