

New Anglia Board Meeting Minutes (Confirmed) 21st July 2020

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
C-J Green (CJG)	Brave Goose
John Griffiths (JG)	West Suffolk Council
Matthew Hicks (MH)	Suffolk County Council
Pete Joyner (PJ)	Shorthose Russell
Dominic Keen (DK)	Britbots
Steve Oliver (SO)	MLM Group
Corrienne Peasgood (CP)	Norwich City College
Andrew Proctor (AP)	Norfolk County Council
Johnathan Reynolds (JR)	Opergy
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

Attendees

Louise Aynsley (LA)	S151 Officer, Suffolk County Council
Vince Muspratt (VM)	Norfolk County Council
Shan Lloyd (SL)	BEIS
Julian Munson (JM)	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: (23.06.20)	
None	
1	Welcome from the Chair
Doug Field (DF) welcomed everyone to the meeting.	
2	Apologies
Apologies were received from Sandy Ruddock and Helen Langton.	
3	Declarations of Interest
None	
Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board .	
4	Minutes of the last meeting
The minutes were accepted as a true record of the meeting held on 23 rd June 2020.	
Chris Starkie (CS) reviewed the actions from the last Board meeting and confirmed that all actions from the last meeting had been completed.	
5	LEP Response to COVID-19
CS presented the paper to the board noting that this is will be the last paper where the Covid-19 response is provided separately and in future it will be incorporated into the Chief Executive's Report.	
Key items were highlighted to the board.	
Getting Building Fund - CS provided an update on the submission to the detailing New Anglia's allocation of £32.1m.	
R&R: The fund has been very successful with £1.3m awarded covering a wide range of businesses and a healthy pipeline in place.	
Workforce: Work has been ongoing to understand the range of schemes available and a script will be produced for businesses to use. An initial meeting has been held with key partners and a Job Support programme is being established. Work is also being carried out to identify and engage with companies with large numbers of staff on furlough and which are at risk of making redundancies.	
PPE: the database has been expanded to include cleaning products and other support for businesses opening up and BEIS is now referring businesses to the database.	
Peer to Peer: BEIS are progressing this project and have asked for numbers of companies being invited. New Anglia will be engaging with 250-300 businesses.	
The Board agreed:	
<ul style="list-style-type: none"> To note the content of the report 	
6	Visitor Economy Recovery Plan
Julian Munson (JM) presented the paper highlighting the impact the pandemic is currently having and is predicted to have in the future and provided an overview of the process which has been carried out to produce the plan.	
The work has been carried out in collaboration with partners and provides a strategic approach which promotes all areas of the region not just the more well known coastal areas.	
The improved and increased use of innovation and technology were also highlighted as they will be used to better effect to target potential visitors to the region.	

	<p>Claire Cullens (CC) noted that improved transport links were vital to encouraging more tourists. JM confirmed that this was a 6 month plan which could not address large scale infrastructure projects but that the importance of this was noted and was continuing to be promoted as key.</p> <p>Pete Joyner (PJ) highlighted the LEP's success in bringing the key partners together to produce the plan. He noted that support for businesses was important but that the LEP should also be ambitious in its aims in projects which will attract tourists to the region.</p> <p>Matthew Hicks (MH) asked if the DMOs had approved the plan. JM confirmed that they had all been involved in its compilation and signed off but that promotion was key to its success.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To approve the Visitor Economy Recovery Plan 	
7	Large Company Grant Scheme: CONFIDENTIAL	
8	Apprenticeship Levy Transfer Scheme	
	<p>CS provided the board with an update on the Apprenticeship Levy Transfer scheme which has been operating since December 2019 and informed them that, to date, 37 transfers have taken place to date, with a further 11 in the pipeline pending recruitment with a total monetary value of over £300k.</p> <p>The Board was advised that the pandemic has significantly reduced the numbers of apprenticeships available and there are concerns that some of those on furlough will be made redundant. The coordinator will therefore also be supporting redundant/at risk apprentices and working with stakeholders to rebuild apprenticeship numbers and advocate their value to the business community.</p> <p>DF noted that the Coop had transferred some of its Apprenticeship Levy to the Scheme. Corrienne Peasgood (CP) backed the support being given to apprentices facing redundancy and CC asked board colleagues for their support in transferring any unused levy to the scheme.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	
9	Continuing Business	
	<p>Rosanne Wijnberg (RW) presented the report and highlighted key issues specifically noting that the pandemic has impacted on issuing offer letters to recipients from the Innovative Projects Fund but most projects are still progressing and, given that this is a New Anglia fund there is no set deadline.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	
9	Capital Budget – Confidential	

9	July Performance Reports
	<p>RW presented the July Project Performance Reports.</p> <p>The meeting was advised that the New Anglia Capital report has been postponed as work is still ongoing on the review of its investments to assess the impact of the pandemic on performance.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report
10	Management Accounts
	<p>RW presented details of Q1 2020 and highlighted key areas.</p> <p>It was noted that that 1/3 of the grant income had been delayed following the change in the allocation process and was expected in September.</p> <p>Recharges are down as less money has been spent on events.</p> <p>Wages & salaries are below budget as there are some vacancies and Keith Spanton has not been replaced on a like for like basis.</p> <p>Motor expense & room hire costs are down. Some of these are part of core operations and some are for programmes which will be reflected in a corresponding reduction in income.</p> <p>General expenses have been allocated across the year but some invoices have been received during Q1 such as LEP Network membership.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report
11	Board Forward Plan
	<p>CS noted the August meeting had been booked which would have a reduced agenda to include the 19/20 Accounts and a Chief Executive's report which would now include the Covid-10 update.</p> <p>DF noted that planning had begun on the AGM which would be held virtually.</p> <p>CS asked for any requests for board items to be submitted to him.</p> <p>JR asked whether Brexit would be included as a separate item. CS confirmed that this will be included in the Chief Executive's report unless key issues arose.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the plan
12	Any Other Business
	<p>JR noted that the roundtable session with Nadim Zahawi was very positive and New Anglia had once again been able to table questions which were addressed by the Minister.</p>