

**New Anglia Board Meeting Minutes (Confirmed)
20th September 2017**

NEWANGLIA

Local Enterprise Partnership
for Norfolk and Suffolk

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
Sandy Ruddock (SR)	Scarlett & Mustard
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

In Attendance:

Viv Gillespie (VG)	Suffolk New College (For Nikos Savvas)
Cllr Richard Smith (RS)	Suffolk County Council (For Colin Noble)
Mike Stonard (MS)	Norwich City Council (For Alan Waters)
Alison Thomas (AT)	Norfolk County Council (For Cliff Jordan)
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
Lisa Roberts (LiR)	New Anglia LEP
Keith Spanton (KS)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP
Natasha Waller (NW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP
Shân Lloyd (SL)	BEIS
Tracey Jessop (TJ)	Norfolk County Council
Sue Roper (SR)	Suffolk County Council

Actions from the meeting: (20.09.17)	
Managing Director's Report	CS ID CD CD
<ul style="list-style-type: none"> To receive the CPRE brochure via email To receive an update on fire precautions included in the Winerack development To receive details of the grant allocation detailed geographically. To receive a future report on the approach to NAC investments 	
1	Welcome from the Chairman
Mark Pendlington (MP) welcomed everyone to the meeting including those deputising for colleagues namely Viv Gillespie, Richard Smith, Mike Stonard and Alison Thomas.	
2	Apologies
Nikos Savvas (NS) – West Suffolk College Colin Noble (CN) – Suffolk County Council Cliff Jordan (CJ) – Norfolk County Council Alan Waters (AW) – Norwich City Council	
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: None	
4	Minutes of the last meeting 19th July 2017
<i>Actions of the last meeting updated as follows:</i>	
LEP Operations Review	DF/DE/CS
To develop an action plan to implement the recommendations. This work should be led by Doug Field (DF) and DE supported by CS. The plan will be reviewed in item 9.	
Managing Director's Report	
MP to speak to Jamie Burles at Abellio, to ascertain the position re strike action – The email received has been circulated to the Board.	
CS to update the Board on the LEP's current position on investment in tourism in the region – An email will be circulated providing an update.	
LiR & CD to review discrepancy between Dashboard RAG rating and that of the BPRs – Complete.	
Business Performance Report	
CD to provide details of the Small Grant Scheme applications to Dominic Keen (DK) - Complete	
New Anglia Capital Progress Report	
The Board to be provided with the Terms of Reference for the New Anglia Capital Committee - Complete	
The Board to receive an analysis of the return on NAC investments at a future Board meeting - Ongoing	
Draft Accounts for 2016/17	
To delegate signed off of the accounts & audit letter to the chairman, MP, & DF, the LEP Finance committee chairman - Complete. For AW to be added to the document - Complete	
Election of New Chairman	
Hayley Mace (HM) to draft & issue a press release re the appointment - Complete	
The minutes were accepted as a true record of the meeting held on 19th July 2017.	
5	Manging Director's Report
CS took the majority of the paper as read and asked for questions for the Board.	
CS noted that recruitment was ongoing and the LEP structure chart would be updated and circulated as further staff joined the organisation	
Web Site – Hayley Mace (HM) advised the meeting that the new LEP web site is being built in-house. A link will be sent to Board members early in October for comment.	

	<p>Steve Oliver (SO) asked for further information on the South Suffolk Task Force. CS confirmed that it will be chaired by James Cartledge and will include representation from the Growth Hub. He confirmed that the LEP was looking to expand the original plan from just finding employment for the Delphi workforce and the aim of the Taskforce had been widened to obtain the best economic results for the area.</p> <p>Richard Smith (RS) noted that he was pleased that the LEP was supporting the bid from CEFAS and reiterated the Council's support for the plans. CS confirmed the LEP's support for the CEFAS plans.</p> <p>Lindsey Rix (LR) asked what further work was being undertaken to roll out broadband across those areas of the counties not currently covered. Tracey Jessop (TJ) confirmed that work was ongoing to address the 5% not currently included in Wi Fi roll-out plans.</p> <p>CPRE – CS updated the Board on his meeting with the CPRE and had discussed their view of economic growth in the region noting that there was common ground between the organisation which can be explored. CS advised that he would circulate CPRE Norfolk brochure view email.</p> <p>Mark Pendleton (MP) noted his support for the LEP's involvement in the RESI conference.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To receive the CPRE brochure 	CS
6	Finance Report	
	<p>Keith Spanton (KS) reviewed the Finance report as included in the Board papers. KS thanked the local authorities for their rapid response to the annual funding letters.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the reports. 	
7	Business Performance Reports	
	<p>CS took the majority of the papers as read and added the following items:</p> <p>It was noted that an overall RAG rating had been removed for some BPRs as within one rating there may be sub-categories with varying RAG status therefore using one overall rating was not appropriate.</p> <p>Growth Deal – Emily Manser (EM) updated the meeting on project spend highlighting those areas with underspend and advised that a capital swap with Norfolk County Council was being investigated.</p> <p>Snetterton Employment Area – as Breckland are not ready to proceed with this in its current format EM recommended that the Board deallocate this project which could then reapply for funding in the future when the revised project has been fully scoped and planned.</p> <p>SO queried who would complete the due diligence on the new request. CS confirmed this would be done by the LEP team who would appoint independent technical experts to assist in the analysis.</p> <p>SO asked who would be appointed and how their level of technical expertise would be assessed to ensure it is sufficient. CS advised that this would be assessed by the LEP team when the revised plans were received and that if any additional expertise was required it would be brought in.</p> <p>Alison Thomas (AT) asked if the new project would be completely separate from the original one and would the change have any effect on planning permission. CS confirmed it would have no impact on planning and that the new project would be assessed as a completely new request.</p> <p>The Board agree to de-allocate the £2.3m funding currently allocated and invite Breckland to reapply when its new plans were finalised.</p>	

<p>SO requested an update on the wet dock crossing. CS confirmed it was proceeding as planned.</p> <p>SO asked whether there was any update following the letter regarding fire precautions sent to the developers of the Winerack. Iain Dunnett (ID) confirmed that the developers had been given the brief to progress with all diligence on fire precautions and that an update to be sent to the Board.</p> <p>Growth Programme - Chris Dashper (CD) highlighted the change to the tables detailing month on month changes.</p> <p>CD highlighted the improvement in the Small Grants Scheme noting that the delivery of the grants will increase significantly over the next 2 months as the funds, which have already been agreed, are drawn down.</p> <p>It was noted that there was a knock on impact on the Growing Business Fund applications as the Small Business fund now covered grants up to £25,000. This effect would be reduced by the future amendments to the scheme which will be introduced to ensure it ties in with the new Economic Strategy. A paper on this will come to October's board meeting.</p> <p>The Board asked to receive details of the grants by geographical area.</p> <p>Growing Places Fund – ID advised the meeting that work on the Winerack was due to start in October with the exact date to be confirmed by the developer. Work on the Proserv site was on schedule and due to complete in March 2018. The plans for the Malthouse project will be presented to the October Board meeting.</p> <p>New Anglia Capital - Dominic Keen (DK) asked how funds would be returned from these projects. CD advised that discussions were ongoing with the various organisations regarding the return of the investment and historically share deals had been agreed.</p> <p>Andrew Proctor (AP) stated that he felt that the Board needed to have a deeper understanding of NAC investments given the accompanying accountability for Board members. John Griffiths (JG) expressed his support.</p> <p>David Ellesmere (DE) felt that the timing of any share buy-back needed to be assessed to ensure it is the most appropriate time for the LEP and that the potential of the company should be analysed as part of this decision.</p> <p>AP requested the inclusion of a future Board Agenda item to review the way ahead for NAC investments and the current approach being taken. This should include the exit strategy where the date of a planned trade sale has passed.</p> <p>Enterprise Zones – The meeting was advised that the report will be updated after the end of the quarter.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report. • To De-allocate £2.3m funding awarded to the Snetterton project and invite Breckland to reapply. • To receive an update on fire precautions included in the Winerack development • To receive details of the grant allocation detailed geographically. • To receive a future report on the approach to NAC investments 	<p>ID CD CD</p>
<p>8 National LEP Policy Development</p>	
<p>CS took the majority of the papers as read and added the following items: The results of Mary Ney's review of LEPs will be issued shortly and will be shared with LEPs in advance.</p> <p>Sector Deals – CS has been meeting with colleagues from across the sectors to progress these deals and opportunities.</p> <p>SO queried how the industrial strategies established by central Government tied in with the new Economic Strategy. CS advised that having a local strategy gave the LEP the</p>	

<p>opportunity to work with Central Government and tailor the national strategy at a local level. Shan Lloyd noted that having a combined strategy gave Norfolk and Suffolk additional influence in the implementation and use of funding.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. 	
<p>9 PWC Operations Review - Confidential</p>	
<p>The Board members held a confidential discussion on the paper provided in the report</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To agree the implementation plan included in the report 	
<p>10 Economic Strategy Update</p>	
<p>Lisa Roberts (LiR) took the majority of the papers as read and added the following items:</p> <p>The endorsement process has begun and the CBI, the UEA and tourism, culture and digital sectors have already endorsed the strategy. Work is now underway to produce an implementation plan.</p> <p>LiR requested endorsement from the Board of the Implementation Framework as included in the report.</p> <p>Alison Thomas asked if BPRs would be produced to monitor performance. LiR confirmed that monitoring and reporting plans would be produced including the timing and frequency of the reporting.</p> <p>Mike Stonard (MS) asked whether there was a process to agree who will be a member of which thematic group and how will these be decided. LiR agreed that options will be presented to the Board for a decision.</p> <p>DE queried whether the Government's new consultation on how to assess housing needs announced last Week means that the numbers planned for new houses in the strategy needs to be updated. LiR advised the meeting that this would be investigated and numbers updated if required.</p> <p>Tim Whitley (TW) asked what would be done to ensure the Economic Strategy is aligned with the LEP strategy. LiR confirmed that the LEP Board will oversee the implementation of the strategy but there will also be a management board to ensure that the strategies remain aligned.</p> <p>MP expressed his thanks to LiR and her team for the extensive work carried out to date both in the research and data gathering and in the production of the strategy.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. To endorse the new Economic Strategy Implementation Framework 	
<p>11 Any Other Business</p>	
<ul style="list-style-type: none"> On behalf of the LEP board and the New Anglia staff CS thanked MP for his exemplary leadership as Chairman and presented him with some tokens of appreciation to mark the end of his term. 	

Next meeting:

Wednesday 25th October, 10am-12.30pm.
City College, Ipswich Road, Norwich, NR2 2LJ