

**New Anglia Board Meeting Minutes (Confirmed)
23rd May 2018****Present:**

Cllr David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
John Griffiths (JG)	St Edmundsbury Borough Council
Dominic Keen (DK)	High Growth Robotics
Colin Noble (CN)	Suffolk County Council
Andrew Proctor (AP)	Broadland District Council
Johnathan Reynolds (JR)	Nautilus
Sandy Ruddock (SR)	Scarlett & Mustard
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

In Attendance:

Alison Thomas (AT)	Norfolk County Council (For Cliff Jordan)
Richard Lister (RL)	University of Suffolk (For David Richardson)
Corrienne Peasgood (CP)	Norwich City College (For Nikos Savvas)
Sue Roper (SuR)	Suffolk County Council
Vince Muspratt (VM)	Norfolk County Council
Shan Lloyd (SL)	BEIS
Chris Dashper (CD)	New Anglia LEP
Ellen Goodwin (EG)	New Anglia LEP (For Item 5)
Julian Munson (JM)	New Anglia LEP (For Item 6)
Chris Starkie (CS)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP
Rosanne Wijnberg (RW)	New Anglia LEP

Actions from the meeting: (23.05.18)	
Item 6 Enterprise Zones To receive further information on the make up of jobs on EZs and the rationale for companies moving into the zones.	JM
1	Welcome from the Chair
<p>Doug Field (DF) welcomed everyone to the meeting and including Corrienne Peasgood deputising for Nikos Savvas and Richard Lister deputising for David Richardson. DF asked Alison Thomas (AT) to pass on the best wishes of the Board to Cliff Jordan.</p> <p>DF welcomed Board members to the Coop Education Centre and introduced a short film celebrating 150 years of the Coop.</p>	
2	Apologies
Apologies were received from: Cliff Jordan, Steve Oliver, David Richardson, Lindsay Rix and Nikos Savvas	
3	Declarations of Interest
<p>Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board/.</p> <p>Item 8 Capital Growth Programme Projects <u>Projects recommended for Rejection</u> Colin Noble, Corrienne Peasgood, Richard Lister, Sue Roper <u>Projects recommended for Approval</u> Alan Waters, Andrew Proctor, Alison Thomas and Vince Muspratt.</p> <p>Attendees were reminded that all Board deputies would be required to complete a Register of Interests Form.</p>	
4	Minutes of the last meeting 18th April 2018
<p>The minutes were accepted as a true record of the meeting held on 18th April 2018.</p> <p><i>Actions from last meeting updated as follows:</i></p> <p>Chief Executive's Report To receive regional branding examples from Hayley Mace - Complete</p> <p>Institute of Technology An IoT brochure is being completed and will be circulated to Board members when available – More copies of the brochure are being printed but PDF versions of the document are available for Board Members at the meeting - Complete</p> <p>Chris Starkie (CS) reviewed the updates to the action log and advised that he had written to the Combined Authority and is now liaising over a paper which will go to the June Combined Authority Board meeting.</p>	
5	Integrated Transport Strategy
<p>Ellen Goodwin (EG) provided the Board with details of the work carried out to date to produce the Integrated Transport Strategy and the next steps in the approval process.</p> <p>The strategy has been endorsed by Norfolk and Suffolk County Councils and, subject to minor amendments requested by both Councils, will progress to proofing and then publication. A delivery plan will be produced and presented at the September Board meeting.</p> <p>The meeting discussed the strategy and noted that projects should be prioritised in order to achieve the most deliverables. The strategy should also link in to Transport East's plans. Johnathan Reynolds (JR) suggested that the strategy should link to the sector plans and also be more explicitly tied in with the Energy Strategy.</p>	

	<p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To adopt the Integrated Transport Strategy • To support the next steps in the strategy 	
6	Enterprise Zones	
	<p>Julian Munson (JM) provided the Board with a presentation on the background to the current Enterprise Zones (EZs) and their achievements to date. The Board was advised that work is ongoing on the development of an inward investment delivery plan which will include EZs as part of the region's attraction to businesses.</p> <p>DF asked what level of LEP resource was required to support the EZs. JM confirmed that two full-time and one part-time member of the LEP executive managed the EZs with additionally 50 per cent of JM's time. Significant additional resource was also provided by local authority partners. A service charge to Local Authorities was in place to cover the LEP's costs. It was noted that additional resource may be required in future for lead generation.</p> <p>Jeanette Wheeler (JW) advised the meeting that Birketts was about to move into their new building on an EZ and stressed the quality of the site. The Board was invited to hold a future meeting at the office.</p> <p>The meeting discussed the importance of understanding numbers of new jobs created, whether they were truly additional or just sustaining existing employment, and those which have just relocated when a company moves onto an EZ. The Board agreed that the issue of job displacement needed to be understood more fully and asked for analysis on new and sustained jobs. This analysis should also include the company's motives for moving.</p> <p>AP asked about the spending plans for the income from the EZs. JM noted there is a delivery plan for each site using Pot B funds. CS advised that the Pot C revenue is funding available to be invested by the LEP and that a proposal for using this money would be presented at the June Board.</p> <p>Tim Whitley (TW) requested further detail of investment already carried out in the region which would support marketing of the East and demonstrate the extent of historical and ongoing investment in the region. John Griffiths (JG) stressed the importance of highlighting successful case studies.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the presentation • To endorse the approach to inward investment and forward plan. • To receive further information on the make up of jobs on EZs and the rationale for companies moving into the zones. 	JM
7	West Suffolk College Engineering Centre 2nd Phase	
	<p>Chris Dashper (CD) presented the paper on the Engineering and Technology Centre at West Suffolk College and requested approval from the Board on the recommendation of the Investment Appraisal Committee (IAC) to release of the remaining £3 million for the refurbishment of part a building in order to create a new Engineering and Technology Centre.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To approve the release of £3m to fund the 2nd Phase of the West Suffolk College Engineering Centre 	
8	Capital Growth Programme Projects	
	<p>CD reviewed the assessment process carried out to date on those projects which had provided further information as part of the latest call. A number of projects had chosen to withdraw from the process.</p>	

The Board was advised that the remaining projects had been then been divided into three categories – Recommend Rejection. Recommend Approval and Recommend Approval as an award from the Growing Places fund.

The meeting then reviewed each group of recommendations in turn.

Recommendations for Rejection

Colin Noble (CN), Corrienne Peasgood (CP), Richard Lister (RL) and Sue Roper (SuR) left the room.

CS advised that these projects, whilst recommended for rejection, would be able to reapply at the future call.

CD confirmed that all rejected projects would receive a full response and would be advised when a future call take place. They would be also given feedback on the appraisal carried out.

David Ellesmere (DE) advised that the LEP's Investment Appraisal Committee had met prior to the Board meeting on 23rd May to review the recommendations.

The committee supported all the recommendations bar one.

He outlined that the IAC has agreed that The Hold Project should be awarded £250k from the Growing Places Fund, which is in line with similar cultural and heritage projects also supported by GPF.

The board agreed that this decision, because of the value of the award (£250k) falls within the remit of the IAC. The board endorsed the IAC decision.

The Board agreed to reject the remaining projects as per the recommendation.

JG, CP & RL returned to the room.

Alan Waters (AW), Andrew Proctor (AP), Alison Thomas (AT) and Vince Muspratt (VM) left the room.

Projects for Approval

CD noted that there was an over-allocation against the £9m allocated to the original call due to the inclusion of the Gt Yarmouth Flood Defences.

The Board was advised that if this project was put back to a future call there was a significant risk of losing matched funding from the Environment Agency of more than £31m.

This still leaves £19.5m left for the next call.

DE noted that the Norwich Castle Investment was dependant on Heritage Lottery Funding and LEP support would significantly assist this bid.

JW asked whether the amounts agreed were as per the original requests. CD advised that all had been negotiated down but projects remained deliverable.

JR queried the number of jobs created through the GY project as the figures were based before the oil price crash. The board was reassured that even if the numbers were revised downwards the cost benefit of the scheme was still significantly above the required level to justify the investment.

The Board approved the recommendations as per the proposal.
All remaining Board members returned to the room.

Board agreed:

- To note the content of the report
- To approve the award of Capital Grant Programme grant funding to the following projects:
 - A140 Hempnall Roundabout - £650,770

	<ul style="list-style-type: none"> ○ Eye Airfield Link Road - £1.46m ○ Great Yarmouth Flood Defences - £8.2m ○ Snape Maltings Flood Defences - £125k ○ To reject those projects as recommended with the exception of The Hold - Suffolk Archives Services ○ To endorse the decision of the IAC to award The Hold, Suffolk Archives Services, a £250,000 Growing Places Fund Grant. ● To award Growing Places Fund Grants to the following projects: <ul style="list-style-type: none"> ○ Gainsborough House National Centre - £250k ○ Norwich Castle 'Gateway to Medieval England' - £500k (subject to the award of Heritage Lottery Funding) 	
9	Speculative Development	
	<p>CD reviewed the paper as included in the Board pack which was requested by the IAC to cover the engagement in speculative development.</p> <p>DF queried the success rate of the repayment of loans provided to date. CD confirmed that all had been repaid including those where the loan period had been renegotiated. DE confirmed that the IAC recommended supporting the strategy. The Board was advised that any such investments would require prior investment and would need business plans in place being presented to the LEP. Investments up to £500k can be approved by the IAC but it was agreed that the first few investments would be presented to the Board for approval as well for reassurance.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> ● To approve adoption of the framework for speculative development. 	
10	Growing Places Fund – Atex Park Loan	
	<p>CD presented the paper on Atex Park and provided the Board with the background to the investment and advised that a tenant has now been identified for the business units. The investment has been assessed as per the speculative development framework and scored within the agreed range to secure investment. DE confirmed that the IAC recommended approval. DF requested that in future similar proposals include details of what the applicant originally requested and what was originally agreed.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> ● To approve a recommendation made by the IAC to offer of a £630,000 loan to the applicant towards the development of commercial space on Atex Park. 	
11	Data Dashboard	
	<p>Rosanne Wijnberg (RW) presented the two dashboards to the meeting.</p> <p>DF asked whether there was any issues highlighted by the data. CD advised that private sector investment and new dwellings were reported as behind target but there were no concerns that these would not be achieved. The results were captured when projects were completed resulting in timing issues in reporting the figures. Board members were requested to provide feedback to Rosanne Wijnberg (RW). Tim Whitley (TW) requested that comparison data be included in future report.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> ● To note the content of the dashboards 	
12	PwC Report – Review of Implementation	
	<p>CD reviewed the updates to the PwC Implementation Plan. AT requested that any regular Board deputies be included in any future training provided for Board members. DE suggested that formal vice-chairs be appointed for each body. CD noted that the Board can agree for each body to amend its own Terms of Reference to include Vice-chairs.</p>	

	<p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report For Vice-Chairs to be appointed for each of the main LEP Bodies. 	
13	Chief Executive's Report	
	<p>CS reviewed the Chief Executive's report and highlighted the following items: Audit & Risk Committee – An introductory meeting had been held with Nick Banks as the prospective independent chair of the Committee. CS requested approval to appoint Nick Banks from the Board. EIoT – A successful dinner has been held and the response to the bid is awaited. Copies of the brochure are available for Board members at the meeting. Careers Hub – a bid will be submitted by 25th May with over 30 schools and colleges already signed up. Table of Related Parties – Current entries had been circulated to Board members for review and amendment as required. Any queries should be submitted to Keith Spanton.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To appoint Nick Banks as Chair of the Audit and Risk Committee 	
14	Finance Report	
	<p>CS reviewed the key points of the paper and asked for questions from the Board. He advised that the audit is underway and a tender will be carried out for the next year's audit.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
15	Board Forward Plan	
	<p>CS reviewed the items to be covered at the June Board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the plan 	
16	<p>Any Other Business</p> <p>DK noted that there were businesses approaching the GBF re investment in automation and further investigation into these requests would be useful.</p> <p>TW informed the Board that BT are looking for apprentices at Adastral Park. JW noted that Norfolk Schools were not always advised about such subjects. TW agreed to ensure that future communications covered both Norfolk and Suffolk schools and colleges.</p> <p>DF thanked CN for his time on the Board. This was fully supported by the meeting.</p>	

Next meeting:

Date and time of next meeting: 10.00am – 12.30pm, 20th June 2018

Venue: The Council House, UEA, Norwich