**Minutes of the Strategic Board meeting:**

**22nd March 2024**

**Attendees:**

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| --- | --- |
| Sarah Dance | Chair |
| Simon Cook | Deputy Chair |
| Helen Russell | CEO |
| Ana Christie | Team East Sussex |
| Andrew Metcalf | Kent and Medway Economic Partnership |
| Carol Ford | Kent and Medway Economic Partnership |
| Clive Soper | Team East Sussex |
| Cllr Adam Carter | Thurrock Council |
| Cllr Christine Bayliss | District/Borough/City Councils representative |
| Cllr Keith Glazier | East Sussex County Council |
| Cllr Kevin Buck | Southend-on-Sea City Council |
| Cllr Lauren Edwards | Medway Council |
| Cllr Lee Scott | Essex County Council |
| Cllr Roger Gough | Kent County Council |
| David Milham | Kent and Medway Economic Partnership |
| David Rayner | Success Essex |
| David Sheppard | Team East Sussex |
| Lara Fox | Success Essex |
| Liz Gibney | Kent and Medway Economic Partnership |
| Mark Curle (Virtual) | Opportunity South Essex |
| Penny Shimmin | Social Enterprise Representative |
| Perry Glading (Virtual) | Opportunity South Essex |
| Vince Lucas | Kent and Medway Economic Partnership |

**Other Attendees:**

|  |  |  |  |
| --- | --- | --- | --- |
| Adam Bryan | Medway Council | Michael Neumann | Essex County Council |
| Alex Riley | SELEP Secretariat | Nicholas Brown | Southend-on-Sea City Council |
| Amy Ferraro | SELEP Secretariat | Paul Chapman | Essex County Council |
| Dave Evans | East Sussex County Council | Richard Dawson (virtual) | East Sussex County Council |
| David Smith (virtual) | Kent County Council | Sharon Spicer | SELEP Secretariat |
| Emma Taylor | DLUHC | Stephanie Mitchener | Essex County Council (s151) |
| Gregory Wilkinson | DLUHC | Steve Samson | Kent County Council |
| Helen Dyer | SELEP Secretariat | Sunny Ee (virtual) | Medway Council |
| Howard Davies | SELEP Secretariat | SusanMoussa | Essex Legal Services |
| Jo Simmons | SELEP Secretariat | Tristan Smith | Essex County Council |
| Lorna Norris | Essex County Council | Tudor Price | Kent Invicta Chambers of Commerce |
| Louise Aitken | SELEP Secretariat/Essex County Council | Vivien Prigg (virtual) | SELEP Secretariat |

***This meeting was held in person with some Board members attending online via Zoom and a recording can be found by clicking*** [***here***](https://www.youtube.com/watch?v=4lprFcYZhvA)***; the timestamp of the start of the discussion for each item is indicated in brackets.***

# Welcome and apologies for absence

## Sarah Dance opened the meeting and welcomed the Board to the last in-person meeting of the Strategic Board.

## The following apologies had been received:

### Jeremy Kerswell, Further Education Representative

### Cllr Tony Cox, who is substituted by Cllr Kevin Buck

### Cllr Andrew Jeffries, who is substituted by Cllr Adam Carter

### Professor Karen Cox, Higher Education Representative

## Sarah Dance noted that there were no decisions to be taken at this meeting due to the current fast changing situation. She gave her thanks to the continued patience of the Board and the support of Simon Cook and the Federated Board Chairs.

## Sarah Dance recognised the difficult situation for SELEP staff, with particular tribute to Helen Russell.

# Minutes of last meeting, declarations of interest (9’52” timestamp on video)

## The Board agreed the minutes of the last meeting as an accurate record.

## The following interests were declared:

### Sarah Dance declared a non-pecuniary interest as the Chair of the South East Creative Economy Network (SECEN).

### Sarah Dance declared an interest relating to the Turner Contemporary and the England’s Creative Coast project.

### Andrew Metcalf declared an interest as Deputy Chair of Kent Invicta Chamber of Commerce who deliver the Kent and Medway Growth Hub.

# SELEP Integration Plan Progress (10’55’’ timestamp on video)

## Helen Russell presented to the Board.



## The Board held considerable discussions regarding the latest updates. Gregory Wilkinson representing DLUHC answered questions posed by the Board.

## Simon Cook commented that it would be helpful for Strategic Board members to read the finance and legal paper presented to the Accountability Board in February 2024. This report can be found [by clicking here (page 213 onwards).](https://www.southeastlep.com/app/uploads/2023/10/Accountability-Board-Combined-Pack-Feb-2024-updated.pdf)

## David Rayner stated that he felt he would have to tender his resignation as a Director of the South East LEP and that Government were placing Directors in a very difficult position.

## The Board noted the progress made in executing the SELEP Integration Plan.

## The Board noted the remaining key risks highlighted in the paper and the Integration Plan.

## The Board noted the current position regarding discussions with DLUHC on the Accountable Body arrangements for the legacy capital programme and related progress on the Transition Agreement.

## The Board noted that due to the delay caused in concluding arrangements for the transfer of the legacy capital programme, the Board? will not be able to resolve to close SELEP Ltd by 31st March 2024.

# Capital Programme Impact Report (1h10’26’’ timestamp on video)

## Helen Dyer presented to the Board.

## The Board noted the update on the reported impact of the Capital Programme.

## The Board noted the lessons learnt through delivery of the Capital Programme.

## The Board noted the update on the remaining High Risk projects.

## The Board noted the next steps with regard to monitoring and managing the Capital Programme post 31st March 2024.

## Sarah Dance thanked Helen Dyer for all her hard work on the capital programme.

# Sector Support Fund Evaluation (1h19’10’’ timestamp on video)

## Alex Riley presented to the Board.

## The Board noted the summary findings contained within the report which provided an overview of the purpose, delivery and outcomes of the SSF programme.

## The Board noted that SSF project evaluation reports (where provided by the scheme promoters) are available on the SELEP website.

# Growth Hub Update (1h26’05’’ timestamp on video)

## Jo Simmons presented to the Board.

## The Board noted the successful delivery of the SELEP-wide Growth Hub service in 2023/24.

## The Board noted that SELEP and Essex County Council as Accountable Body will no longer be administering Growth Hub funding from 31st March 2024 for the SELEP area and that East Sussex, Essex, and Kent County Councils will become the Accountable Bodies for future Growth Hub funding.

## The Board noted the Essex County Council as Accountable Body for SELEP will complete the residual activities relating to 2023/24 funding in quarter 1 of 2024/25.

## Sarah Dance thanked Jo for all her hard work on the Growth Hub.

# AOB & Close

## Sarah Dance noted that she had received a Director resignation from Perry Glading, effective from 31st March 2024 and gave her sincere thanks to Perry for his considerable contribution over his years on the SELEP Board.

## Sarah Dance closed the meeting.