


**ESSEX BUSINESS BOARD: Minutes of meeting 24<sup>th</sup> September 2018**  
**6pm – 8pm**  
**Room MAB-101 Lord Ashcroft Building**  
**Anglia Ruskin University**

Present: David Rayner (Chair), Birkett Long LLP  
David Rooke, Invest Essex  
Joel John, Essex County Council  
George Keiffer, Haven Gateway Partnership  
Jemma Little, Haven Gateway Partnership  
David Burch, Essex Chambers of Commerce  
Fiona Bodle, Anglia Ruskin University  
Cllr Graham Butland, Braintree District Council  
Mark Carroll, Essex County Council  
Adam Bryan, Essex County Council  
Vanessa Cuthill, University of Essex  
Stuart James, Wilkin & Sons  
Georgia Searle, BEST Growth Hub  
Haydon Yates, West Essex Alliance  
Cllr Mohindra, Essex County Council

In attendance: Dawn Redpath, Essex County Council  
Ian Lewis, Opportunity South Essex

	<b>Item</b>	<b>Notes:</b>
1.	Welcome and Introductions (Chair)	David Raynor (DR) welcomed everyone to the meeting. Apologies were received from Dominic Collins, Andrew Camplin, Mike Gilbert, Cllr Whitbread, Donna Hurlock and Michael Beard
2.	Declarations of Interest (Chair)	Item 8b, c - George Keiffer (GK) Item 8b - Vanessa Cuthill (VC) (LGF bid ARU application)
3.	Public Health England – Move to Harlow Michael Beard	Postponed <b>ACTION</b> – (Dominique Keogh) DK to invite Michael to December Meeting
4.	BEST Growth Hub Georgia Searle	Georgia Searle (GS) delivered the attached presentation to the Board, noting it provides an update and follow on from the presentation last year.  BEST Growth Hub

		<p>Presentation highlighted the successful progress to date of the Core Growth Hub and the Enhanced Growth Hub - South East Business Boost (SEBB) which launched in 2016.</p> <p>Current activity includes the launch of the North Essex Strategy to provide better engagement in the area – with individual events running across the 4 districts.</p> <p>GS would be happy to take guidance from the group as to any other events they could support – the attached is not an exhaustive list.</p> <p>The Scale Up Plan was reviewed – currently supporting 18 businesses.</p> <p>GS ask of the Board is to help/support in growing businesses across Essex</p> <p><b>ACTION</b> – Board members to contact GS if they can assist</p> <p>Next BEST Steering Group meeting 27<sup>th</sup> Nov – need ongoing representation from EBB.</p> <p>DR will attend next one but looking for representatives from the Board going forward.</p> <p><b>ACTION</b> - Board Rep to nominate a substitute if DR can't make the Steering Group. Imperative that EBB is represented.</p> <p>Haydon Yates (HY) – proposed contacting West Essex for enhanced Hub activity– GS will discuss with HY</p> <p>GK – asked what sectors the scale up businesses are in? GS to provide next time</p> <p>GK - Is there engagement with HEs? GS stated there is a referral network which brings together all Business Support providers and HEs represented on this group. Newly recruited Partnership Coordinator role will further develop this.</p> <p>Mark Carroll (MC) – highlighted that Scaling Up is critical for Essex, moving Micro to Small and Small to Medium. Understanding how these are targeted would be useful for the Essex Story. GS will explore and provide next time.</p> <p>Adam Bryan (AB) – noted that it's important to get the reporting right to BEIS. Need to tell Gov the best bits, where extra resource is needed etc. The issue is Global reporting as the BEST Growth Hubs framework is different to others.</p>
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5.	Minutes of previous meeting and matters arising	Minutes approved. No outstanding actions
6.	SELEP Update Adam Bryan	<p>AB informed the group of the successful Skills Strategy launch on 21<sup>st</sup> Sept, which had over 70 attendees.</p> <p>5 New roles all within SELEP have now been appointed, those announced include Yvonne Bambridge, new Growth Hub lead and Samantha Grant, new Governance Officer.</p> <p>LGF3b – launched and needs to be spent by March 2021.</p> <p>Sector Support Fund – new revenue fund to help support projects across the SELEP area. SELEP were keen to invest and create the fund to support businesses rather than keep inhouse, as some LEPs have done.</p> <p>Tri-LEP Energy Strategy – asked Siemens for more work, final report is now pushed back to Dec 2018. Will seek EBBs approval.</p> <p>SEP – AB gave a quick summary of the Plan’s development to date: appointed consultants which didn’t work out, Georgia Button took over but has now left SELEP, which resulted in Ross Gill from SQL being appointed to work up the evidence base and provide first substantive draft. This is due mid-October and will be brought to EBB for review later in the year.</p> <p>DR – on Tri-LEP Energy Strategy, DR been involved in discussions as property experts and will continue to support.</p> <p>DR highlighted to the Board that SELEPs Investment Board now has 2 further members and if the Board wished to comment on this, they can.</p>
7.	LEP Review: Summary Position for Discussion	<p><b>SELEP Update Position</b></p> <p>AB commented that LEPs across the Country are generally welcoming of the review but should be mindful of content of the report. Priority 1 of Gov is strengthening LEPs as strong custodians, to be transparent and remove overlaps. Some LEPs will become untenable because of this.</p> <p>SELEP specifically have had many discussions across the area with most parties either supportive</p>

		<p>of SELEP as is or supportive to remain as close to the current set up as possible. On that basis, SELEP will be submitting no change in Geography to Gov.</p> <p>Paper will come to EBB next week – highlights include what is currently delivered, end of year reports etc, issues to address and so on. Proposing the SELEP Board composition has upper limit 20 members plus 5 co-optees. Need further work to understand the impact of this. Paper will also consider alternative options if Gov reject proposals.</p> <p>AB confirmed, based on all the above, they will submit to retain a ‘no change’ position.</p> <p>53% business representation is seen as a fairly balanced board.</p> <p>GK – affirmed ABs comments in that Gov states geography is not a problem in the SELEP, Gov is sold on the Board composition of 20 members, the notion of 5 co-opted members would come after. GK noted that EBB must retain federated structure. Gov are focussed on mergers looking at reducing 30 plus LEPs by a third – Board must rally behind</p> <p><b>EBB discussion paper</b>  Dawn Redpath (DawnR) – noted that the paper issued for discussion asks members to take a view on the changes to governance outlined within the review in advance of and separately to the decision on geography.</p> <p>DR requested that the Board decide on the areas of overlap. Currently Uttlesford and Lewes sit between 2 LEPs.</p> <p>In advance of the meeting, an e-mail was circulated to members from Stephen Jones from the Cities and Local Growth Unit which stipulated certain elements of the review relating to governance were resolute. MC asked the board to consider the implications of the e-mail on the federated board structure. DR felt that the content of the e-mail had no implications and therefore it was not necessary that the Board discuss.</p> <p>The board briefly discussed the interplay between the question of geography and governance, specifically whether or not the requirements on changes to governance detailed within the review</p>
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		point return to both the questions about geography and governance.
8.	EBB Approvals	<p>a) LGF3 Capital Programme Update JJ provided a summary of the status of the LGF supported programme and proposed GPF programme. £590.8m Local Growth Funding been secured by SELEP, of this £86.527m has been awarded to Essex. £8.3m remains unallocated. 22 projects allocated, and JJ highlighted that only one has a red RAG status - Beaulieu Park Station, which has a major funding shortfall. LGF funds may need to be reallocated if agreement can't be reached for funding to be spent after 2021. Currently looking at new avenue of funding.</p> <p>b) LGF3b EOI Proposals for Approval Call went out in summer, 109 EOI received. Came through federated board route and sifting took place 13<sup>th</sup> Sept with SDG and IGF. 13 identified to go to next stage, in total ask is £34m. Strong list and VfM shown.</p> <p>Asking Board to endorse the list – then will seek project leads to produce Strategic Outline Business Cases, to be submitted to SELEP. Projects range from transport, non-transport and skills projects. Most considered eligible to go to next stage. <b>EBB Agreed</b> to endorse the 13 projects forward.</p> <p>c) Sector Support Fund Proposal JL outlined the North Essex Energy Groups SSF proposal. Project is looking to assist the energy sector and take advantage of the growth of the sector and opportunities. Project seeks to address energy sector across the whole LEP area and work with SMEs to raise awareness of opportunities. Including mapping and contacting companies, with potential to join supply chain. £70k budget for works to help build capacity in the sector.</p> <p><b>EBB Agreed</b> to endorse the project going forward.</p>
9.	AOB  Date of next EBB meeting: 3 <sup>rd</sup> Dec 6pm – 8pm	<p>a) Representation from EBB at Epping Forest District Council The Board received an invitation from EFDC to attend an Overview &amp; Scrutiny Committee meeting in April 2019 with SELEP reps to report on the LEPs progress.</p>

		<p>Cllr GM suggested SELEP should attend with DR as Chair of EBB. DR will come back to the group once considered.</p> <p><b>ACTION</b> – DR to respond to invitation</p> <p>b) Aligning membership with OSE  Board were asked to consider their alignment with OSE. A number of members of EBB attend both boards. Board agreed this should continue but that there should be similar exchange at officer level and Dawn R / Dominic Collins attend OSE and Ian Lewis attend EBB</p> <p><b>ACTION – EBB <u>Agreed</u></b> the officer attendance as above.</p> <p>c) Board <b><u>Agreed</u></b> that an additional meeting (or written procedure process) was needed before Decembers meeting to further discuss the LEP review and Boards position.</p> <p><b>ACTION</b> – DK to arrange with Chair and send out.</p> <p>d) David Rooke – raised the Science and Innovation Audit and enquired if the Board had received any feedback. Board noted nothing received. David R commented that BEIS had issued stocktake and require feedback by the end of the week.  JJ informed the Board he had received notification this week and will pick up.</p> <p><b>ACTION</b> – JJ to discuss with Rob Singh and David Rooke.</p>
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