

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

Present:

Sam Chapman-Allen (SC)	Breckland Council
Claire Cullens (CC)	Norfolk Community Foundation
David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Matthew Hicks (MH)	Suffolk County Council
John Griffiths (JG)	West Suffolk Council
Pete Joyner (PJ)	Shorthose Russell
Dominic Keen (DK)	Britbots
Helen Langton (HL)	University of Suffolk
Andrew Proctor (AP)	Norfolk County Council
Johnathan Reynolds (JR)	Nautilus
Nikos Savvas (NS)	West Suffolk College
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

Attendees

Louise Aynsley (LA)	Suffolk County Council
Shan Lloyd (SL)	BEIS
Josh Fedder (JF)	BEIS
Jai Raithatha (JaR)	Suffolk County Council
Vince Muspratt (VM)	Norfolk County Council
Chris Dashper (CD)	New Anglia LEP – For Items 8 and 9
Julian Munson (JM)	New Anglia LEP – For Item 5
Lisa Roberts (LiR)	New Anglia LEP - For Item 6
Chris Starkie (CS)	New Anglia LEP
Rosanne Wijnberg (RW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP

Actions from the meeting: (25.9.19)	
Action Log	
Enterprise Zones Details of the overall EZ investment and the funding split to be provided A confidential update on the stalled sites to be provided to the Board	JM JM
Local Industrial Strategy A one page summary of the key points of the LIS to be distributed to board members Revised forward to be circulated to board members	LiR LiR
Apprenticeship Levy Transfer Pool To be added to the reporting cycle and included as a major board item along with the skills update	RW
AOB CO2 Action Plan to be added to the forward plan Details of funding streams and relative timescales to be produced	HW CD
1	Welcome from the Chair
Doug Field (DF) welcomed everyone to the meeting	
2	Apologies
Apologies were received from Steve Oliver, Lindsey Rix and Sandy Ruddock	
3	Declarations of Interest
Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board . Nikos?	
4	Minutes of the last meeting 23rd July 2019
The minutes were accepted as a true record of the meeting held on 23 rd July 2019. <i>Actions from last meeting updated as follows:</i> UEA Enterprise Fund – Chris Starkie (CS) reminded board members that there was still a vacancy on the Enterprise Fund Board. Claire Cullens (CC) and Dominic Keen (DK) expressed an interest and it was agreed that they would rotate the role between them.	
5	Enterprise Zones
Julian Munson (JM) presented the Board with an update on the Enterprise Zones (EZs). JM provided high level details of each of the current EZs highlighting the levels of investment and noting any ongoing issues with the sites. The board was advised that the development of EZs has provided the dual advantage of allowing local firms to expand as well as attracting new companies to the area. DK asked for further details about the tenants occupying the sites and the split between smaller and larger companies. The board was advised that there was an even split between business types and that sites and prospective tenants were reviewed on a case by case basis on application. Tim Whitley (TW) asked if the total investment could be provided including a public and private split and also splitting the figures between the Norfolk and Suffolk EZs. ACTION: Details of the overall investment and the funding split to be provided David Ellesmere (DE) noted that most Ipswich EZs were very successful and that although progress had been very slow on the Island Site he felt that steps were now being taken and would like the site to retain its status. The Board discussed those sites which were being promoted at MIPIM in October.	
JM	

<p>Pete Joyner (PJ) asked if there were any requests from prospective tenants which could not be met. JM advised that there was limited offer available in terms of residential and student accommodation as most of the sites offered industrial units or offices.</p> <p>ACTION: A confidential update on the stalled sites to be provided to the Board</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report and presentation • To receive updates on the stalled EZ sites and also details of the total investment split by private / public investment and into Norfolk and Suffolk EZs 	JM
<p>6 Local Industrial Strategy</p>	
<p>Lisa Roberts (LiR) provided the Board with the background to the introduction of Local Industrial Strategies (LIS) and the work undertaken by the LEP to produce the LIS for Norfolk and Suffolk.</p> <p>The approach was agreed by the Board in September 2018 and the process has included extensive collaboration between partners which has included partner summits and 3 leaders' sessions.</p> <p>The updated evidence base, along with these sessions, have highlighted key themes and emerging interventions. LiR advised that the evidence base has been scrutinised by Government and the link from evidence to interventions has been praised.</p> <p>The draft LIS has been issued to partners and the 70 pages of feedback received has been reviewed and changes incorporated where possible. LiR confirmed that the structure of the document has been laid down by Government and is not subject to change.</p> <p>LiR highlighted the key strategic opportunities identified in the LIS and noted that partners were keen to progress many of the interventions as soon as possible. Work is ongoing to identify funding sources to support these opportunities.</p> <p>LiR noted that the inclusion of the digital sector as a unique area of opportunity was originally challenged by Government and she thanked partners for providing the additional evidence which supported its inclusion.</p> <p>LiR provided high level information on the key areas of the LIS.</p> <p>PJ noted that 3 specific sectors were highlighted and it made sense to concentrate on those areas of the economy where we are unique but noted that other sectors ie tourism may feel alienated. LiR agreed and confirmed that a tourism action plan would be produced and further work would also incorporate the voluntary sector to ensure inclusion.</p> <p>DE congratulated LiR and her team on the work carried out and noted the limitations imposed by Government. He asked for amendments to be made to the infrastructure links so that they noted that investment was required to realise these opportunities. He also asked for reference to the Cambridge - Ipswich - Norwich triangle to be included.</p> <p>TW also expressed his support for the work and confirmed that Adastral Pak had been identified as the leading source of patents in the country. TW noted that the forward reinforced the idea of the area being a leading agriculture area and that ICT was not mentioned. He proposed that the forward should be revised to make it more cutting edge.</p> <p>LiR advised that the amendments requested by the Board will be made and the LIS will then be submitted to Government for review. The exact process for this review be still being agreed but on completion any amendments will be incorporated.</p> <p>ACTION: The revised forward is to be circulated to board members</p>	LiR

	<p>Matthew Hicks (MH) noted that the endorsement process for local authorities had posed challenges given that the LIS was still being revised during the process. CS advised that format for the process had been put to chief executives and that both counties had produced different proposals for endorsement.</p> <p>Jeanette Wheeler (JW) asked what the key areas of focus would be for the Board and asked for them to be included in a future report back to the Board. Helen Langton (HL) reiterated this and asked for a one page summary to be provided to the Board to ensure that a clear message is communicated.</p> <p>ACTION: A one page summary of the key points of the LIS to be distributed to board members</p> <p>DF proposed that the Chair and the CEO should have the authority to make minor amendments to the LIS with any more significant changes being returned to the Board for approval. The draft LIS was endorsed by the Board who requested to receive a copy of the final version which will be submitted to Government.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To endorse and sign off the Norfolk and Suffolk Local Industrial Strategy subject to the amendments agreed at the meeting • To delegate authority to make minor amendments to the LEP Chair and CEO with major changes to be returned to the LEP Board for approval • To receive the revised Forward and a one page summary of the key points 	LIR
7	Apprenticeships Levy Transfer Pool	
	<p>CS presented the proposal to the meeting which provides further details of the business case as requested at the July board meeting.</p> <p>The meeting discussed the challenges faced in creating and filling apprenticeships.</p> <p>It was noted that it was important that those businesses using the fund were recognised. The scheme also needs to be incorporated into the reporting schedule.</p> <p>ACTION: The Apprenticeship Levy Transfer Pool is to be added to the reporting cycle and included as a major board item when the skill update is provided</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To endorse the outlined business plan • To endorse a further £60,000 of funds to allow support to continue for an additional year • To receive future reports on the outputs of the scheme 	RW
8	Innovative Projects Fund	
	<p>Chris Dashper (CD) presented the proposal which requested an annual allocation of £500k to the programme for 2019/20 and 2020/21 from LEP funds. The board was advised that, following the successful first call of the Innovative Projects Fund, local authority partners in Norfolk and Suffolk agreed to match the LEP's funding allocation through their respective pooled business rates. This has resulted in a £1.5 million pot being made available to prospective projects under a 2019/20 call. It was noted that during the last call the applicants had been local authorities and this time there would be increased promotion to SMEs to attract more applicants from businesses.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	

	<ul style="list-style-type: none"> To approve the establishment of the £1.5m Innovative Projects Fund jointly with local authorities from Norfolk and Suffolk To approve the new governance arrangement including the Terms of Reference To approve the launch of a 2019/20 Innovative Projects Fund Call in October 2019 	
9	Voluntary and Community Sector	
	<p>CD presented the paper providing the board an update on the LEP's Voluntary and Community Sector Challenge Fund.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
10	Brexit	
	<p>CS reviewed the latest Brexit report and updated the board on the funding being allocated by Government to support businesses.</p> <p>It is proposed that, rather than the LEP running extra events for companies, the LEP will supporting those already being run such as those organised by the Chambers of Commerce. CS advised that Government has made 3 offers of funding to aid Growth Hubs to provide various elements of business support but that some funding must be used end by the end of October therefore the LEP is assessing the benefits of this support to ensure that is is used effectively.</p> <p>CS advised that there has been a slow down in applications to the funding programmes and the LEP is proposing the establishment of a taskforce to provide support for businesses facing short term difficulties following Brexit.</p> <p>Andrew Proctor (AP) expressed concern about the use of public funds to support ailing businesses and highlighted the challenges in applying criteria to funding requests. He expressed support for providing advice but not funding. This view was supported by John Griffiths (JG).</p> <p>CS proposed bringing further details back to the October board meeting.</p> <p>JW agreed that this was a difficult area but that the LEP had supported businesses in the past who faced short term issues.</p> <p>AP agreed that the funding could be used to provide further capacity to support companies.</p> <p>DE suggested that the proposed criteria for funding applications be brought to the next board meeting.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To receive details of the funding criteria at the October board meeting 	
11	Working Agreement with the Cambridge and Peterborough Combined Authority	
	<p>CS presented the paper and the agreement which had been drafted by CPCA.</p> <p>DE asked whether the agreement could be amended and asked for the inclusion of the development of the East-West Rail link to Ipswich.</p> <p>JG suggested it was reviewed by the Economic Development Officers to update the agreement to include local developments.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To approve the agreement subject to the above amendments 	
12	Chief Executive's Report	
	<p>CS asked for questions from the board on the report.</p> <p>He updated the board on Kwasi Kwateng's visit to Lowestoft and confirmed that he had raised the issue of the impact of wind farms on Suffolk coastal villages.</p>	

<p>CS reviewed Appendix A which requested approval of the investment in the Anglia Capital Group by New Anglia Capital which is a reallocation of existing funds.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
<p>13 September Programme Performance Reports including Dashboards</p>	
<p>Rosanne Wijnberg (RW) reviewed the reports for September and highlighted key areas.</p> <p>RW noted that excellent progress has been made in catching up on the underspend from last year.</p> <p>Nikos Savvas (NS) noted that the target for providing homes was 2026 and asked how the shortfall would be met. CS noted this target was in line with those set by local authorities and the LEP would work with them to support them meeting the targets.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the contents of the report 	
<p>14 Board Forward Plan</p>	
<p>CS reviewed the Forward Plan and asked for requests for additional items.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the plan 	
<p>15</p>	<p>Any Other Business</p> <p>Johnathan Reynolds (JR) asked when the action plan for targeting CO2 reduction will be produced.</p> <p>ACTION: Action plan to be added to the forward plan - HW</p> <p>DK asked for details of the various funding streams detailing when each pot will run out.</p> <p>ACTION: Details of funding stream and their relative timescales to be produced - CD</p>

Next meeting:

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

Venue: The Main Auditorium, The Carnegie, Cage Lane, Thetford, IP24 2EA