

**New Anglia Board Meeting Minutes
(Unconfirmed)
21st June 2017**



Present:

Cllr David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Cllr John Griffiths (JG)	St Edmundsbury Borough Council
Cllr Cliff Jordan (CJ)	Norfolk County Council
Cllr Colin Noble (CN)	Suffolk County Council
Steve Oliver (SO)	MLM Group
Mark Pendlington (MP)	Anglian Water
Cllr Andrew Proctor (AP)	Broadland District Council
Prof David Richardson (DR)	UEA
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:

Kerry Blair (KB)	Suffolk Coastal and Waveney District Councils
Chris Dashper (CD)	New Anglia LEP
Iain Dunnett (ID)	New Anglia LEP
Tim Green (TG)	Cefas
Kate Hallett (KH)	BEIS
Tracy Jessop (TJ)	Norfolk County Council
Tom Karsten (TK)	Cefas
Shân Lloyd (SL)	BEIS
Hayley Mace (HM)	New Anglia LEP
Emily Manser (EM)	New Anglia LEP
Julian Munson (JM)	New Anglia LEP
Charley Purves (CP)	New Anglia LEP
Lisa Roberts (LiR)	New Anglia LEP
Jai Raithatha (JR)	Suffolk County Council
Keith Spanton (KS)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP
Paul Winter (PW)	New Anglia Skills Board

Actions from the meeting: (21.06.17)	
6. Managing Director's Report – Integrated Transport Strategy – further comments from board members are welcome.	ALL
7. Finance Report - A starters and leavers chart and wider staff structure chart to be circulated to the board.	CS
11. Business Performance Reports - A letter regarding fire regulations to be sent to the developer of the Ipswich Winerack	ID
1	Welcome from the Chairman
Mark Pendlington (MP) welcomed everyone to the meeting and thanked Cefas for the warm welcome and hosting the meeting. MP also welcomed Tracey Jessop (TJ) from Norfolk County Council, Kate Hallett (KH) observing from BEIS, Paul Winter (PW) from the Skills Board and Helen Wilton (HW) as PA to Managing Director who will be providing secretariat for the board going forward.	
2	Apologies
Sue Roper (SR) – Suffolk County Council Lisa Roberts (LiR) – New Anglia LEP	
3	Declarations of Interest
Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board/ . 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. Declarations relevant to this meeting: <ul style="list-style-type: none"> • Mark Pendlington, Anglian Water – Lowestoft Flood Defences • Colin Noble, Suffolk County Council – Lowestoft Flood Defences 	
4	Minutes of the last meeting 23rd May 2017
<i>Actions of the last meeting updated as follows:</i> 5. Managing Director's Report – Operations Review This has been completed and Chris Starkie will be providing an update. 6. Finance Report All board members have completed the table of related parties, ready for inclusion in the annual accounts. 7. Business Performance Report – Growth Programme A presentation on Eastern Agri-Tech Initiative to be brought to the next Innovation Board. 10. Inward Investment framework Hayley Mace to work up a presentation base and circulate key messages to board members. 10. Inward Investment framework An inward investment/international committee to be created with Jeanette Wheeler, David Richardson, Mark Goodall and Tim Whitley. 10. Inward Investment framework Job descriptions for the new roles to be circulated to the new committee. The minutes were accepted as a true record of the meeting held on 23rd May 2017.	
5	Cefas Estates project presentation
Tom Karsten (TK) Chief Executive of Cefas welcomed the LEP Board and attendees were given a presentation on the background, history and make-up of Cefas providing an overview of its work, both domestic and international in the field of marine science. The presentation included details of staffing, key partners and organisational aims. It was explained that Cefas supports sustainable blue growth and works to improve the blue belt in areas under UK control and works with partners throughout the world. Cefas supports the monitoring and development	

	<p>of safe & sustainable sea stocks and works with aquaculture markets to assist in the production of seafood & developments in this area.</p> <p>The meeting was advised that Cefas will shortly be moving into new facilities in order to make cost savings, provide an improved external image, attract talent and demonstrate sustainability.</p> <p>Kerry Blair (KB) from Suffolk Coastal and Waveney District Council explained the work that Lowestoft Council are progressing on the Lowestoft Seafront Vision including details of visitor numbers and their make-up. The meeting was advised that Lowestoft aims to attract visitors in from further than a 20 mile radius in order to boost the local economy and provided examples of work carried out to date. It was explained that the Vision includes a journey from Lowestoft town centre continuing down the coast and a facility such as the new Cefas centre would provide a significant position en route. The new facility would also provide jobs for the area, attract skills and place Lowestoft as a key location for the marine industry.</p> <p>Defra are supporting the Cefas development with investment of £16m which will secure 500 jobs in the region. There is also the potential to turn the existing building into a campus facility. It was noted a decision would be made by October 2017 with a view to completion by the end of 2018.</p> <p>MP thanked TK & KB for the presentation.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the presentation. 	
6	<p>Managing Director's Report</p>	
	<p>Chris Starkie (CS) took the majority of the paper as read and added the following items:</p> <ul style="list-style-type: none"> Delphi Diesels - the biggest employer in Sudbury have advised that they are in consultation to close the site with the potential loss of 500 jobs. The LEP executive team will continue to support Babergh District Council during this process. Integrated Transport Strategy – Alan Waters (AW) asked if the strategy was consistent with the work carried out by MetroDynamics. It was confirmed that this is the case. AW felt that the strategy needed to include the wider cross region transport links and also include more explicit references to the urban areas of the region. It was noted that resources would need to be prioritised and outcomes clearly defined. CS welcomed the comments and asked for feedback from Board members on the document as it required further work. Heart of the South West trade visit – it was noted that this inter-UK visit was the first of its kind and welcomed any support for this visit. Operations Review – the board was updated on the PwC work including findings and key recommendations. It was noted that PwC will report back at the July Board meeting however the main points were; more training could be provided to board members, board papers – ensure the right information is provided, sub groups – streamline & clarify the subgroups and their roles, executive team - ensure the private / public sector split is maintained. Chinese Delegation – it was confirmed that the visit will be followed up by the DiT and reported back to those involved. 8th April 2018 was raised as a potential date for a trade visit to China with David Richardson (DR) leading on these plans. <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. 	<p>ALL</p>
7	<p>Finance Report</p>	
	<p>Keith Spanton (KS) talked through the management accounts for May 2017. Income for the year to date at end May £200,197 and expenditure of £139,037 leaving a surplus of £61,160. A lower than budgeted salaries bill means that the surplus is higher than anticipated. This is largely due to slippage in recruitment and additional staff leaving.</p> <p>Lindsay Rix (LR) asked whether the recruitment could be expedited and CS confirmed that four roles would be advertised shortly. Overall there are 10-12 roles made up of a mixture of replacement and new roles. Chris Dashper (CD) provided further information on the vacancies</p>	

<p>in the programmes team. CS updated the meeting on the skills team roles. It was not felt that, although LEP staff were stretched, there would not be any slippage in current deliveries.</p> <p>A list of starters and leavers to be included in future meetings, as well as the staff structure chart.</p> <p>KS also talked through remainder of the report and confirmed that funding letters to local authorities would be issued in July. The first draft of the accounts are being reviewed by KS and Doug Field (DF).</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report. • To receive a staff structure chart of the LEP and to receive details of starters and leavers 	CS
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8	Skills and Employment presentation
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<p>CS advised that the LEP are looking to add value in this area and introduced Paul Winter (PW) who is now Chair of the New Anglia Skills Board.</p> <p>PW provided the meeting with a presentation on the work of the Skills Board highlighting that the Board's work needs to tie in with the overall economic strategy.</p> <p>PW noted key traits of the workforce in the region including the slightly below average salaries, an ageing population, skills shortages and mobility issues. It was noted that there needs to be a greater tie-in between the education provided by schools and the skills required by the workforce. PW highlighted that a wider employer base needs to be involved in expanding the skills base but involving SMEs was proving difficult.</p> <p>PW suggested that Skills be added to the LEP Board agenda bi-annually.</p> <p>It was noted that although the region has close to full employment there are issues around developing skills for those not employed and training in skills where there is currently a shortfall. To date emphasis has been on the former.</p> <p>DR noted that higher education was not full involved in in developing skills and there should be a greater focus in graduate skills.</p> <p>Jeanette Wheeler (JW) noted that the report does not include details of how new skills would be attracted to the area as all roles would never be fulfilled internally. The meeting agreed that graduates need to be retained and working with other LEPs on this issue could be beneficial.</p> <p>Tim Whitley (TW) suggested that developing the East brand was required to ensure that graduates in key areas automatically look to locate locally rather than outside the region.</p> <p>CS noted that the first step was to attract students into the region initially to study which was already successful. He noted that Norfolk & Suffolk were already successful in attracting graduates in which was contrary to the national trend and this was without any specific programme to achieve this.</p> <p>Nikos Savvas (NS) commented that there was a significant time delay in implementing training and seeing results in industry due to training timescales. He also noted that there were difficulties in recruitment of teaching staff, in key areas i.e. engineering and even when they were recruited from abroad there would be a delay before their teaching filtered down to students who would be joining the workforce. It was felt that the impact of reduced capital investment was also having an impact. JW agreed that it was vital to bring in talented people to train the next generation.</p> <p>DR noted that his expansion plans were already in place for the next 5 years but beyond that was already being planned. He felt that the region should also consider skills required outside the region and could become a centre for training staff who could also be exported to other areas. He noted that other LEPs have invested in centres at other universities and perhaps that graduate skills development had not been considered.</p> <p>MP noted that considerable work has been carried out in this area however the setting of targets and recording of progress against them has been limited. He stressed that targets</p>	
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	<p>should be set which tied in with the economic strategy. PW emphasised that the development of the new Economic Strategy was key in focussing the work of the Skill Board.</p> <p>David Ellesmere (DE) felt that the Board should focus on key skills and also on fewer significant projects which would deliver an impact rather than a broad approach which would spread resources too thinly.</p> <p>The meeting agreed that the paper provides an initial framework and that further work was now required to focus on the key deliverables.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report and presentation. An updated from the Skills Board would be provided in 2-3 months including targets, objectives and timescales. 	
9	Lowestoft Flood Defences - Confidential	
	<p>The Board agreed:</p> <ul style="list-style-type: none"> To approve a capped £10m investment from the LEP's Growth Deal towards the Lowestoft Flood Risk Management Project subject to the specified conditions in the Grant Agreement including a pro-rata'd clawback clause. 	
10	Economic Strategy progress report	
	<p>CS updated the meeting on the progress of the strategy and thanked those who had provided input to date.</p> <p>Hayley Mace (HM) advised that the feedback sessions were underway and were proving successful with approximately 20 businesses having already attended workshops with 45 booked in for the Ipswich event.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. 	
11	Business Performance Reports	
	<p>Chris Dashper (CD) talked through the reports highlighting the following:</p> <ul style="list-style-type: none"> Growth Programme – <i>The Micro Grants Scheme</i> has now been incorporated into the Small Grants Scheme and paperwork had been reviewed to streamline and simplify the process. <i>Agri-Tech Initiative</i> – the meeting with GCGP has now taken place, and have agreed to continue with some amendments to the process. DR confirmed that the Innovation Board will receive a presentation on the programme at the next meeting. Growing Places Fund – Steve Oliver (SO) proposed that a check with the HCA should be made regarding compliance with fire regulations in high rise buildings given recent events. It was agreed that this would be confirmed and that although the planning may comply with current regulations it is possible that new regulations may be instigated in 	

	<p>the future. It was felt that all new regulations should be complied and that the LEP should be seen to be leading on this issue. Iain Dunnett (ID) confirmed that this would be done.</p> <ul style="list-style-type: none"> • Communications – HM noted that the new report aims to highlight the effects of the communications carried out. <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the reports. • For a letter regarding fire regulations to be sent to the developer of the Ipswich Winerack 	ID
12	a) Potential private sector board member appointments CONFIDENTIAL	
	<p>The Board agreed:</p> <ul style="list-style-type: none"> • To the appointment of the individuals listed in the paper. 	
12	b) Chairman succession report	
	<p>MP confirmed that he has submitted his resignation as Chairman in writing to CS as per the process. MP requested nominations for a successor and asked that they be submitted to MP or CS in writing or by email. Each nominee must be proposed and seconded by fellow board members.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To commence the policy to appoint a Chairman and the call for nominations ahead of the July board meeting. 	
13	Any Other Business	
	<ul style="list-style-type: none"> • None 	

Next meeting:

Wednesday 19th July – 10am-12.30pm – International Aviation Academy Norwich, 5 Anson Road, Norwich, NR6 6ED