

New Anglia Board Meeting Minutes (Confirmed) 30th January 2019

Present:

David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Dominic Keen (DK)	High Growth Robotics
Steve Oliver (SO)	MLM Group
Andrew Proctor (AP)	Norfolk County Council
Johnathan Reynolds (JR)	Nautilus
Sandy Ruddock (SR)	Scarlett & Mustard
Nikos Savvas (NS)	West Suffolk College
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

Attendees

Helen Langton (HL)	University of Suffolk (For David Richardson)
Shan Lloyd (SL)	BEIS
Sue Roper (SuR)	Suffolk County Council
Chris Dashper (CD)	New Anglia LEP
Julian Munson (JM)	New Anglia LEP
Chris Starkie (CS)	New Anglia LEP
Rosanne Wijnberg (RW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP

Actions from the meeting: (30.1.19)		
Minutes of the last meeting 23rd November 2018 To provide an update on the Ports and Logistics Group		EG
Aims and Objectives for the Year Arrange a presentation from the Growth Hub on the support being provided to business		CS
Brexit To ensure that Brexit intelligence is distributed to all MPs		CS
LEP Board Diversity Champion To submit comments on the LEP's Diversity Policy to DE		ALL
Amendments to Committee Terms of Reference To obtain authorisation in writing from Mark Jeffries that the Board has the legal authority to amend the Articles of Association		CS
To agree a suitable date for attendance with the Section 151 Officer		RW
To consider the voting rights of deputies at sub-committees		RW
Finance Report To submit a proposal on consolidating reporting		RW
1	Welcome from the Chair	
Doug Field (DF) welcomed everyone to the meeting including Helen Langton (HL) who was deputising for David Richardson. DF thanked HL for hosting the board meeting.		
2	Apologies	
Apologies were received from William Nunn, Matthew Hicks, David Richardson, John Griffiths and Lindsey Rix		
3	Welcome from the University of Suffolk Vice-Chancellor	
HL welcomed all board members to the meeting and provided an overview of the progress the University has made over recent months including becoming a full university with degree powers. She advised that the future focus will be on recruitment and ensuring the university can offer areas of distinctiveness to attract students in an era of high competition between universities.		
4	Declarations of Interest	
Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board .		
DF declared an interest in the investments in Novafarina and Supapass as detailed in the New Anglia Capital report.		
5	Minutes of the last meeting 23rd November 2018	
The minutes were accepted as a true record of the meeting held on 23 rd November 2018.		
Matters arising & actions <i>For the LEP team to ensure that links are progressed with other sub-national transport bodies</i> CS advised that a meeting had been held with England's Economic Heartland to identify areas of collaboration. Jeanette Wheeler (JW) requested an update on the Network Ports and Logistic Group.		EG
<i>To receive a paper on CO2 reductions for consideration of inclusion in the economic strategy targets</i> Johnathan Reynolds (JR) advised that a proposal from the UEA to develop a Scoping Report on the Climate Change Adaptation and Carbon Reduction Strategy for New Anglia had been submitted for comment.		
6	Aims and Objectives for the Year	
Chris Starkie (CS) provided the Board with an overview of the LEP's priorities for 2019 focussing on the current challenges to delivery and the priority themes for the coming year.		
CS also highlighted how the LEP has delivered against its objectives to date identifying key projects and the positive effect their realisation has had on Norfolk and Suffolk.		

CS reviewed the progress being made against targets confirming that progress was being made in all areas but noted that the LEP was not the only influence on these targets and that some factors were outside of the LEP's control.

The presentation also covered the wider economic and political context within which the LEP is operating and the challenges that it faces at the current time.

CS stressed that the Government has reconfirmed its support for LEPs both in the development of the Local Industrial Strategies and the Shared Prosperity Fund.

CS advised that, given the current challenges, the Executive team had examined the Economic Strategy and firmly believed that it remained pertinent and the priorities it established remained unchanged.

CS advised that the aims and objectives fell into four key areas:

1. **Deliver the Economic Strategy** - including the Local Industrial Strategy which will be key to obtaining Government backing for gamechanging projects
2. **Promote our Place** – progressing the place branding work and making the most of opportunities to promote Norfolk & Suffolk. The LEP will also develop and implement a new inward investment strategy to maximise inward investment and trade
3. **Strengthen our Governance** – complete implementation of the LEP review, and a review the LEP's operating structure to ensure it delivers outstanding results and value for money
4. **Drive Local Growth** – The LEP will set, monitor and achieve stretching targets in all its funded and delivered programmes and will support local businesses and exploit opportunities as they are identified

CS reiterated that the fundamental approach of the Economic Strategy is still right namely improving productivity and promoting inclusive growth.

CS presented an overview of what would success look like in 12 months time covering 5 key areas:

1. Signing off an ambitious Local Industrial Strategy with Government
2. Launching and starting to see the benefits from the place branding exercise.
3. Maintaining the LEP's strong reputation with Government for governance and delivery
4. Securing the confidence of the board in the work of the LEP
5. Realising strong progress on the delivery of the Economic Strategy despite economic and political challenges.

DF thanked CS for the presentation and asked for questions.

The meeting discussed the key role the LEP could play in providing strong leadership during the current period of uncertainty.

David Ellesmere (DE) asked about how New Anglia performed against other LEPS. CS agreed that this would be useful and would investigate what data was available on similar LEPS.

Jennette Wheeler (JW) asked if the LEP had the sufficient resource and capacity required to deliver against all the areas of work in which it is involved. Rosanne Wijnberg (RW) confirmed that a planning exercise was ongoing to confirm resource against the projects and that the findings would be brought back to the Board but that both she and CS felt that resourcing was correct.

JW asked whether the Growth Hub had the sufficient knowledge and resource to support businesses at this critical time

DF asked if the Growth Hub could present at the Board to present their approach to business support.

	<p>The Board discussed the importance of productivity and how the LEP can contribute to improvements in this area.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the presentation To agree with the approach and the continued focus on the delivery of the Economic Strategy To receive performance data on LEPs similar to New Anglia To receive a presentation from the Growth Hub 	CS
7	Place Branding	
	<p>Steve Oliver (SO) provided the board with a verbal report on the work carried out to date with Jacob Bailey on developing the place branding strategy to deliver an umbrella brand. The Board was advised that research had been carried out from September which included engagement with over 100 stakeholders and has been followed by detailed discussion resulting in the brand narrative.</p> <p>SO confirmed that local authority leaders had been involved in the process and advised that CMS and Jacob Bailey will be presenting at the February Board to present the brand.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
8	Brexit	
	<p>CS presented the board paper for this standing item.</p> <p>CS noted that the key area for the LEP was providing support to businesses and the LEP would look at existing support funds to ascertain if any could be amended to provide more assistance to companies.</p> <p>DE asked if MPs were receiving the intelligence provided by LEPs and councils.</p> <p>CS confirmed that sessions had been held with some MPs but an action would be taken to ensure this was provided to all.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To ensure that Brexit intelligence is distributed to all MPs 	CS
9	New Anglia LEP Diversity Champion	
	<p>CS presented the report and advised the board that the appointment of a diversity champion was recommended as best practice in the LEP review.</p> <p>CS advised that DE had been approached and agreed to take up the role subject to ratification to the Board.</p> <p>DE stated that he would review the LEP's current diversity policy and asked for feedback from the board before he reported back in March.</p> <p>JW noted that there should be clarification on what is internal and external policy and will provide comments to DE.</p> <p>SO asked what success the success criteria would be. DE advised that success would be about more than board gender diversity but also about other areas such as those businesses receiving funds and LEP staffing.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To endorse the appointment of DE as Diversity Champion To submit comments on the LEP's Diversity Policy to DE 	ALL
10	Election of Deputy Chair	
	<p>DF presented the paper proposing the appointment of Lindsey Rix (LR) as the Deputy Chair. It was passed by the Board and agreed that her term as Deputy Chair and as a Board member will tie in together.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To appoint Lindsey Rix as Deputy Chair of the Board 	

11	Amendments to Committee Terms of Reference	
	<p>RW presented the paper formalising the changes to governance agreed at the October board meeting and updating other relevant documents. These are divided into 4 key areas: Amendments to Articles of Association – These have been updated to reflect the changes to the LEP Board membership and the quorum has been amended as a result of these changes.</p> <p>JW queried whether the Articles of Association need to be amended by Special Resolution at a General Meeting rather than the Board. CS advised that he had received advice that the Board could confirm the changes. The Board agreed to confirm the changes subject to confirmation in writing that they had the authority to do so without a general meeting.</p> <p>ACTION: CS to ensure obtain authorisation in writing that the Board has the legal authority to amend the Articles of Association.</p> <p>LEP Board Attendance and Deputisation Policy – RW reviewed the changes to the policy and requested Board approval for the amendments. Nikos Savvas (NS) queried whether deputies had voting rights. RW confirmed that they do have the right to vote and would update the policy for clarity. The Board agreed to the proposed changes.</p> <p>Investment Appraisal Committee (IAC) – RW advised that, at the request of the chair of the IAC, it is proposed to expand the membership by one additional private sector member, independent of the LEP Board, to strengthen the expertise of the committee. Andrew Proctor (AP) raised the importance of having county representation on the IAC. This would mean that one of the three local authority representatives would be a county representative. The Board agreed to both proposed changes.</p> <p>Audit and Risk Committee – RW asked the Board to approve an amendment to the Terms of Reference to allow the S151 Officer to delegate authority for attendance at this committee to a suitable representative. The Board agreed to the proposed change.</p> <p>It was noted that it had been raised at the LEP Review that the Section 151 Officer should attend the LEP Board once a year. ACTION: To agree a suitable date for attendance with the Section 151 Officer.</p> <p>NS queried whether deputies on sub-committees have voting rights. RW advised that this will be considered further and brought back to the Board. ACTION: To consider the voting rights of deputies at sub-committees</p> <p>New Anglia Capital (NAC) - DF advised that Kevin Horne had left the Board and asked for suggestions for nominations to be submitted to Chris Dashper (CD). Dominic Keen expressed his interest in joining the NAC Board. The board agreed to nominate Dominic Keen to the NAC board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To agree the proposed changes to the Articles of Association subject to confirmation in writing that they had the authority to do so. • To agree to the two proposed changes to the IAC Terms of Reference. • To agree to the proposed change to the Audit and Risk Committee Terms of Reference. • To receive clarification on the voting rights of deputies at LEP sub-committees. • To nominate Dominic Keen to the NAC Board 	<p>CS</p> <p>RW</p> <p>RW</p>

12	Chief Executive's Report
<p>CS presented his report to the Board and asked for questions. CS advised that there had been significant interest in the recent project calls and noted that discussions have been held with local authorities regarding the possibility of expanding the Innovative Projects Fund.</p> <p>Enterprise Adviser Network (EAN) - CS advised that the TUPE transfer had been completed however one of the team members is seriously ill in hospital. The LEP team are providing pastoral care for his family and the EAN team. DF asked for the best wishes of the Board to be passed on.</p> <p>Offshore Wind Sector – CS provided an update on work to promote the offshore sector including the production of a prospectus detailing the collective approach to the Offshore Winder Sector Deal which was being presented to Clare Perry, the Energy Minister. Johnathan Reynolds (JR) endorsed the prospectus and noted that on-shore energy also needed the same focus.</p> <p>JW asked for further information on the economic shocks detailed in the report. CS advised that Heatrae Sadia was consolidating at a larger plant in the Midlands and the decision to close was a management one due to spare capacity at the other plant. The Board was advised that Phillips Avent was also consolidating its operating sites. The LEP was working with the management team to offer support to staff.</p> <p>Agritech – CS advised that discussions with the Combined Authority have been ongoing but there is still no definitive date on when ministers will make a decision on the release of funding. The board was recommended to set a deadline of March 31st for continued participation in the Eastern Agri Tech programme. If funds are not released by March 31st by Government, the £1m allocated should be deallocated and a fresh proposal for its use brought to the board. This was agreed by the Board.</p> <p>Board Recruitment – The Board was advised that 15 applications have been received. CS & RW have carried out an initial review and will make recommendations as to which candidates to interview. The recommendations for board appointments will made at the February board meeting.</p> <p>NWES – CS updated the meeting on recent news reports concerning NWES and confirmed that the LEP had carried out due diligence on the loan for the KLIC and that the loan had been repaid on time. A sale has been agreed on Rouen House where the LEP had agreed not to implement the clawback clause on its grant subject to the building continuing with the same use as an enterprise centre.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To set a deadline of March 31st for continued participation in the Eastern Agritech programme. If funds are not released by March 31st by Government, the £1m allocated will be deallocated and a fresh proposal for its use brought to the board. 	
13	January Programme Performance Reports
<p>RW reviewed the performance reports and updated the meeting as on the following: Business Growth Programme – The programme was now rated green as funding had been secured and targets restructured. NWES delivery is rated as red due to the delays to delivery. NWES is producing a plan to address the delays and an additional partner has been engaged to help deliver programmes to start ups to fill the shortfall.</p>	

	<p>Enterprise Zones - these are long term projects. Job numbers realised are lagging behind target and this will be monitored. Julian Munson (JM) noted that there is often a lag between realising floor space and achieving the relevant job numbers.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the reports 	
14	Finance Report	
	<p>RW reviewed the finance report and clarified how finances were reported as requested at the last Board meeting.</p> <p>RW suggested bringing back a proposal on consolidating reported to the March board meeting.</p> <p>Core Finances - RW reviewed the reports noting key variances.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To receive a proposal on consolidating reporting 	RW
15	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 	
16	Any Other Business None	
	The Board held a private session to discuss Item 17	
17	Remuneration Committee Update – Confidential	
	<p>DF provided an update on discussions held at the last committee meeting in December and asked Board members for their comments.</p> <p>The findings of the Remuneration Committee were endorsed by the Board.</p>	

Next meeting:

Date and time of next meeting: 10.00am – 12.30pm, 27th February 2019

Venue: The Ideas Factory, Cavendish House, St Andrews St, Norwich NR2 4AEV