

**New Anglia Board Meeting Minutes Confirmed
19th July 2017**



Present:

Cllr David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Cllr John Griffiths (JG)	St Edmundsbury Borough Council
Dominic Keen (DK)	High Growth Robotics
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
Cllr Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts

In Attendance:

Chris Dashper (CD)	New Anglia LEP
Iain Dunnett (ID)	New Anglia LEP
Viv Gillespie (VG)	Suffolk New College (For Nikos Savvas)
Shân Lloyd (SL)	BEIS
Hayley Mace (HM)	New Anglia LEP
Emily Manser (EM)	New Anglia LEP
Julian Munson (JM)	New Anglia LEP
Vince Muspratt (VM)	Norfolk County Council
Lisa Roberts (LiR)	New Anglia LEP
Sue Roper (SR)	Suffolk County Council
Cllr Richard Smith (RS)	Suffolk County Council (For Colin Noble)
Keith Spanton (KS)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP
Tim Armstrong (TB)	PwC for Item 5
Richard Bales (RB)	PwC for Item 5
Patrick White (PW)	MetroDynamics for Item 6
Simon Witts (SW)	Aviation Skills Partnership for Item 1

Actions from the meeting: (19.07.17)	
<p>LEP Operations Review</p> <ul style="list-style-type: none"> To develop an action plan to implement the recommendations. This work should be led by Doug Field (DF) and DE supported by CS <p>Managing Director's Report</p> <ul style="list-style-type: none"> MP to speak to Jamie Burles at Abellio, to ascertain the position re strike action CS to update the Board on the LEP's current position on investment in tourism in the region LiR & CD to review discrepancy between Dashboard RAG rating and that of the BPRs <p>Business Performance Report</p> <ul style="list-style-type: none"> CD to provide details of the Small Grant Scheme applications to Dominic Keen (DK) <p>New Anglia Capital Progress Report</p> <ul style="list-style-type: none"> The Board to be provided with the Terms of Reference for the New Anglia Capital Committee The Board to receive an analysis of the return on NAC investments at a future Board meeting. <p>Draft Accounts for 2016/17</p> <ul style="list-style-type: none"> To delegate signed off of the accounts & audit letter to the chairman, MP, & DF, the LEP Finance committee chairman. For AW to be added to the document <p>Election of New Chairman</p> <ul style="list-style-type: none"> Hayley Mace (HM) to draft & issue a press release re the appointment 	<p>DF/DE/CS</p> <p>MP CS</p> <p>LIR/CD</p> <p>CD</p> <p>SO/AP</p> <p>CD</p> <p>MP/DF KS</p> <p>HM</p>
1	Welcome from the Chairman
<p>Mark Pendlington (MP) welcomed everyone to the meeting and thanked the Aviation Academy for the warm welcome and hosting the meeting. MP also welcomed new Board member Dominic Keen, Richard Bales and Tim Armstrong from PwC, Patrick White from MetroDynamics and Richard Smith and Viv Gillespie who deputised for Colin Noble and Nikos Savvas respectively.</p> <p>Simon Witts (SP) provided the meeting with a presentation on the background to the Academy, its strategic fit into wider plans for the industry and training of skilled staff for the aviation industry.</p>	
2	Apologies
<p>Sandy Ruddock (SR) – Scarlett & Mustard Nikos Savvas (NS) – West Suffolk College Tim Whitley (TW) - BT Colin Noble (CN) – Suffolk County Council Cliff Jordan (CJ) – Norfolk County Council</p>	
3	Declarations of Interest
<p>Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board/.</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"> Doug Field – noted an interest in SupaPass <p>CS requested that Board members return the Register of Interests forms issued by Charley Purves as a priority.</p>	
4	Minutes of the last meeting 21st June 2017
<p><i>Actions of the last meeting updated as follows:</i></p> <p>6. Managing Director's Report – Integrated Transport Strategy – further comments from board members are welcome. The Board was advised that further comments were still welcome.</p> <p>7. Finance Report - A starters and leavers chart and wider staff structure chart to be circulated to the board. Complete</p> <p>11. Business Performance Reports - A letter regarding fire regulations to be sent to the developer of the Ipswich Winerack. Complete</p>	
	<p>All</p> <p>CS</p> <p>ID</p>

<p>Further updates</p> <p>6. Managing Director’s Report</p> <p>Delphi Diesels – CS confirmed that discussion with the Council were ongoing and plans were in place to provide support when required.</p> <p>Heart of the South West trade visit – Hayley Mace (HM) updated the meeting on the schedule for the visit.</p> <p>The minutes were accepted as a true record of the meeting held on 21st June 2017.</p>	
<p>5 LEP Operations Review</p>	
<p>Richard Bales (RB) & Tim Armstrong (TA) provided a presentation on the review of the LEP operation that PwC had been asked to perform and thanked Board members for their input. It was explained that the process had identified that the LEP had experienced a period of rapid growth and the review was aimed at ensuring that the processes and governance kept up with this growth.</p> <p>The findings and recommendations from the report were reviewed in more detail highlighting the recommendations made for the Board to consider.</p> <p>The meeting discussed the findings further.</p> <p>John Griffiths (JG) asked PwC how their findings compared with reviews of other LEPs carried out to date. The meeting was advised that other LEPs were moving to a structure including a Chief Executive position along with a deputy. Issues with risk management were found to be similar.</p> <p>David Ellesmere (DE) asked whether there was any preferred recommendation for how the role of Chair was carried out and how other LEPS dealt with public board meetings. RB advised that his view was that extra capacity in the Executive team was required in order to have a non-executive Chair rather than reissuing responsibilities within the existing capacity. Regarding holding public meetings CS advised that the vast majority of LEPs did not hold meetings in public.</p> <p>Lindsay Rix (LR) noted that some Board members attended as individuals while other represented a wider body with potentially differing views. Steve Oliver (SO) agreed that private sector board members cannot appoint deputies while those in the public sector & education can. The meeting discussed the issue of deputies further.</p> <p>Alan Waters (AW) raised the issue of public meetings and the visibility of the LEP and felt that steps needed to be taken to raise this.</p> <p>The Board then discussed the review in a session for Board members only.</p> <p>On continuation of the full meeting MP stressed that the review should be seen as a positive step and had highlighted issues which had arisen due to the rapid growth and expansion of the LEP. The review should be seen as an opportunity to improve further still.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the presentation • To develop an action plan to implement the recommendations. This work should be led by Doug Field (DF) and DE supported by CS 	<p>DF/DE</p>
<p>6 Economic Strategy</p>	
<p>Lisa Roberts (LiR) issued a document detailing the work carried out to date on the Economic Strategy and identified the key themes raised so far. Approximately 550 people have attended stakeholder events to date with similar themes identified in all sessions.</p> <p>Patrick White (PW) reviewed the emerging priorities – driving growth and productivity in our sectors, competitive clusters, co-ordinating the LEP’s offer, building human capital and collaboration both across sectors and across local authorities.</p> <p>The meeting discussed the findings. JG noted that the strategy should not solely be focussed on Norfolk and Suffolk and needed to look wider in places to include local growth areas which sat outside those two counties as these would influence growth within the LEP. LiR confirmed that a holistic approach to growth would be draw up rather than focussing on specific industries or geographic areas.</p>	

<p>The Board agreed:</p> <ul style="list-style-type: none"> To support the approach taken to date. 	
<p>7 Manging Director's Report</p>	
<p>CS took the majority of the paper as read and added the following items:</p> <p>LEP Network Meeting – CS updated the meeting on the meeting held on 18th July noting that Joe Manning reiterated Government support of LEPs. Mary Ney is conducting a review of governance and transparency of LEPs and its recommendations which could tie in with these of PwC. CS confirmed that the LEP has already started work on a number of the recommendations.</p> <p>Shared Prosperity Fund – (a successor to the ESF). It was noted that LEPs will be key in the management and distribution of the fund and the LEP Network has commissioned a piece of work to set out the role LEPs could play.</p> <p>Great Eastern Mainline Taskforce – Lindsay Rix (LR) raised the issue of potential strike action affecting Greater Anglia and the region regarding the role of conductors. MP confirmed that he will contact Jamie Burles at Abellio to ascertain the risk and potential impact of this.</p> <p>DR queried whether the LEP was reducing spend on tourism. CS confirmed that the phased funding had been completed as per the agreement. CS to confirm the current position to the Board.</p> <p>Housing - CS met with the HCA to discuss options for investment. It was agreed that the private sector would benefit from more understanding of what funds the HCA has at its disposal.</p> <p>Ambitions Dashboard LR noted that the RAG status of the dashboard was not completely green but the BPRs were and queried whether there was there is lack of correlation between the two. CS noted that this difference was largely due to timing issues. LR queried whether the RAG rating was correct or if there were other issues involved</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report MP to speak to Jamie Burles at Abellio, to ascertain the position re strike action CS to update the Board on the LEP's current position on investment in tourism in the region LiR & CD to review discrepancy between Dashboard RAG rating and that of the BPRs 	<p>MP CS LiR/CD</p>
<p>8 Business Performance Reports</p>	
<p>CS took the majority of the papers as read and added the following items:</p> <p>Growing Places Fund The Snetterton Project – Rated red as, although the scheme was still viable, it was no longer considered to be the best scheme available. There revised plan was due to be presented to the July Board but further work on risk was required therefore this will be brought back in September.</p> <p>Growth Programme Small Grants Scheme – Rated red as there has been a delay in getting scheme approved by central government. Throughput of grants has increased significantly and the status is on track to be reduced to amber over the next few months. Dominic Keen (DK) expressed interest in receiving more detail on applications.</p>	

	<p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. That details of Small Grant Scheme applications would be provided to DK 	CD	
9	New Anglia Capital Progress Report		
	<p>JW noted that a potential investment had not been supported by NAC, CD confirmed that this was because the project had not received any commitment from local investors and NAC, as a co-investment fund required local input to share the investment risk on a local level, provide essential due diligence and grow the local angel investor network. The business has been referred on to the Growth Hub to explore other funding options.</p> <p>Andrew Proctor (AP) noted that one project in the NAC report was detailed as high risk and that given public funds were involved the full risk of all projects need to be understood. Steve Oliver (SO) suggested that understanding the proposed return of existing investments would be useful.</p> <p>CD confirmed that the focus had initially been on NAC supporting businesses to grow and create jobs where a grant or a loan was inappropriate and that a significant return on investment was not the driving factor, although all investments were expected to at least return the initial investment within 3 years. The growth of the angel network in Norfolk and Suffolk was also an important dimension of the NAC initiative.</p> <p>CD agreed that the reporting on investments would include as much data on returns on investments as possible going forward and will be reported back on a regular basis. New Anglia Capital Terms of reference would be supplied for the September Board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. To receive a Terms of Reference for the New Anglia Capital Committee To receive an analysis of the return on NAC investments at a future Board meeting. 	SO/AP CD	
10	Innovation Board progress report		
	<p>Julian Munson (JM) reviewed the report as included in the meeting papers.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. 		
11	Finance report		
	<p>Keith Spanton (KS) reviewed the Finance report as included in the Board papers. It was noted that there is currently a surplus of £63,538 some of which will be reduced due to realignment of spend.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the reports. 		
12	Draft Accounts for 2016/16 for agreement		
	<p>KS reviewed the key statements as included in the accounts. Alan Waters (AW) noted that he was missing from the list of directors.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To agree the contents of the Accounts To delegate signed off of the accounts & audit letter to the chairman, MP, & DF, the LEP Finance committee chairman. For AW to be added to the document 		MP/DF KS
13	Election of new Chairman		
	<p>MP reviewed the process carried out to date. MP confirmed that DF had been proposed by LR & seconded by Nikos Savvas (NS). MP asked the board to vote in favour of the appointment, This was agreed unanimously.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> That DF should be appointed to the role of chair 		

	<ul style="list-style-type: none"> That Hayley Mace (HM) would draft & issue a press release re the appointment 	HM
14	Any Other Business	
	<ul style="list-style-type: none"> None 	

Next meeting:

Wednesday 20th September – 10am-12.30pm, followed by the AGM 1.15pm- 2.15pm
 Suffolk Food Hall, Wherstead, Ipswich, Suffolk, IP9 2AB