

**New Anglia Local Enterprise Partnership
Board Decision Log - Public**

Date	Decision Making Body*	Decision Made
05/12/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> • Spectra Packaging Limited - Agreed to support Approved Grant: £74,486 under <i>De Minimis</i> • Stephen Walters & Sons Limited - Agreed to support Approved Grant: £118,049 under <i>De Minimis</i>
21/11/2018	LEP Board	<p>The Board Made the following decisions:</p> <p>Tier 2 Review To accept the recommendations as detailed above. To receive a future paper from both the Innovation Board and the International and Inward Investment Sub-Group following the review their own TORs To require LEP sector groups to develop common Terms of Reference focusing on the leadership and promotion of the sector That sector groups need their own governance distinct from membership bodies To receive regular reports from all Sector groups</p> <p>LEP Board Governance To adopt the process for the appointment of the deputy chair</p> <p>Enterprise Zone Accelerator Project – Confidential</p> <p>November Programme Performance Reports To receive clarification on the Dashboard outputs and RAG status. Once received approve the submission of the Government Dashboard To add commentary on future reports</p> <p>Finance Report To receive further detail on the receipt of loan repayments and interest receipts</p>
21/11/2018	Investment Appraisal Committee	<p>The IAC made the following decisions:</p> <p>Hawk and Owl Trust Growing Places Fund grant request- Confidential Southwold Hospital Growing Places Fund grant request- Confidential Alchemie Growing Places Fund loan request- Confidential</p>
13/11/2018	Investment Appraisal Committee	<p>The IAC made the following decisions:</p> <p>Nar Ouse Enterprise Zone Investment – Confidential MSF Growing Places Fund request – Confidential</p>
07/11/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <p>Condimentum Limited - Agreed to support Approved Grant: £391,350</p> <p>Optima Stainless Limited (considered and approved by email in October) Agreed to support Approved Grant: £265,300 amended to £264,900 Fourteen full-time jobs to be created.</p>
18/10/2018	LEP Board	<p>The Board Made the following decisions:</p> <p>LEP Review</p>

* New Anglia Local Enterprise Partnership Board, Investment Appraisal Committee, Growing Business Fund Panel, Remuneration Committee, Audit & Risk Committee

		<p>To maintain its existing approach to the recruitment of its chair. To appoint a deputy chair by February 28th 2019. To amend the LEP's articles of association to class education members as private sector. To amend the LEP's articles of association to increase the number of private sector board members to 12. To amend the articles of association to allow education sector board members to send deputies to board meetings To work towards increasing the female representation amongst private sector board members</p> <p>Capital Growth Programme Call To approve the launch of a focused call on Skills, Innovation and Productivity, to allocate the remaining £19m of the Capital Growth Programme</p> <p>Innovative Projects Call To approve the specification and launch of a call for innovative growth projects to be supported through EZ Pot C income To approve the eligibility framework</p> <p>Eastern Agritech Report To approve the continuation of the programme in partnership with the Cambridge and Peterborough Combined Authority, providing a financial contribution of £1m towards the programme in 2018/19 under the terms laid out in the report</p>
18/10/2018	Investment Appraisal Committee	<p>The IAC made the following decisions: Albert Bartlett Growing Business Fund Grant Request – Confidential MSF Growing Places Fund bridging loan request – Confidential Nar Ouse Enterprise Zone Investment - Confidential</p>
19/09/2018	LEP Board	<p>The Board Made the following decisions: Economic Strategy Delivery Plan To adopt the concept of developing Game Changers. That the ESDCB should also coordinate development of the Local Industrial Strategy</p> <p>Local Industrial Strategy To agree the approach to developing the Local Industrial Strategy</p> <p>LEP Review To agree the LEP submission on geography</p> <p>Programme Performance Reporting To approve the reporting cycle with the inclusion of NAC To approve the reporting template</p> <p>September Programme Performance Reports To approve the Growth Deal Quarterly Dashboard</p>
19/09/2018	Investment Appraisal Committee	<p>The IAC made the following decisions: Capital Growth Programme Autumn Call To recommend to the LEP Board that the recommendations in the paper should be supported and the call launched after the October LEP board meeting Revenue Budget Framework To recommend to the LEP Board that the recommendations in the revenue paper should be supported and the call launched after the October LEP board meeting</p>
06/09/2018	Investment Appraisal Committee	<p>The IAC made the following decisions: Rouen House Grant Variation - Confidential</p>
05/09/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> • Zedbox UK Limited - Agreed to support <p>Approved Grant: £120,000</p>

		<ul style="list-style-type: none"> Westover Vets Limited - Agreed to support Approved Grant: £126,000 <p>The Panel ratified the following applications:</p> <ul style="list-style-type: none"> DB Sheetmetals Limited (considered and approved by email in August) - Agreed to support Approved Grant: £60,000 TML Precision Engineering Limited - Update report Approved to continue to support - Revised Grant: £95,294
01/08/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> Mirus Aircraft Seating Limited - Agreed to support Approved Grant: £140,000 Vanilla Electronics Limited - Agreed to support Approved Grant: £39,994 TBI Manufacturing Limited - Agreed to support Approved Grant: £69,500
30/07/2018	LEP Board	<p>By written procedures the Board made following decision: Financial Statements 31st March 2018</p> <p>To approve the 2017/2018 accounts as detailed in the following papers:</p> <ul style="list-style-type: none"> draft accounts paper audit completion document - Confidential draft annual financial statements year ended 31 March 2018- Confidential
05/07/2018	LEP Board	<p>By written procedures the Board made following decision: Capital Growth Programme Honingham Thorpe Food Enterprise Park</p> <p>To approve a grant of £1m with the following conditions:</p> <ul style="list-style-type: none"> Confirmation of the signature of the contract between Unilever and Condimentum. Planning Permission secured for the Condimentum site on the Food Enterprise Park. A suitable State Aid mechanism prepared to cover wash-through, clawback and repayment of the grant, to be incorporated into the legal agreement. All terms and conditions to be agreed by the applicant.
04/07/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> LDH (La Doria) Limited - Agreed to support Approved Grant: £500,000 Glowcroft Limited - Agreed to support Approved Grant: £38,742 Pecksniffs Bespoke Fragrances & Cosmetics Limited - Agreed to support Approved Grant: £202,500 Gnaw Chocolate Limited - Agreed to support Approved Grant: £25,330 Ponders End Investments PLC - Agreed to support Approved Grant: £179,239 - <i>de-minimis</i> award. Netmatters Limited - Agreed to support Approved Grant: £37,500 BCMZ Precision Engineering Limited - Agreed to support. Approved Grant: £74,500

28/06/2018	Audit & Risk Committee	<p>The Committee made the following decisions:</p> <p>Terms of Reference To confirm the Terms of Reference</p> <p>Financial Statements – Confidential For the agreed amendments to be made to the Accounts For further investigations to be carried out into the audit requirements of NAC To receive details of the running costs of NAC as detailed in Board papers. To request that NAC add the question of management of surplus from investments be added to their next agenda for discussion</p> <p>Corporate Risk To approve the Risk Management Process and the risk register To receive details of new or existing risks should their score reach 9 or above To review the full risk register at each meeting.</p> <p>Review of Auditors To start the process of inviting companies to tender for the role as auditor</p>
25/06/2018	Investment Appraisal Committee	<p>The IAC made the following decisions:</p> <p>Capital Growth Programme Honingham Thorpe Food Enterprise Park For CD to recommend to the board the approval of grant of £1m via written procedures with the following conditions:</p> <ul style="list-style-type: none"> • Confirmation of the signature of the contract between Unilever and Condimentum. • Planning Permission secured for the Condimentum site on the Food Enterprise Park. • A suitable State Aid mechanism prepared to cover wash-through, clawback and repayment of the grant, to be incorporated into the legal agreement. • All terms and conditions to be agreed by the applicant.
20/06/2018	LEP Board	<p>The Board Made the following decisions:</p> <p>Place Branding To agree funding of £50,000 for the first stage of brand development To agree the timeline of activity.</p> <p>Inward Investment To endorse the approach and development of the Inward Investment and International Strategic Framework set out in the paper To support the launch and activity of the Invest East ERDF business support / inward investment project To approve the investigation of a suitable inward investment agency delivery model To consult with the county councils on a pilot project to advance relations with Guangdong province in China</p> <p>Skills To endorse the Skills Board vision and delivery steps To champion the 'key messages' of the Skills Board.</p> <p>Enterprise Adviser Network To approve further 12 months funding for the EAN at a value of £135,000 To endorse the development of the Careers Hub and the integration of its management with the EAN</p> <p>Local Energy Strategy To endorse the Local Energy Strategy To agree the next steps regarding the Strategy's Delivery Plan</p> <p>Capital Growth Programme – Honingham Thorpe Food Enterprise Park For the executive team to develop a supplementary paper for the IAC to review For the recommendation from the IAC to then be considered by the full board by written procedures</p> <p>Revenues Funding Framework</p>

		<p>To approve the allocation of £135,000 set aside in Pot C for core LEP costs to fund the Enterprise Adviser Network for 18/19</p> <p>To approve the allocation of £100,000 from Pot C towards the LEP projects budget for 18/19</p> <p>To approve the allocation of £500,000 from Pot C towards the call for innovative projects from external partners which will help deliver the Economic Strategy</p> <p>Growth Deal Quarterly Dashboard</p> <p>To endorse the dashboard</p> <p>Finance Report</p> <p>To receive the Annual Statements via email for approval following the recommendation of the Audit and Risk Committee.</p>
20/06/2018	Investment Appraisal Committee	<p>The IAC made the following decisions:</p> <p>Capital Growth Programme Honingham Thorpe Food Enterprise Park</p> <p>For CD to present a summary of the discussion to the LEP board on 20/06/18 for further discussion on how the LEP can support the project through a deliverable solution.</p> <p>To hold a conference call as required following the Board Meeting.</p>
06/06/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> • Omega Ingredients Limited – Agreed to support <p>Condition applied: £40,000</p> <ul style="list-style-type: none"> • Advance Engineering (UK) Limited - Agreed to support <p>Approved Grant: £98,600</p>
23/05/2018	LEP Board	<p>The Board Made the following decisions:</p> <p>Integrated Transport Strategy</p> <p>To adopt the Integrated Transport Strategy and support the next steps in the strategy</p> <p>Enterprise Zones</p> <p>To endorse the approach to inward investment and forward plan.</p> <p>West Suffolk College Engineering Centre 2nd Phase</p> <p>To approve the release of £3m to fund the 2nd Phase of the West Suffolk College Engineering Centre</p> <p>Capital Growth Programme Projects</p> <p>To approve the award of Capital Grant Programme grant funding to the following projects:</p> <ul style="list-style-type: none"> • A140 Hempnall Roundabout - £650,770 • 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. <p>To award Growing Places Fund Grants to the following projects:</p> <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) <p>Speculative Development</p> <p>To approve adoption of the framework for speculative development.</p> <p>Growing Places Fund – Atex Park Loan</p> <p>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.</p> <p>PwC Report – Review of Implementation</p> <p>For Vice-Chairs to be appointed for each of the main LEP Bodies.</p> <p>Chief Executive's Report</p>

		To appoint Nick Banks as Chair of the Audit and Risk Committee
23/05/2018	Investment Appraisal Committee	<p>The IAC made the decision to present the following items to the LEP Board Meeting on 23rd May for approval:</p> <p>Capital Growth Programme The A140 Hempnall Road - £650,770 The Eye Airfield Link Road – £1,460,000 The Great Yarmouth Flood Defences – £8,200,000 The Snape Maltings Flood Defences - £125,000</p> <p>Growing Places Fund The Gainsborough's House National Centre - £250,000 The Norwich Castle `Gateway to Medieval England` - £500,000 (subject to receipt of HLF Funding) The Hold – Suffolk Archives Services – £250,000</p> <p>The IAC also agreed to present the committee recommendation at the LEP board meeting on the 23rd May 2018 for the Projects recommended for rejection are rejected with the exception of The Hold- Suffolk Archives Services</p> <p>Speculative Development Paper The IAC agreed to present the committee recommendation at the LEP board on 23rd May 2018 for the Speculative Development document to form part of the decision making process when assessing speculative development loans.</p> <p>Atex Developments To present the committee recommendation at the LEP board on 23rd May 2018 for a loan of £630,000 to Atex Developments</p>
02/05/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> • Warren Services Limited - Agreed to Support Approved Grant: £32,000 • Food Forensics Limited - Agreed to Support Approved Grant: £36,980 • Renvale Limited - Agreed to Support Approved Grant: £184,552
18/04/2018	LEP Board	<p>The Board made the following decisions:</p> <p>LEP Capital Budget 2018/ 19 To approve the 2018/19 capital budget To approve the allocation of £1m from the GPF fund budget to New Anglia Capital. To approve the allocation of £1m to Agritech subject to the production and approval of a business plan</p> <p>Review of Professional Advisers To approve the development of a supplier procurement framework To carry out a retendering process for the audit</p> <p>Decision Log To approve adoption of the decisions log</p> <p>Growth Deal Quarterly Dashboard To agree the Quarterly Dashboard.</p>
18/04/2018	Investment Appraisal Committee	<p>The IAC made the following decisions:</p> <p>West Suffolk College Engineering and Technology Centre It was agreed that the proposal would be presented at the LEP board meeting on the 23rd May 2018 for the release of the remaining £3m to West Suffolk College Engineering and Technology Centre Any Other Business</p> <p>Cash Deposits – It was agreed that funding would be deposited until drawn down by the approved projects</p>

11/04/2018	Remuneration Committee	<p>The Committee made the following decisions:</p> <p>360-degree feedback</p> <p>The committee agreed that this would be used initially with the CEO in August 2018.</p>
04/04/2018	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> • Computer Service Centre Ltd - Agreed to support Approved Grant: £265,800 • Panel Graphics Ltd (2) - Agreed to support Approved Grant: £64,414 • Broadway Colours Ltd - Agreed to support Approved Grant: £40,000