

**New Anglia Board Meeting Minutes (Confirmed)
21st November 2018****Present:**

David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Matthew Hicks (MH)	Suffolk County Council
Dominic Keen (DK)	High Growth Robotics
William Nunn (WN)	Breckland District Council
Steve Oliver (SO)	MLM Group
Andrew Proctor (AP)	Norfolk County Council
Johnathan Reynolds (JR)	Nautilus
Lindsey Rix (LR)	Aviva
Sandy Ruddock (SR)	Scarlett & Mustard
Nikos Savvas (NS)	West Suffolk College
Tim Whitley (TW)	BT
Jeanette Wheeler (JW)	Birketts

Attendees

Gail Harris	Norwich City Council (For Alan Waters)
Vince Muspratt (VM)	Norfolk County Council
Sue Roper (SuR)	Suffolk County Council
Chris Dashper (CD)	New Anglia LEP (For Items 8)
Ellen Goodwin (EG)	New Anglia LEP (For Item 5)
Chris Starkie (CS)	New Anglia LEP
Rosanne Wijnberg (RW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP

Actions from the meeting: (21.11.18)		
Infrastructure For the LEP team to ensure that links are progressed with other sub-national transport bodies		EG
Performance Reports To receive clarification on the Dashboard outputs and RAG status		RW
Finance Report To receive further detail on the receipt of loan repayments and interest receipts		RW
AOB A summary of achievements to be circulated to Board members to assist with promotion of educational achievements		NS
1	Welcome from the Chair	
Doug Field (DF) welcomed everyone to the meeting including Gail Harris who was deputising for Alan Waters.		
2	Apologies	
Apologies were received from Alan Waters, David Richardson and John Griffiths.		
3	Declarations of Interest	
Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board/ . None		
4	Minutes of the last meeting 18th October 2018	
The minutes were accepted as a true record of the meeting held on 18 th October 2018.		
5	Infrastructure	
<p>Ellen Goodwin (EG), Infrastructure Manager for the LEP, provided the meeting with an update on the infrastructure strategy and ongoing delivery highlighting the fact that infrastructure improvements are critical to achieving the ambitions of the Norfolk and Suffolk Economic Strategy.</p> <p>The meeting discussed the importance of linking with and influencing the work of other key sub-national transport bodies such as England's Economic Heartland given that their priorities will not always be the same.</p> <p>Matthew Hicks (MH) advised that Norfolk, Suffolk & Essex had been invited to join England's Economic Heartland and had chosen to have observer status at this stage with 2 places on the body with the option to join in full at a later date.</p> <p>Jeanette Wheeler (JW) noted the importance of infrastructure to businesses when considering relocation to the area and proposed highlighting the main infrastructure projects on the web site.</p> <p>Steve Oliver (SO) asked for an update on the major bridge building projects in Suffolk. MH advised that the Lowestoft bridge was proceeding as planned however the Orwell Crossings currently faced a £43m shortfall which the Council is unable to fill. Discussions are ongoing with Government to address this with a decision to be taken by the end of December.</p> <p>SO noted that, if the project did not continue, then a clear communications strategy would be required given the LEP's £2m investment.</p> <p>Tim Whitley (TW) asked if links had been set up to connect Felixstowe port with other national areas such as the Northern Powerhouse who rely on the ports for receiving goods from Europe.</p> <p>EG advised that New Anglia LEP had convened a LEP Network Ports & Logistic Group to look at wider ports issues collectively.</p>		

	<p>Johnathan Reynolds (JR) noted the national significance of the energy infrastructure in the region and the importance of emphasising this.</p> <p>David Ellesmere (DE) suggested producing high level details of the LEP’s delivery objectives.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the presentation • To receive a regular high-level summary of projects by theme including next steps and objectives. • For the LEP team to ensure that links are progressed with other sub-national transport bodies 	<p>EG</p> <p>EG</p>
6	Tier 2 Review	
	<p>Chris Starkie (CS) reviewed the work carried out to date as part of the Tier 2 Review and the proposals relating to the advisory boards covering transport, skills, innovation, inward investment and sectors.</p> <p>The recommendations are detailed as follows:</p> <p>Skills Board – For the LEP Board to endorse the continuation of the LEP Skills Board in its current form and its terms of reference to be amended to bring it into line with the main Board.</p> <p>Local Transport Body and Local Transport Board – To amalgamate the Local Transport Body and Board into a single forum, the Transport Implementation Group, which will focus on implementing the Norfolk and Suffolk Integrated Transport Strategy. Further work will be carried out to determine the required composition, membership and name of this group and produce appropriate Terms of Reference, ensuring it aligns with other bodies in the second tier Governance review.</p> <p>New Anglia LEP Innovation Board - For the LEP Board to endorse the continuation of the Innovation Board in its current form and for a review into its Terms of Reference, membership and outputs to be carried out.</p> <p>International and Inward Investment Sub-Group – For a review of the aims, objectives and terms of reference of the International and Inward Investment Sub-group to be carried out.</p> <p>Sector Groups – Given the range of approaches across the sector boards it is recommended to standardise the approach and develop common TOR for a group which focusses on the leadership and promotion of the sector and improves accountability to the LEP Board. Where the group is part of a membership organisation, this will mean creating a separate sector group to focus on the leadership and coordination of the sector.</p> <p>MH asked for reporting back from the other Boards to be built into the Board Forward plan providing regular reporting to the LEP Board.</p> <p>The meeting discussed the complexities of the various sub-groups and the issues faced in ensuring that they were aligned.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the paper. • 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 	

	<ul style="list-style-type: none"> • That sector groups need their own governance distinct from membership bodies • To receive regular reports from all Sector groups 	
7	LEP Board Governance	
	<p>CS presented the paper proposing the process for the appointment of the deputy chair in order to comply with the LEP Review requirements.</p> <p>CS confirmed that Government had confirmed that the deputy chair must be from the private sector which now included Board members from the Education sector although anyone deputising for these Board members would not be able to act deputy chair.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the paper • To adopt the process for the appointment of the deputy chair 	
8	Enterprise Zone Accelerator Project – Confidential	
9	Brexit	
	<p>CS reviewed the paper detailing the ongoing work on Brexit which is currently focussing on delivering intelligence to businesses.</p> <p>CS noted that Brexit is not currently being raised to the Growth Hub as a key issue therefore SMEs will be contacted proactively to ascertain their concerns.</p> <p>JW advised that there was a lot of anecdotal evidence which needed to be captured as part of the questionnaire.</p> <p>It was clarified that the LEP was signposting to information collated by a wide variety of organisations and was not providing advice to businesses as this is a specialist field.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	
10	Chief Executive’s Report	
	<p>CS presented his report to the Board and asked for questions.</p> <p>CS confirmed that the Annual LEP Performance Review was taking place in January and preparatory work was ongoing. Declarations of Interest had been issued for review and CS asked Board Members to return them as soon as possible in order for them to be updated on the web site.</p> <p>Board members were advised that the National Assurance Framework had been received and the LEP team are working to ensure everything is in place by the end of March.</p> <p>Engagement with individual businesses – confidential</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	
11	November Programme Performance Reports	
	<p>RW presented the report included in the meeting pack and advised that Johnathan Rudd had been appointed as the Growth Deal Manager.</p> <p>The Board was advised that to date 30 enquiries have been received for the latest capital projects call which would usually result in approximately 15 applications. Appraisals will take place following the closure of the call in January.</p>	

	<p>LR asked whether the rating of green on the Government dashboard was correct given the outputs achieved to date. RW advised that the outputs would be realised in stages and not in a smooth delivery therefore the status reflected the expectation of future deliveries. The meeting discusses this further and agreed that the figures did not appear to reflect the RAG status allocated.</p> <p>RW advised that the Economic Dashboards use proxy indicators and provided an overview of the trends and outputs.</p> <p>CS stated that the delay to achieving the Housing outputs would be resolved when the Winerack was delivered.</p> <p>CD noted that there was a difference in outputs between the LEP dashboard and the Government one as the Government does not recognise indirect outputs.</p> <p>DF suggested adding comments which would provide details of key projects which would lead to the delivery of the targets and therefore reflect the Green rating.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the 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 	RW
12	Finance Report	
	<p>RW reviewed the finance report and detailed any key variances.</p> <p>LR asked where loan repayments would appear in the accounts provided. CS advised that they would not be in this Profit and Loss statement as this was the LEP's operational budget..</p> <p>The meeting discussed the visibility of interest receipts and loan payments asked for clarification on the reporting of such items.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To receive further detail on the receipt of loan repayments and interest receipts 	RW
13	Board Forward Plan	
	<p>CS reviewed the Forward Plan and asked for suggestions for agenda items from the Board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the plan 	
14	<p>Any Other Business</p> <p>Nikos Savvas (NS) – advised that Suffolk One has been rated as BTEC College of the year, has repaid its debts and is now full and is rated as 3rd among collages across the county.</p> <p>NS also advised that Apple would be visiting the region and are interested in participating in the Festival of Learning.</p> <p>Action: A summary of these ratings is to be circulated to Board members to assist with promoting the achievements – NS</p>	

Next meeting:

Date and time of next meeting: 10.00am – 12.30pm, 30th January 2019

Venue: The Seminar Room, The Innovation Centre, University of Suffolk, Ipswich, IP4 1QJ