

New Anglia Board Meeting Minutes (Confirmed) 22nd November 2017

Present:

Cllr David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Cllr Cliff Jordan (CJ)	Norfolk County Council
Dominic Keen (DK)	High Growth Robotics
Cllr Colin Noble (CN)	Suffolk County Council
Cllr Andrew Proctor (AP)	Broadland District Council
Prof David Richardson (DR)	UEA
Sandy Ruddock (SR)	Scarlett & Mustard
Dr Nikos Savvas (NS)	West Suffolk College
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

In Attendance:

Cllr Mike Stonard	Norwich City Council (For Alan Waters)
Shan Lloyd	BEIS
Katherine Hunt	BEIS
Chris Dashper (CD)	New Anglia LEP
Hayley Mace (HM)	New Anglia LEP
Lisa Roberts (LiR)	New Anglia LEP
Keith Spanton (KS)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP
Tracey Jessop (TJ)	Norfolk County Council
Sue Roper (SuR)	Suffolk County Council

Actions from the meeting: (22.11.17)	
LEP Governance Review To express preferences over committee roles to LiR by 1 st December	ALL
May Ney Review Including Standards of Conduct To receive details of where the policies can be accessed.	HM
Board Forward Plan To provide feedback on the plan and propose any additional items	ALL
Business Performance Reports To receive a proposal on the Eastern Agi-Tech initiative by email.	CS
1	Welcome from the Chairman
Doug Field (DF) welcomed everyone and thanked Tim Whitley for hosting the meeting. He welcomed Katherine Hunt from BEIS and Mike Stonard who is deputising for Cllr Alan Waters.	
2	Apologies
Apologies were received from: Cllr John Griffiths Steve Oliver Lindsey Rix Cllr Alan Waters Julian Munson	
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: Jeanette Wheeler (JW) noted an interest in Item 7 and did not take part in the relevant discussion or decision. JW also declared an interest in the update on the CITB Announcement provided by Chris Starkie (CS) within his Chief Executive's Report.	
4	Welcome from Adastral Park
Tim Whitley (TW) welcomed Board members to Adastral Park. TW provided a presentation on the importance of BT & EE to the immediate geographic area and gave an overview of the work carried out at Adastral Park.	
5	Minutes of the last meeting 25th October 2017
<i>Actions from last meeting updated as follows:</i> Implementing the Economic Strategy: Review of LEP Programmes To be advised of the retention rate of jobs created through the VCS Challenge Fund – this has been requested and a response awaited from the Norfolk Community Foundation. Investigate whether any Co-Ops have applied for the VCS Challenge Fund – this has been requested and a response awaited from the Norfolk Community Foundation. To receive Terms of Reference for each fund – Hard copies are available from Chris Dashper (CD) or can be emailed on request. Board to receive business cards with contact details for the Growth Hub and the programmes team – awaiting delivery.	
	CD
	CD
	CD
	HM/HW
Britvic and Unilever Presentation To receive an update from CS following the meeting on 26 th October – included in the Chief Executive's Report.	
	CS
6	LEP Governance Review
Lisa Roberts (LiR) took the paper as read and reviewed the proposed scope and approach for the governance review outlining the recommendations for the Board to consider. The Board discussed the proposed new structure and the changes to the boards and committees detailed under the diagram of the First Tier. David Ellesmere (DE) queried whether each of the priority areas should have its own representative on the new board for the delivery of the Economic Strategy.	

	<p>LiR advised that the make-up of the Boards had yet to be decided and that the terms of reference for the Board would be worked up following the decisions made at this Board meeting. The initial plan was that the priority areas would be represented through the Growth Groups.</p> <p>LiR noted that the recommendations being put to the Board were focussed on agreeing the structure and the way forward and the composition and details would be presented at a later date.</p> <p>In order to ensure that the best committee members were in place for each group, the review would establish membership from scratch and LiR asked that Board members contact her with expressions of interest in particular boards/committees.</p> <p>DE noted that the chair of the Economic Strategy Implementation Board should be neutral and not tied to any particular theme.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To agree the scope of the governance review • To agree the proposed approach and timetable for phase 2 • To agree the recommendations presented for the first tier of the new structure • To express preferences over committee roles to LiR by 1st December 	ALL
7	Business Investment Proposal – Confidential	
	<p>The Board agreed:</p> <ul style="list-style-type: none"> • To accept the proposal <p>Chris Starkie (CS) took the majority of the paper as read and reviewed the key points of the paper.</p> <p>DE noted that the Standards of Conduct included details of employees remaining politically neutral and queried whether this meant that they would not attend any meeting at which only one political party was present.</p> <p>The meeting discussed the issues around the attendance at meetings with representatives from political parties and agreed the policy should be amended for clarity over this issue.</p> <p>CS confirmed that the Whistle-Blowing Policy is currently being updated.</p> <p>DF requested that all policies be available to access for Board Members.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To formally adopt the Mary Ney recommendations • To endorse the timetable outlining the implementation of the recommendations. • To adopt the revised polices around conduct, subject to emending the paragraph on political meetings. • To receive details of where the policies can be accessed. 	HM
8	May Ney Review Including Standards of Conduct	
9	<p>LEP Board Attendance Policy</p> <p>Doug Field (DF) took the majority of the paper as read and reviewed the key points of the proposal.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the proposal • To accept the recommendations made in the report 	

10	Board Forward Plan	
<p>LiR took the majority of the paper as read and asked for questions for the Board. The Board was advised that the plan would change going forward as the implementation plan for the Economic Strategy was developed. Board members were asked for feedback.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the plan To provide feedback on the plan and propose any additional items 		ALL
11	PwC Report - Confidential	
<p>Doug Field (DF) took the majority of the paper as read and asked the Board for questions.</p> <p>Shan Lloyd (SL) noted that while the implementation of the Mary Ney review needed to be done by 28th Feb 2018 further changes to the Assurance Framework would not be required until after the further review has been completed.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. 		
12	Chief Executive's Report	
<p>CS took the majority of the paper as read and provided an update on the following items:</p> <p>CITB Announcement – A proposal has been made to close the office at Bircham Newton and relocate the head office to Peterborough. Investigations are ongoing regarding retaining the card business in situ and also to retain the training section of the site.</p> <p>Tech Clusters - Plans have been announced to expand the Tech clusters have included Cambridge but not Norwich or Ipswich. The LEP is supporting the aim to create an East cluster covering multi-sites and asked for support from the Board.</p> <p>CS and DF proposed to Greg Clark that the LEP be used to trial the local industrial strategies in order to be at the front of any changes and have a positive influence in the implementation.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To support the proposal around a Tech cluster for Norwich, Ipswich and Cambridge. To ask Government that the New Anglia LEP be a pilot local industrial strategy area. 		
13	Business Performance Reports	
<p>CS took the majority of the papers as read and asked for questions from the Board. It was noted that, given the ongoing changes to boards, the BPRs will also be subject to review and so will not be included in the January Board pack.</p> <p>Ambitions Dashboard - LiR noted that much of the dashboard data was reported annually and that this would be investigated as part of the implementation of the strategy. The detail behind the reduction in jobs in the region was being investigated further. The speed of housing delivery was increasing although still below target.</p> <p>Call for Projects – Applications are still being received. Those not meeting the conditions of this call will be held in preparation for future calls. DK asked how many applications had been received and whether any were turned down due to lack of available funds. CD advised that the call for projects under the Capital Growth Programme was likely to be oversubscribed. He also said that in programmes such as the Growing Business Fund or Small Grants Programme, bids had not been turned down due to funding availability but were sometimes scaled down or rejected due to suitability with the criteria. The Growth Deal had traditionally been oversubscribed so projects were selected that demonstrated the best strategic fit, deliverability, outcome and value for money. This information can be added into future reporting.</p>		

	<p>Growth Deal - Some legal agreements have proved more complex than expected but were due to be in place before Christmas. The focus is now on chasing spend to ensure it is in place as agreed however a mechanism for a capital swap has been put in place with Norfolk County Council for this year.</p> <p>Eastern Agri-Tech - CS provided an update on the programme. GCGP funding is still frozen however an Agritech panel is still in place to assess and approve projects. A proposal is being drawn up for the LEP Board on how to manage the financial delivery of projects in Norfolk and Suffolk approved through that panel, on a case by case basis. This will be circulated to the Board in December for agreement.</p> <p>Communications – Hayley Mace (HM) noted that the new website was now live and details of usage statistics would be built into future reports.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report. To receive a proposal on the Eastern Agri-Tech initiative by email. 	CS
14	Finance Report	
	<p>Keith Spanton (KS) reviewed the Finance report as included in the Board papers highlighting the following items: Wages and Salary – LEP staffing is now almost at full capacity. Marketing costs for MIPIM and Venturefest have come in lower than budgeted. Legal & Professional fees are higher than budgeted.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the reports. 	
15	Eastern Agri-Tech Initiative	
	To be circulated by email in December.	
16	Any Other Business	
	None	

Next meeting:

Wednesday 17th January 2018, 10am-12.30pm
Orbis Energy, Wilde Street, Lowestoft, Suffolk, NR321XH