

Minutes of the Strategic Board meeting:

24th of May 2024

Attendees:

Sarah Dance	Chair
Simon Cook	Deputy Chair
Helen Russell	CEO
Ana Christie	Team East Sussex
Carol Ford	Kent and Medway Economic Partnership
Cllr Christine Bayliss	District/Borough/City Councils representative
Cllr Keith Glazier	East Sussex County 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	Opportunity South Essex
Penny Shimmin	Social Enterprise Representative
Vince Lucas	Kent and Medway Economic Partnership

Other Attendees:

Amy Ferraro	SELEP Secretariat	Michael Neumann	Essex County Council
Dave Evans	East Sussex County Council	Miriam Sachak	DLUHC
David Smith	Kent County Council	Nick Brown	Southend City Council
Emma Taylor	DLUHC	Paul Chapman	Essex County Council
Freya Shelley	Southend City Council	Richard Dawson	East Sussex County Council
Gregory Wilkinson	DLUHC	Sarah Nurden	Kent County Council
Helen Dyer	Essex County Council	Sharon Spicer	SELEP Secretariat
Jessica Jagpal	Medway Council	Stephanie Ennis	Essex Legal Services
Jo Simmons	SELEP Secretariat	Stephanie Mitchener	Essex County Council (s151)
John Osborne	DLUHC	Steve Samson	Kent County Council
Lorna Norris	Essex County Council	Tristan Smith	Essex County Council
Louise Aitken	Essex County Council		

This meeting was held online via Zoom 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: Discussion on draft report from DHLUC

1.1. This item was held in confidential session.

Item 2: Minutes of last meeting, declarations of interest

- 2.1. Sarah Dance opened the public session of the meeting.
- 2.2. No conflicts of interests were declared.
- 2.3. The Board agreed the minutes of the last meeting as an accurate record.

Item 3: SELEP Ltd Accounts 2023/24 (1'20" timestamp on video)

- 3.1. Lorna Norris presented to the Board.
- 3.2. The Board approved the South East LEP Ltd Statement of Accounts 2023/24.
- 3.3. The Board noted that the SELEP Statement of Accounts 2023/24 have been agreed to be finalised by the Section 151 Officer of the Accountable Body and will be subject to External Audit prior to publication.
- 3.4. The Board noted the decisions of the Accountability Board with respect to the distribution of funding held by the Accountable Body at the end of March 2024.
- 3.5. The Board noted that it was agreed by Accountability Board that no funding can be transferred until:
 - i) the Transition Agreement has been signed by all six upper tier local authority partners;
 - ii) DLUHC has released and discharged Essex County Council from all liabilities as Accountable Body of SELEP, excepting completed projects, for projects outside of administrative Essex; and
 - iii) the three new Accountable Bodies have taken on responsibility for on-going projects within their administrative areas.

Item 4: Transition and SELEP Closure (5'42" timestamp on video)

- 4.1. Helen Russell presented to the Board.



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- 4.2. The Board noted the progress made on transitioning LEP functions to UTLAs.
- 4.3. In line with Government policy, the Board agreed that an application be made to the Registrar of Companies for SELEP Ltd's name to be struck off the Register and that all Directors are authorised to sign the Form DS01.
- 4.4. The Board agreed to put in place run off insurance cover for 6 years (in line with the limitation period as set out in statute).
- 4.5. The Board agreed that, due to the closure of SELEP Ltd, Directors will not be given oversight of the SELEP Accounts held by the Accountable Body, noting that these will be externally audited and signed off by Essex County Council (ECC) Section 151 Officer on behalf of the Accountability Board.
- 4.6. The Board noted the activity that will still need to be undertaken by ECC as SELEP Accountable Body to transfer all elements of LEP functions to ULTAs and ensure that all closure activities are concluded.

Item 5: AOB & Close (24'35" timestamp on video)

- 5.1. David Rayner gave his thanks to Sarah, Helen R, the Secretariat, fellow Board members and SELEP Ltd Members for all that has been done. He continued that we should note the enormous accomplishments of SELEP over the years.
- 5.2. Cllr Scott agreed with David's sentiments and added his gratitude for all the work in difficult circumstances.

- 5.3. Cllr Gough endorsed the previous comments and reiterated his thanks to Sarah and Helen R.
- 5.4. Cllr Glazier highlighted the achievements of SELEP that he has witnessed since the inception of the LEP.
- 5.5. Simon Cook added his thanks and acknowledged the significant task ahead for the upper tier local authorities.
- 5.6. Cllr Edwards added her thanks and reiterated the achievements of the LEP.
- 5.7. Sarah Dance gave her thanks to the Board for their valuable work, highlighting the important partnerships fostered by the LEP between the public and private sectors. She gave her thanks to the Secretariat, the Accountable Body and a special thanks to Helen R for her work above and beyond the call of duty.

Sarah Dance expressed her appreciation to the Federated Board Chairs for their support, guidance and clarity. She expressed her deep gratitude to Simon Cook as Deputy Chair for his support and to the Board for their dedication and professionalism.

Sarah continued by saying how SELEP has achieved incredible things and she is sad it is closing, but there will be more partnership work in the future.
- 5.8. Helen R expressed her thanks to the Secretariat Team and Accountable Body, and to the Board for their continued support.
- 5.9. Sarah Dance closed the meeting.