

Minutes of Strategic Board: 10 Dec 2021

Attendees

Chris Brodie	Chair
Sarah Dance	Deputy Chair
Adam Bryan	CEO
David Sheppard	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 Graham Butland	Essex District/Borough/City Councils representative
Cllr Lesley Wagland	Essex County Council
Cllr Mark Coxshall	Thurrock Council
Cllr Rodney Chambers	Medway Council
Cllr Ron Woodley	Southend Borough Council
Cllr Rupert Simmons	East Sussex County Council
Cllr Trevor Bartlett	Kent District/Borough/City Councils representative
Geoff Miles	Kent and Medway Economic Partnership
Graham Peters	Team East Sussex
Jo James	Kent and Medway Economic Partnership
Liz Gibney	Kent and Medway Economic Partnership
Perry Glading	Opportunity South Essex
Matthew Arnold	Kent and Medway Economic Partnership
Miles Adcock	Success Essex
Prof Karen Cox	Higher Education Representative

Apologies: Cllr Keith Glazier (substituted by Cllr Rupert Simmons), Ana Christie (substituted by David Sheppard), Cllr Kevin Bentley (substituted by Cllr Lesley Wagland), Cllr Roger Gough, Penny Shimmin, Aideen Sadler

Other attendees:

Alex Riley	SELEP Secretariat	Lorna Norris	Essex County Council
Amy Bernardo	Essex County Council	Louise Aitken	SELEP Secretariat
Amy Ferraro	SELEP Secretariat	Michael Neumann	Essex County Council
Brian Horton	SELEP Secretariat	Paul Chapman	Essex County Council
Claudia McKibbin	Essex County Council	Richard Dawson	East Sussex County Council
Dave Evans	East Sussex County Council	Richard Longman	Greater North Kent
Ellie Clow	SELEP Secretariat	Robert Willis	Essex County Council
Emma Lindsell	Southend Borough Council	Sarah Nurden	KMEP
Esme Yuill	Transport East	Sharon Spicer	SELEP Secretariat
Helen Dyer	SELEP Secretariat	Stephanie Ennis	Essex Legal Services
Helen Russell	SELEP Secretariat	Stephanie Mitchener	Essex County Council (S151)
Howard Davies	SELEP Secretariat	Stephen Taylor	Thurrock Council
Ian Lewis	Opportunity South Essex	Sunny Ee	Medway Council
Iwona Bainbridge	SELEP Secretariat	Suzanne Bennett	SELEP Secretariat
Jessica Jagpal	Medway Council	Vivien Prigg	SELEP Secretariat
Jo Simmons	SELEP Secretariat		

This meeting was held as video conference and a recording can be found [by clicking here](#); the timestamp of the start of the discussion for each item is indicated in brackets.

Item 1: Welcome and introduction

1.1. Chris Brodie welcomed the Board to the meeting and asked them to introduce themselves individually.

Item 2: Minutes of last meeting, declarations of interest, matters arising (6'10" timestamp on video)

2.1. Chris Brodie gave an update to the Board regarding the LEP Review.

2.2. The Board agreed the minutes of the last meeting.

2.3. The following interests were declared:

2.4. Clive Soper has updated his interests to include land at Polegate and is a Director of Aylesham and District Bid Ltd.

2.5. Adam Bryan informed the Board that the following decisions were successfully taken by written procedure, following the loss of quorum at the last meeting:

- i) the Board has endorsed the revised GPF repayment mechanism outlined in the report for the Centre for Advanced Engineering project, subject to Accountability Board approval in November 2021; and
- ii) the Board has endorsed the request to extend the delivery timetable end date for the SELEP Creative Open Workspace Master Plan and Prospectus project from July 2021 until March 2022.

2.6. Chris Brodie thanked Geoff Miles for his considerable contribution to the SELEP since its conception and for his personal support, professionalism, and skills.

2.7. Chris Brodie thanked Suzanne Bennett for her many years of invaluable work with the LEP and wished her well in her new role.

Item 3: Evolution of SELEP for 2022/23 (19'32")

3.1. Adam Bryan presented to the Board.

3.2. The Board noted the work underway to move SELEP to an effective operating model for the 2022/23 financial year and noted that a more detailed Delivery Plan will be provided to the Board for its consideration at the March 2022 meeting.

3.3. The Board noted the summary line to take for conversations with partner organisations as follows:

SELEP is currently working to refine its strategic focus for the 2022/23 financial year and to build on its strong record of delivery while proactively responding to the requirements of the area's economy and the direction offered from Government post the resolution of the LEP Review.

There is an active process underway to streamline the operation of SELEP within a tighter funding envelope and to maximise its impact across a smaller and more regionally focused sets of activities. Please contact the SELEP CEO, Adam Bryan, if you wish to discuss the next step in the evolution of SELEP.

3.4. The Board agreed that there are no specific areas of focus for financial year 2022/23 to be considered by the organisations and groups nominating the co-opted Board members for the year and those groups should be asked to put forward their nominations now.

Item 4: Assurance Framework & Policy Updates (34'32")

4.1. Suzanne Bennett presented to the Board.

- 4.2. The Board agreed the updated Local Assurance Framework.
- 4.3. The Board agreed the new Expenses Policy.
- 4.4. The Board agreed the new Hospitality Policy.
- 4.5. The Board agreed the updated Recruitment Policy.
- 4.6. The Board agreed to the exemptions to policy regarding the appointment of private Directors. These exemptions will be in place for appointments made before 31 March 2022.

Item 5: Succession Planning (38'48")

Chris Brodie was placed into a virtual waiting room for the discussion relating to the Chair appointment.

Sarah Dance chaired this section.

- 5.1. Suzanne Bennett presented to the Board.
- 5.2. The Board agreed that Chris Brodie should be appointed as Chair of SELEP Ltd for the period 1 March 2022 to 28 February 2023, pending a Special Resolution of the Membership of SELEP Ltd.

Chris Brodie returned to the call and Sarah Dance was placed into a virtual waiting room for the discussion relating to the Deputy Chair appointment.

Chris Brodie resumed chairing the meeting.

- 5.3. Suzanne Bennett presented to the Board.
- 5.4. The Board agreed that Sarah Dance should be appointed as Deputy Chair of SELEP Ltd for the period 1 March 2022 to 28 February 2023, pending a Special Resolution of the Membership of SELEP Ltd.

Sarah Dance returned to the meeting.

- 5.5. The Board noted that both appointments would be on the same basis as current, including the payment of an allowance of £20,000 per annum for the Chair and £10,000 per annum for the Deputy Chair.
- 5.6. The Board extended their thanks to Chris Brodie and Sarah Dance for agreeing to extend their terms for a further year.

Item 6: Transport East (46'50")

- 6.1. Perry Glading introduced this item and gave an overview of the Transport East Transport Strategy.
- 6.2. Esme Yuill, Communications Lead for Transport East, presented to the Board.
- 6.3. The Board agreed that the Board should make a formal response to the Transport East Transport Strategy consultation
- 6.4. The Board agreed to delegate authority to Perry Glading to approve the consultation response on behalf of SELEP Strategic Board to be submitted by the end of January 2022

Item 7: Capital Programme Update (1h28'17")

- 7.1. Helen Dyer presented an overview of the update to the Board.
- 7.2. The Board agreed LGF spend beyond 30 September 2021 for the Southend Central Area Action Plan project – expected completion December 2021
- 7.3. The Board agreed GBF spend beyond 31 March 2022 for the following five projects:



- i) Jaywick Market and Commercial Space – expected completion September 2022
 - ii) Better Queensway – expected completion January 2033
 - iii) No Use Empty South Essex – expected completion of GBF spend September 2022
 - iv) Acceleration of full-fibre broadband deployment in very rural or very hard to reach areas – expected completion March 2023
 - v) Extension of the full-fibre broadband rollout in Essex to reach rural and hard to reach areas – expected completion March 2023
- 7.4. The Board noted the cancellation of the Fast Track Business Solutions for the Hastings Manufacturing Sector Project from the GBF programme. A new call for projects would be required for this project to re-join the project pipeline.
- 7.5. Ron Woodley clarified that the Better Queensway project end date of 2033 is the completion of the entire project and the GBF funding will be spent by 2022/23.
- 7.6. The Chair queried whether a letter should be sent to the Department for Transport requesting that a decision on the A127 Fairglens Project business case be prioritised given the lengthy delay to this sign off. Suzanne Bennett agreed that the Secretariat would discuss this matter with Essex County Council officers to agree the best approach

Item 8: South East Creative Economy Network (SECEN) (1h39'33")

- 8.1. Sarah Dance presented to the Board.
- 8.2. The Board endorsed the SECEN Statement of Intent.

Item 9: Sector Support Fund Update (1h59'25")

The Board was no longer quorate for this item.

- 9.1. Adam Bryan presented to the Board.
- 9.2. The Board members indicated endorsement for the change request for the Building Back Better project in Appendix B, which includes an extension to the project delivery programme, from March 2022 until February 2023 and a reduction to the planned benefits.
- 9.3. As the quorum was lost, this decision will be taken by written procedure at a later date.

Item 10: AOB & Close (2h0'40")

- 10.1. Chris Brodie closed the meeting.