Monday 8th June 2020, 09:00 to 11:00

Zoom Online Meeting

**MEETING MINUTES**

| Attendees |
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| Miles Adcock – Teledyne e2v Richard Davidson – Willmott Dixon Construction Andy Sparks – Federation of Essex Colleges (FEDEC) Trevor Scott – Simarco Kirstie Cochrane – University of Essex Eman Martin-Vignerte – BoschFiona Bodle - ARULara Fox – Objective IT Claire Lewis - Visteon David Rayner – Birkett Long LLP |  | Cllr Marie Goldman – Chelmsford DC Cllr Graham Butland – Braintree DC Cllr John Lodge – Uttlesford DC Cllr Tony Ball – Essex CC Adam Bryant - SELEPClaudia McKibbin – ECC SecretariatTristan Smith – ECC SecretariatSteve Evison – ECC Andrew Burgess – ECC Cllr Mark Durham – Maldon DC (observing) |

| **Item** | **Subject** |
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| **Welcome** * Updates on Register of Interests
 | Apologies:* David Burch – Chamber of Commerce
* Jonathan Oates – MAG
* Suzanne Bennett – SELEP
* Lindsey Hayward – Konica Minolta
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| **Minutes of Last Meeting**  | Approved |
| **Success Essex Board*** Discussion on the role the board needs to play to help develop the Essex Economy.
* How can the board make best use of its members and what role should they have?
 | Miles provided an introduction to the item drawing on the recent email that he had sent the board.Board members agreed with the suggestions made in the e-mail and highlighted that Success Essex is a new board with limited knowledge and experience in this sector. A role of sponsor/champion was suggested to be the new direction of board, as time constrains of business reps made it difficult to have mission’s incumbent solely on the mission leads.Adam highlighted the difference of the Kent and Medway Board, where the Local Authority has a stronger voice, however a Business Advisory Board that balances this. The East Sussex Board is similar to Success Essex’s numbers and structure. Other Federated Boards have a dedicated person to look after the board duties and activities. Request to transition our board ‘doing’ activities to ECC secretariat.Cllr Goldman suggested that the board need to understand what the districts are working on as top projects, so that board is not competing for the same resources First the board needs to decide what is important and champion this. By for example have business leaders to talk about SEB during network events, conferences etc.Lara talked about challenges facing Objective IT:* Pre-Covid difficulties were
	+ Skills
	+ Loss of employees/staff to larger companies,
	+ Internet connectivity problems
* Post-Covid difficulties are
	+ Lack of work/demand,
	+ Lack of available funding
	+ BREXIT

Trevor talked about challenges facing Simarco:* Business looking at how employees can be as productive as possible
* Bad debt is a big fear
* Brexit is also a major concern and a clear message from government about a ‘free trade deal’

Other challenges were highlighted by members, such as remote working, staff development and the compromise of home/work responsibilitiesSteve gave examples of areas which would benefit from alignment with SEB:* digital connectivity
* skills impact on young people,
* climate change commission established in Essex

**ACTION:** ECC to present the board with a collated list of priority projects (from both County and LA) at next board.  |
| **Missions Action Planning*** Discussion on how to take forward Mission activity.
* How does the board want to prioritise projects?
 | Dynamic Mission focus:* On getting more innovation funding into Essex
* Need for clear comms and messaging to business. Discussion through business intermediary group has focussed on establishing a ‘one stop shop’ via BEST growth hub
* Board should champion the British Festival of Science in 2021
* Dynamic Mission really needs comms to push it forward

Connected Mission focus:* Industrial Strategy identified focus on Coastal Communities, which is work that Transport East are already doing, so our role would be comms.
* On movement of ideas, the Board can get behind that and use ECC/LA to champion accessibility of broadband

ECC is committed to finding resources to take this forward where there is alignment with ECC priorities, and to draw on the SEB expertise and perspective to create/guide/deliver on a few key tangible outcomes.**DECISION:** Board members to be involved in co-design of projects and not just presented with fully formed projects. |
| **Success Essex Comms Strategy*** Communications regarding funding/endorsing of projects.
 | Firstly, SEB’s mission/vision needs to be defined, along with a clear way of prioritising projects, so that projects submitted to SEB are in line with mission/vision. Comms is an important / tangible way of establishing credibility for SEB’s work.This strategy will ensure that SEB doesn’t duplicate any work already being done by other business intermediaries.**ACTION:** Miles and Comms leads will work up a draft strategy and present back to Board for comments**ACTION:** ECC to produce a draft website outline by next meeting |
| **SELEP Sector Support Fund**To confirm SEB’s view on the ranking of these projects | **DECISION:** The board agreed to support 1 and 2 and that 3 wasn’t viable at this time |
| **SELEP** * Update for Friday June 12th Strategic Board Meeting

SELEP Funding update LGF/GPF impacts on Essex. | The SELEP Strategic Board agenda comprises of:1. Intelligence Report – to inform future decision making
2. Discussion of LGF/GPF existing pipeline projects and the options beyond that
3. LGF: Receipt of 2/3rd allowance from Central Gov. but final 1/3rd will follow if SELEP can provide proof of need (full spend of 2/3rd)
4. Strategic Board decision on how to apportion the risk?
5. GPF: Board to review projects list and proposed repurpose of fund.
	1. £10m: £1m for revenue reserve for next 2 financial years,
	2. £1m to extend SSF,
	3. £2m for Covid-19 skills recovery fund,
	4. £2.4m Covid-19 SME business support fund,
	5. £3.6m over-programming contingency fund
6. Impact on Universities report
7. Growth Hub – legacy funds to be spend in East Sussex and Kent
8. SSF – endorsement of three projects

An issue was raised on the concern around apprentices being made redundant due to Covid-19 and the lack of demand for apprentices next year  |
| **AOB** | None |
| **Meeting Close** | 11am |