Monday 27th January 2019, 17:30 to 19:30

Teledyne e2v, 106 Waterhouse Lane, Chelmsford, Essex, England, CM1 2QU

**MEETING MINUTES**

| Attendees | | |
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| Miles Adcock (Teledyne e2v)  Lara Fox (Objective IT)  Richard Davidson (Willmott Dixon Construction)  Trevor Scott (Simarco Worldwide Logistics)  David Rayner (Birkett Long LLP)  Cllr Martin Bracken (Chelmsford DC)  Fiona Bodle – (Anglia Ruskin University)  Colin James – Penguin Random House  Kirstie Cochrane (University of Essex)  Cllr Tony Ball – (Essex County Council)  Andy Sparks – (Federation of Essex Colleges) |  | Suzanne Bennett – SELEP  Ricky Thakrar – ECC  Tristan Smith – ECC  Dawn Redpath – ECC  Alistair Southgate – ECC  Cllr Mike Hardware - ECC |

| **Item** | **Subject** |
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| 1. Welcome / Introductions / Declaration of Interest | Chair welcomed board members.  Apologies were received from:  Dominic Collins – ECC  Lindsey Hayward – Konica Minolta  Cllr Chris Whitbread – Epping LA  Cllr Graham Butland – Braintree LA  David Burch – Essex Chamber of Commerce |
| 1. Minutes of Last Meeting | Chair reviewed minutes and the actions from the of the previous meeting, minutes were agreed by all.  **Action 1**. It was agreed to remove Action 5 from the previous meeting and for the board the note: ‘Action 11 – Board members will submit their bios and photos to Claudia McKibbin’ |
| 1. **Strategic Transport & Transport East** overview | Alistair Southgate provided an overview of Transport South East and the role of ECC.  The board discussed how they can help influence and shape transport interventions, including how they can support in providing evidence or data for what might be needed – this could include linking into academic expertise.  **Action 2**. Mission leaders to give thought to how Transport themes cut across the 4 missions and could be incorporated into action plans. |
| 1. **Prosperity & Productivity Plan**  * Sign off/strategic planning   **Mission Leaders**   1. Update on Action Planning | **Prosperity & Productivity Plan**  It was agreed to sign off the Prosperity and Productivity plan that was shared with the Board as part of the Agenda papers. It was noted that this strategy will be jointly owned by SEB and ECC.  Mission Leaders Updates  Lara, Trevor and Richard each provided a brief update on progress to date with each of their Mission Groups. Leaders have been put in contact with their mission supports and are all in the progress of organising the first meeting of their subgroups.  Discussion included:  How the Mission leaders can look to broaden out who to engage in their groups in order to ensure the best strategic thinking within the groups.  How SEB can lobby Essex MP’s to ensure there is a joined-up voice for economic growth in Essex.  **Action 3**. Secretariat to organise meeting of Joint meeting for Leads and Support prior to the next SEB Meeting (17th Feb) and subsequently every 6 weeks where possible.  **Action 4.** Invite MACE to present the findings from the ECC Construction Skills Commission at a post March SEB meeting. |
| 1. **SELEP:**  * **Update (Board papers)** * **Sector Support Fund** * **SELEP Strategic Board Rep**   **Open Recruitment process** | Suzanne Bennett provided an update on the forthcoming SELEP Strategic Board Meeting (31/1/20).  Discussion points to note:  **LIS** timeline has been extended meaning that the strategy does not need sign off at the January SELEP Strategic Board. No definitive timeline has been set but expected it may now be in the summer. The final Draft of the LIS is expected to come back to the SELEP board in March.  **LGF** – the board discussed LGF spend beyond 31 March 2021 for the following five projects.   * + A127 Fairglen Interchange Junction Improvements and New Link Road   + Thanet Parkway   + A28 Sturry Link Road   + Exceat Bridge   + Innovation Park Medway   Concerns about the deliverability ofInnovation Park Medway were expressed by the SEB due to the concerns raised by Highways England about the impact of the development on M2 Junction 3. Until Highways England concerns have been addressed, it is not possible to adopt the Local Development Order (LDO) for the development of the site. Based on the information provided **it was agreed** by the board not to support allocation of LGF spend beyond 31st March 2021 for this project.  **Chair Term extension**  **SEB agreed to** endorse the extension of the term of the current SELEP Chair, Christian Brodie, by a further two years to 21st March 2022. |
| 1. **Influencing Government through Policy** | Cllr Ball provided a brief update on a new Essex County Council initiative that will be called ‘Electrifying Essex’. This initiative will focus on building a reputation with Whitehall about what Essex can do for the government  SEB agreed that they will be keen to feed into this to help differentiate Essex as more details emerge on the project.  **Action 5.** Invite Cllr Ball along to a joint mission Leads meeting in order to share further details on the initiative. |
| 1. **FOR APPROVALS:**  * **SELEP Director** representatives endorsement   **Terms of Reference** have been updated and will require final Board approval | The board discussed the need to nominate two members to represent SEB as Directors of SELEP Ltd and therefore sit on the SELEP Strategic Board. Following a brief discussion on who might put themselves forward, **The Board Agreed** that the SELEP Directors would be:  Miles Adcock  David Rayner.  The Board noted the need to address the need for gender diversity in its agreed SELEP directors and noted that they needed to reconsider membership of the board in order to meet its gender diversity targets, as such it was agreed that to review David Rayners representation as one SELEP’s directors in six months when additional work on recruiting women onto the board had been undertaken.  The Terms of Reference for SEB circulated to the board **were approved**. |
| 1. **Any Other Business:**  * Identify a Rep to lead on Comms and to work with Secretariat * Greys Matter   **GPF project Vision 2.0 Marks Tey** has dropped out of the funding process as the freehold property, which they wished to purchase is no longer available | **Action 6.** For the Secretariat to email board members asking for EOI from members to be the SEB Comms lead.  Cllr Tony Ball provided a short update on Greys Matter with regard to the boards interest in Diversity – more info about them can be found here www. <https://greys-matter.com/> |
| Meeting closed at 19:30 |  |