

New Anglia Board Meeting Minutes (Unconfirmed) 25th March 2020

Present:

David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
John Griffiths (JG)	West Suffolk Council
Matthew Hicks (MH)	Suffolk County Council
Pete Joyner (PJ)	Shorthose Russell
Helen Langton (HL)	University of Suffolk
Dominic Keen (DK)	Britbots
Steve Oliver (SO)	MLM
Corrienne Peasgood (CP)	Norwich City College
Andrew Proctor (AP)	Norfolk County Council
Johnathan Reynolds (JR)	Opergy
Sandy Ruddock (SR)	Scarlett & Mustard
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts

Attendees

Paul Claussen (PC)	Breckland District Council
Jai Raithatha (JR)	Suffolk County Council
Vince Muspratt (VM)	Norfolk County Council
Shan Lloyd (SL)	BEIS
Chris Starkie (CS)	New Anglia LEP
Rosanne Wijnberg (RW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP

Actions from the meeting: (25.03.20)	
COVID-19 Impact on the LEP and the Local Economy Arrange a one hour teleconference in April for an update on the current crisis	HW
LEP Operating Budget 2020/21 To investigate the LEP's responsibilities with regards to payment of the apprenticeship levy	RW
1	Welcome from the Chair
Doug Field (DF) welcomed everyone to the meeting and welcomed Paul Claussen who was deputising for Sam Chapman-Allen.	
2	Apologies
Apologies were received from Lindsey Rix, Claire Cullens and Sam Chapman-Allen.	
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
The minutes were accepted as a true record of the meeting held on 26 th February 2020.	
<i>Actions</i> Chris Starkie (CS) confirmed that the paper on the Freeports consultation was included in the board papers and that letters of thanks to staff retiring from the LEP had been completed.	
5	COVID-19 Impact on the LEP and the Local Economy
CS presented the paper to the board and provided detail on the main strands of work being carried out by the LEP.	
LEP Internal processes – staff are working from home, the leadership team are holding daily teleconferences, leadership responsibilities have been amended as required to ensure focus and team members are in daily contact with their manages.	
Growth Hub – This is being promoted as the key support for businesses as preferred by Government. Daily updates are received on sources of funding and Governmental advice which are being transposed into scripts by the Communications team. Work is ongoing to source additional staff as call numbers increase. Initial calls will go through a triage system where an advisor will call back as required.	
Norfolk Economy Cell – CS is chairing the Economy Cell of the Norfolk response to the emergency which contains 8 workstreams supported by LEP and Local Authority staff along with other key partners. Discussions are ongoing to provide similar support to Suffolk.	
CS confirmed that the workstreams identified are:	
<ul style="list-style-type: none"> • Business Support – support with loan applications, liaising with banks etc and advising on funding sources • Business Intelligence – reports are being submitted weekly with ad hoc intelligence provided where needed. This stream is also assisting in identifying gaps in support and funding • Local Funding – reviewing current programmes to identify what funds can be rediverted and coordinating local funding to ensure it achieves maximum impact • Government Response Funding – Developing a local script to ensure consistent messaging and identifying gaps in delivery • Workforce – identifying workforce gaps and challenges across the sectors. • PPE – Coordinating demand and supply and working with large scale manufacturers to speed up production and distribution 	

	<ul style="list-style-type: none"> • Sectors and Supply Chain – Identifying strategically important sectors and those worst affected • Economic Impact – Ascertaining long term impacts and identifying where further intervention will be required <p>The Board discussed the unprecedented situation and the impacts it is having on the businesses and economy of Norfolk and Suffolk and provided examples based on their own experiences and contact with businesses.</p> <p>CS provided further comment on the points raised by board members. He agreed that the size of the tourism sector within the two counties meant that that it needs to be considered a priority as are food and medical supplies.</p> <p>CS noted that £4m remains unallocated from the Growth Deal which will provide limited support to businesses and that the LEP network has submitted a bid for £2b to Government. CS confirmed that the LEP is in daily contact with both chambers and the FSB to work on providing consistent, clear messaging across both counties.</p> <p>It was suggested that, as there is no scheduled April board meeting, a teleconference should be held to provide the board with an update on the rapidly changing situation.</p> <p>The Board agreed: To note the content of the report To hold a one hour teleconference in April to receive an update</p> <p>ACTION: Schedule an April teleconference to provide an update on the COVID-19 crisis</p>	HW
6	LEP Delivery Plan	
	<p>Rosanne Wijnberg (RW) presented the new LEP delivery plan for 20/21 which provides an outline of the main objectives, initiatives and targets of the LEP over the coming 12 months and asked for approval in principle for the plan from the Board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To approve the Delivery Plan and delegate to the LEP chief executive authority to make minor changes necessary ahead of publication on 1 May 2020 	
7	LEP Operating Budget	
	<p>RW presented the operating budget for the LEP for 2020/21 financial year noting that it reflected the running costs the LEP operation. The capital budget will follow in May.</p> <p>RW highlighted key changes and noted that the budget sees an increase in operating income of 34% and expenditure of around 33% compared with 20/21 reflecting the LEP's additional responsibilities including the Innovative Projects Fund and the ERDF Growth Through Innovation programme.</p> <p>RW confirmed that salaries are the highest element of spend and that amount is not envisaged to change however staff would be redeployed to support current circumstances.</p> <p>Johnathan Reynolds (JR) queried whether the LEP now needs to contribute to the apprenticeship levy as it is over the threshold of £3m. RW agreed and confirmed to investigate this issue.</p> <p>ACTION RW to investigate the LEP's responsibilities with regards to payment of the apprenticeship levy.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	RW

	<ul style="list-style-type: none"> To approve the operating budget for 2020/21 	
8	Governance	
	<p>RW presented the changes to the LEP's Assurance Framework, Scheme of Delegation and Accountable Body Agreement which have been updated to ensure they are in line with newly published Government guidance and that all the information contained in them is accurate and up to date.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To approve: <ul style="list-style-type: none"> The 2020 Local Assurance Framework The Scheme of Delegation The Accountable Body Agreement 	
9	Freeports Consultation	
	<p>CS presented the paper providing an update on the Freeports consultation as requested at the February Board meeting.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
10	EU Exit Transition	
	<p>CS presented the paper which provides an update on activities during the transition period, intelligence from the Norfolk and Suffolk business community and sets out a light touch delivery plan against the key recommendations agreed at the January Board meeting.</p> <p>It was noted that the COVID-19 crisis was likely to have an impact on Brexit planning and negotiations.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
9	Election of Deputy Chair	
	<p>CS advised that one nomination has been received for the post of deputy chair which had been proposed and seconded in accordance with the LEP's policy and invited the Board to ratify the appointment of Jeanette Wheeler as deputy chair of New Anglia LEP.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To ratify the appointment of Jeanette Wheeler as deputy chair of New Anglia Local Enterprise Partnership on a three year term 	
11	Chief Executive's Report	
	<p>CS noted some of the highlights of the report and asked for questions from the board.</p> <p>CS confirmed that the funding application to extend the Business Growth Programme has now been approved in principle by MHCLG. In the current circumstances formal sign off of the contract will take longer than usual however this approval in principle does provides the LEP with the reassurance needed to continue the implementation of the extension.</p> <p>Innovative Projects Fund – CS noted that some projects are not proceeding due to the current restrictions and the team are investigating how those funds can be reallocated.</p> <p>Planning is underway for an emergency fund for businesses impacted by the Covid-19 crisis and details will be submitted to board members for approval by written procedures to ensure this is launched as quickly as possible.</p> <p>CS confirmed that board recruitment is continuing with applications received from a number of quality applicants. Virtual interviews will be held in April.</p>	

	<p>Steve Oliver (SO) asked whether the repayment profile for the Winerack project would be impacted by the current situation which will have implications for the housing market. RW confirmed that the first payments had been received on time and future scheduled payment dates would be monitored with options for a revised plan drawn up if required.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	
12	March Programme Performance Reports	
	<p>RW reviewed the reports for March and asked for questions.</p> <p>RW confirmed that the work of the Enterprise Advisor Network is currently on hold therefore staff will be redeployed.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the reports 	
13	Board Forward Plan	
	<p>It was agreed that the emergency fund for businesses will be signed off via written procedures and that a teleconference would be arranged in order to receive an update on the COVID-19 crisis.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the plan • To receive a paper on the proposed business emergency fund for approval by written procedures 	
14	<p>Any Other Business</p> <p>None</p>	