**Minutes of Strategic Board: 2nd October 2020**

**Attendees**

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| Chris Brodie | Chair |
| Sarah Dance | Deputy Chair |
| Adam Bryan | CEO |
| Aideen Sadler | Opportunity South Essex |
| Ana Christie | Team East Sussex |
| Angela O’Donoghue | Further Education representative |
| Carol Ford | Kent and Medway Economic Partnership |
| Claire Lewis | Success Essex |
| Clive Soper | Team East Sussex |
| Cllr David Finch | Essex County Council |
| Cllr David Monk | Kent District/Borough/City Councils representative |
| Cllr Graham Butland | Essex District/Borough/City Councils representative |
| Cllr Rodney Chambers | Medway Council |
| Cllr Roger Gough | Kent County Council |
| Cllr Ron Woodley | Southend Borough Council |
| Graham Peters | Team East Sussex |
| Liz Gibney | Kent and Medway Economic Partnership |
| Perry Glading | Opportunity South Essex |
| David Milham | Kent and Medway Economic Partnership |
| Prof Karen Cox | Higher Education Representative |
| Miles Adcock | Success Essex |
| Penny Shimmin | Social Enterprise Representative |
| Cllr Ann Newton | Wealden District Council |
| Geoff Miles | Kent and Medway Economic Partnership |

Apologies: Cllr Gledhill, Cllr Glazier, Matthew Arnold, Jo James

**Other attendees:**

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| Alex Riley | SELEP Secretariat | Katherine Wyatt | SELEP Secretariat |
| Amy Bernardo | Essex County Council | Lee Burchill | Kent County Council |
| Amy Ferraro | SELEP Secretariat | Lorna Norris | Essex County Council |
| Brian Horton | SELEP Secretariat | Louise Aitken | SELEP Secretariat |
| Carole Barron | University of Kent | Nick Churchill | Canterbury City Council |
| Charlotte Moody | Essex County Council | Peter Shakespear | Essex County Council |
| Dave Evans | East Sussex County Council | Rhiannon Mort | SELEP Secretariat |
| Ellie Clow | SELEP Secretariat | Richard Longman | Thames Valley Gateway Partnership |
| Emma Cooney | Southend Borough Council | Robert Singh | University of Essex |
| Faz Osborn | CLGU | Sarah Nurden | Kent and Medway Economic Partnership |
| Helen Dyer | SELEP Secretariat | Sharon Spicer | SELEP Secretariat |
| Helen Russell | SELEP Secretariat | Stephanie Mitchener | Essex County Council |
| Howard Davies | SELEP Secretariat | Stephen Taylor | Thurrock Council |
| Iain McNab | CLGU | Suzanne Bennett | SELEP Secretariat |
| Ian Lewis | Opportunity South Essex | Tristan Smith | Essex County Council |
| Iwona Bainbridge-Dyer | SELEP Secretariat | Vimbai Foroma |  |
| Jo Simmons | SELEP Secretariat | Vivien Prigg | SELEP Secretariat |
| Joanne Cable | Medway Council | Zoe Gordon | SELEP Secretariat |

***This meeting was held as video conference and a recording can be found*** [***by clicking here***](https://www.southeastlep.com/meetings/strategic-board-2nd-october-2020/)***; the timestamp of the start of the discussion for each item is indicated in brackets.***

# Welcome and introduction

## Chris Brodie welcomed the Board to the virtual meeting.

# Minutes of last meeting, declarations of interest, matters arising (0’18” timestamp on video)

## The Board **agreed** the minutes of the last meeting.

## Sarah Dance declared an interest in relation to the SELEP budget as a remunerated Deputy Chair, and she is currently working with Turners contemporary on England’s Creative Coast which is an SSF project.

## Chris Brodie also declared an interest in relation to the SELEP budget as a remunerated Chair.

## Adam Bryan informed the Board that last week the LEP underwent a Mid-Year Review with the Cities and Local Growth Unit, generally a really positive meeting. There is no formal assessment made as part of the Mid Year Review but feedback was positive.

# Recommendations for the COVID-19 Business Support Fund (4’10” timestamp on video)

## Jo Simmons presented a PowerPoint presentation to the Board.

## There were some general points raised around the importance of the Growth Hubs, the amount of money available and the timing of this funding, particularly regarding

## The Board **agreed** to the principles for the focus, process and criteria for the £2.4 million Business Support Fund as set out in the report, taking into consideration comments raised around timing and metrics.

## The Board noted that the Accountability Board will be required to approve:

### the proposed procurement approach;

### the award of funding with consideration of value for money; and

### delegation of decision making to SELEP’s Chief Executive Officer in respect of delivery of the programme, including the award of contract, within the £2.4m COVID-19 Business Support Fund.

# LGF spend beyond the Growth Deal (35’30” timestamp on video)

## Rhiannon Mort explained the current status of LGF as detailed in the report.

## The Board **agreed** LGF spend beyond the 30 September 2021, noting the risks as detailed in the report, for the following five projects, subject to Chris Brodie and Sarah Dance being satisfied that our reputation for delivery is maintained and an Accountability Board decision:

### Eastbourne and South Wealden Walking and Cycling LSTF package;

### Hastings and Bexhill Movement and Access Package;

### Eastbourne Town Centre LSTF Access and Improvement Package;

### A28 Sturry Link Road; and

### Innovation Park Medway Phase 2.

# Capital Project Pipelines (52’03” timestamp on video)

## Rhiannon Mort explained to the Board the situation of funding being returned to the pot, as detailed in the report.

## The Board **agreed** that the LGF pipeline should be made up of current LGF projects that now have a funding gap. Strategic Board will prioritise the pipeline at an additional meeting to be held on 11 December 2020.

## The Board **approve** the allocation of any uncommitted LGF at the end of 2020/21 to the Growing Places Fund pot. The value of this funding swap will be considered and approved by the Accountability Board at its last meeting in Q4 2020/21.

## The Board **agreed** a grace period for Federated Boards to consider their GBF projects and recommend any amendments. The period will end on 11 December 2020. This grace period is pending confirmation from Central Government that it will be possible, under the grant conditions, to make changes to the list of projects to be funded by GBF.

# Delivery Plan 2020/21 (1h 03’09” timestamp on video)

## Suzanne Bennett explained the delay to the Delivery Plan due to COVID-19.

## The Board **approved** the adoption of the Delivery Plan 2020/21 (Appendix A) for the remainder of this financial year; and

## The Board **did not approve** the adoption of an operating principle of recouping the cost and offsetting the resourcing impacts for managing grant funded programmes at this time. This will be reconsidered and a detailed report will be presented to the Board at a future point, following deliberation by the relevant working group.

# SELEP Statement of Account 2019/20 (1h 13’50” timestamp on video)

## Lorna Norris summarised the financial position of the previous year, as detailed in the report.

## The Board **confirmed** that they had considered the Statements of Accounts 2019/20.

# Sector Support Fund (1h 21’05” timestamp on video)

## Adam Bryan explained to the Board the key priorities of this project, including re-building confidence and demand in the visitor economy and recovery from COVID-19.

## The Board **endorsed** the Re-Building Confidence and Demand in the Visitor Economy (£200,000) project, which has been assessed as meeting the SSF eligibility criteria for funding, subject to confirmation of endorsement from the sponsoring SELEP Federated Board

# Governance and Policy Decisions (1h 20’10” timestamp on video)

## Suzanne Bennett explained to the Board that the changes presented today do not present significant changes, but include the GBF and include more general language.

## The Board **approved** the adoption of the Assurance Framework 2020 as at Appendix A;

## The Board **approved** the inclusion of SELEP Ltd as a party to the future GBF funding agreements with final approval delegated to the Chief Executive Officer (CEO) and Chief Operating Officer (COO); and

## The Board **appointed** Ana Christie and Clive Soper to act jointly as the SELEP SME Business Champions on the Board for a period of two years.

# AOB and close (1h 30’05” timestamp on video)

## There will be a questionnaire developed for Directors regarding effectiveness of the Board.

## There was a general discussion around the effects of no-deal Brexit, particularly for Kent, and the importance of the LEP engaging with this matter.