

New Anglia Board Meeting Minutes (Unconfirmed) 25th June 2019

Present:

Claire Cullens (CC)	Norfolk Community Foundation
David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
John Griffiths (JG)	West Suffolk Borough Council
Matthew Hicks (MH)	Suffolk County Council
Pete Joyner (PJ)	Shorthose Russell
Dominic Keen (DK)	High Growth Robotics
Steve Oliver (SO)	MLM
Andrew Proctor (AP)	Norfolk County Council
David Richardson (DR)	UEA
Nikos Savvas (NS)	West Suffolk College
Lindsey Rix (LR)	Aviva
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts

Attendees

Shan Lloyd (SL)	BEIS
Sue Roper (SuR)	Suffolk County Council
Vince Muspratt (VM)	Norfolk County Council
Gordon Chetwood (GC)	Pasta Foods – For Item 5
Jonny Newton (JN)	Newton Commercial – For Item 5
Steve Earl (SE)	Panel Graphics – For Item 5
Carly Earl (SE)	Panel Graphics – For Item 5
Chris Dashper (CD)	New Anglia LEP
Julian Munson (JM)	New Anglia LEP – For Items 8, 10 and 12
Chris Starkie (CS)	New Anglia LEP
Glen Todd (GT)	New Anglia LEP - for Item 6
Rosanne Wijnberg (RW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP

Actions from the meeting: (25.6.19)	
GE Update Report – Confidential To provide the Board with regular reporting of the pipeline of visits relating to inward investment and subsequent outcomes	JM
MIPIM 2019 To provide the Board with an update on the brand strategy	JM
LEP Operating and HR Policy Updates An annual update on the progress of the Equal Opportunities and Diversity Policy to be added to the Forward Plan	HW
Any other Business UEA Enterprise Fund - Any board member wishing to sit on the board should contact Chris Starkie	ALL
LEP Beneficiaries: Circulate those presentations made to the Board and add the item to the Forward Plan	HW
1	Welcome from the Chair
Doug Field (DF) welcomed everyone to the meeting.	
2	Apologies
Apologies were received from Sandy Ruddock, Tim Whitley and Johnathan Reynolds.	
3	Declarations of Interest
Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board .	
David Richardson (DR) and Jeanette Wheeler (JW) declared an interest in item 7.	
4	Minutes of the last meeting 23rd May
The minutes were accepted as a true record of the meeting held on 23 rd May 2019.	
5	LEP Programme Beneficiaries
Chris Dashper (CD) presented that item noting that New Anglia LEP has recently reached the milestone of awarding the 700th grant to local businesses in Norfolk and Suffolk through its growth grants programmes Growing Business Fund (GBF) and Small Grants Scheme (SGS). He confirmed that the board would be receiving individual presentations from 3 companies which had benefited from LEP funding to demonstrate the impact on their business.	
Pasta Foods Gordon Chetwood (CG) addressed the Board and provided an overview of the history of the company advising that they had received £500k from the GBF as well as a bridging loan to allow the installation of a new production line at a time when the bank would not support their investment plans. The installation of production line capital which was a major factor in supporting the business recovery at a challenging time. GC advised that the uncertainty over Brexit has resulted in customers using Pasta Foods rather than suppliers in Europe and capacity has now been increased significantly. GC explained that Pasta Foods is the only company in the world producing pasta and snack pellets in the way it does and this unique approach has enabled the company to grow and benefit from the current market conditions. GC thanked the Board for the support provided by the LEP both in the funding and the flexibility in its approach.	
The Board and CG discussed the staffing, skills and salary levels at Pasta Foods. CG stressed the importance of supporting staff and advised that training is provided for all employees including for middle management to assist in career progression.	

Newton Commercial

Jonny Newton (JN), MD of Newton Commercial, addressed the Board and provided an overview of the company which makes interior and trim for British Classic cars.

The skills and techniques are traditional and carried out by hand but in 2017 LEP funding was used to purchase a CAD/CAM cutter allowing patterns to be digitalised. This makes cutting is more efficient with less waste allowing reskilling of staff to work in other areas of the business.

Further funding with the LEP has been secured and be used for additional investment.

JN reiterated the importance of the funding the LEP provides and the difference it makes to small businesses.

Alan Waters (AW) asked about the various skill levels within the businesses. JN advised that apprentices were taken on who were then moved onto the minimum wage and then progressed through the factory. Flexitime, bonuses and other staff benefits are important and this culture is a key factor in their high level of staff retention.

JG asked for details of the main competitors and JN confirmed that there were other companies who worked on a smaller scale whereas Newton Commercial specialised in key areas and was looking to expanding into other markets such as hot hatch cars.

JN advised that any future legislation banning older cars would have significant impact on the business.

Panel Graphics

Steve Earl (SE) briefed the meeting on the successful history of the company including winning a Queens Award for International Trade. This achievement was applauded by the Board.

SE explained that the company produces non-reflective coatings for plastic which are used in cars and planes and in the medical and maritime industries among others.

Carly Earl (CE) confirmed that Panel Graphics have received 3 GBF grants since 2014 which have been used for industrial units, and state of the art milling machines and office facilities.

Turnover has grown from 200k in 1998 to £6m in 2019 and net profit has tripled in the past 2 years.

SE stressed the impact the LEP's funding had made on the business in providing investment when there were no other sources available and the positive effect this has had on staff recruitment.

AW enquired about the range of pay rates within the company. SE advised that the starting rates was around £9 per hour but there were escalation processes in place allowing staff to progress more through pay grades. Staff retention rates are excellent and a package of staff benefits is in place with regular and social events held.

SE advised that the next possible investment was a glass cutting machine as there was potential in this market. There is scope for company expansion but this requires purchase of land which is currently prohibitively expensive therefore the solution could be a joint investment with other companies.

JW asked if the company was involved in R&D. SE advised that they applied for R&D grants each year and carry out R&D to come up with solutions to customer issues.

JW noted that those companies which had presented had been through the funding application process multiple times which meant that there was a real business case for allowing multiple investment requests.

DE noted it was important for the LEP to maintain support for some companies faced challenges in repaying loans.

The Board agreed:

- To note the content of the report and presentations

6	Enterprise Adviser Network
<p>Glen Todd (GT) provided an overview of the EAN which is made up of 8 Enterprise Coordinators some of whom where TUPE'd over from Norfolk & Suffolk County Councils and are managed by the EAN and Careers Hub manager.</p> <p>GT confirmed that the Network is engaging with 83 mainstream and FE schools giving a 76% coverage of the 144 schools across the region. He stated that, given that there will always be some schools who do not engage, he felt that a rate of 90-95% would be viewed as successful. GT noted that the team was on target to meet or surpass their target of engaging with 85 schools.</p> <p>GT asked the Board to be ambassadors for the network and support in the recruitment of Enterprise Advisors as the team worked to allocate one advisor per school.</p> <p>GT noted that the team are specifically looking to include advisors from the agrifood and renewable energy sectors.</p> <p>Andrew Proctor (AP) asked whether the team were involved in apprenticeships. GT advised that the team are promoting apprenticeships as well as the Youth Pledge and the range and content of apprenticeship is promoted within schools to parents as well as pupils.</p> <p>The Board discussed the challenges faced when engaging schools and the aim of the EAN in providing information on the wide range of training and educational options available for students.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To receive the EAN presentation • To support the recruitment of Enterprise Advisors by championing the Network 	
7	Capital Grant Programme - Institute of Productivity
<p>JW and DR left the room.</p> <p>CD presented the paper and reviewed the history of the application noting the reduction in funding from that in the original request. The Board had already approved the reduced amount and asked for details of the delivery outputs from the smaller grant.</p> <p>CD advised that the proposal reflects the same outputs and delivery as the existing application but uses an existing building which will be refurbished rather than building a new one.</p> <p>Match funding has also been secured reducing the LEP's funding to around 60% of the total cost.</p> <p>CS noted that one of the considerations from the last meeting was that the businesses had not yet been involved given the speed it had progressed but the UEA have assured that they will be in the future. It is proposed that their involvement be a condition of the funding.</p> <p>It was agreed that a member of the LEP Executive team should sit on the board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To approve the award of Capital Growth Programme grant funding of £4.461m to the Institute of Productivity <p>JW and DR returned to the room.</p>	
8	GE Update Report – Confidential

	<p>DF asked for the Board to be kept up to date on similar events and conversations with a pipeline of contacts and outcomes established.</p> <p>ACTION: To provide the Board with regular reporting of the pipeline of visits relating to inward investment and subsequent outcomes</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To receive regular reports on key visits and discussions relating to inward investment 	JM
9	Chief Executive's Report	
	<p>CS thanked all those who had been involved in the ongoing development of the Local Industrial Strategy and asked for questions on the report.</p> <p>Steve Oliver queried the delay to the spending on the Gt Yarmouth Flood Defences. CS confirmed that the Environment Agency to whom the funding has been allocated will be spending their £8.2 m in the following year after that of the Treasury. The project will continue as planned but the spend will be in the next financial year.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
10	MIPIM Update Report and Proposal for 2019	
	<p>JM presented the paper to the Board and provided an update on the results of MIPIM 2018 and the resulting leads.</p> <p>JM reviewed the revised approach to MIPIM 2019 and the proposal being presented to the board of the condensed model focussing promoting a reduced number specific investment opportunities at key events.</p> <p>AP expressed his support but noted that taking fewer sites posed challenges in ensuring that the right sites were included.</p> <p>JM proposed also using the opportunity to launch the new brand and stated that it was vital to include those sites which are ready for investment noting that the exact number of sites included was flexible.</p> <p>Matthew Hicks (MH) asked for specific details of the outcomes of leads generated from 2018. JM advised that contacts for investments in Norwich and Gt Yarmouth were close to signing and there had also been interest in Bury and along the A14 corridor.</p> <p>The meeting discussed the challenges in recording outputs and noted that not all contacts come from MIPIM and could have taken place anyway made regardless of attendance at that event.</p> <p>DR noted that absence from such events can be noted but that the costs should be kept down where possible.</p> <p>Pete Joyner (PJ) noted that importance of using opportunities to promote and reinforce the new brand.</p> <p>The Board requested an update on the strategy for using the new brand.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the contents of the report To approve the proposal including spend of £28,788, the covering approach, format and costings for MIPIM UK 2019 To receive details of the brand strategy 	JM

11	June Programme Performance Reports	
<p>Rosanne Wijnberg (RW) reviewed the June reports and asked for questions from the Board. JM reviewed the Enterprise Zone reports noting that job creation was slightly lower than expected and initial estimates for the space were being reviewed. SO proposed including details of productivity as a success monitor as well as job numbers. The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the report 		
12	Innovation Board Chair Appointment	
<p>JM reviewed the paper and thanked DR for his contribution.</p> <p>DR noted the success of the Board and felt that recent expansion of the Board had been very successful. DR proposed Johnathan Reynolds as the new Chair.</p> <p>AP proposed the inclusion of a Local Authority members of the board. The meeting discussed the suggestion with DR noting that it needed to be someone who was committed and able to attend regularly.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the report • To approve Johnathan Reynolds as Chair of the Innovation Board • To add a member of a Local Authority to the Board • To endorse the thanks to DR for his contribution over the past 3 years • To approve the Innovation Board's Terms of Reference 		
13	LEP Operating and HR Policy Updates	
<p>RW presented policies as included in the meeting pack and asked for approval from the board. David Ellesmere (DE) reviewed the process carried out to amend the policy and thanked JW for her input. It was noted that the Diversity and Equality Policy had been split into internal and external sections and the Government's requirements for female board representation had been included. The policies will be reviewed annually by the board.</p> <p>The Board discussed how the policy would be monitored and was agreed that an annual report on the implementation of the policy would be made to the Board and would be added to the forward plan.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To approve the Modern Slavery and Human Trafficking Statement • To approve the Equal Opportunities and Diversity Policy and Statement • To receive an annual report covering progress of the Equal Opportunities and Diversity Policy implementation including examples. To be added to the Forward Plan 		
14	Board Forward Plan	HW
<p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the plan 		
15	<p>Any Other Business</p> <p>UEA Enterprise Fund – CS advised that he will be the board member for the LEP Executive team and asked for a volunteer from the Board in addition. ACTION: Board members to contact CS if they are interested in joining the board (ALL).</p> <p>Nikos Savvas advised that the International Festival of Education had just taken place and has been very successful with over 60 speakers involved.</p> <p>It was agreed that the presentations from beneficiaries of LEP funding had been very useful and it was agreed that this should be an annual board item.</p>	

<p>ACTION: Helen Wilton (HW) to circulate those presentations made to the Board and add the item to the Forward Plan.</p>

<p>DF advised that board that DR was stepping down as a board member and thanked him for his dedicated service and support for the LEP. A gift was presented on behalf of the LEP. DR thanked the Board and expressed his enjoyment of his time as a board member and wished the LEP every success going forward.</p>

Next meeting:

Date and time of next meeting: 10.00am – 12.30pm, 23rd July 2019

Venue: Norwich Castle, Norwich, Norfolk

DRAFT