Monday 30th September 2019, 6pm to 8pm

Anglia Ruskin University, Lord Ashcroft Building, Room MAB 108

Bishop Hall Lane, Chelmsford, CM1 1SQ

**MEETING MINUTES**

| Attendees | | |
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| Hayden Yates (EBB for handover)  Miles Adcock – Teledyne e2v  Colin James – Penguin Random House  Lara Fox – Objective IT  Lindsey Hayward – Konica Minolta  Richard Davidson – Willmott Dixon  Trevor Scott – Simarco Worldwide Logistics  David Rayner – Birkett Long LLP | Cllr Chris Whitbread – Epping Forest District Council  Cllr Graham Butland – Braintree District Council  Cllr Tony Ball – Essex County Council  Andy Sparks – Chelmsford College  Fiona Bodle – Anglia Ruskin University  Vanessa Cuthill – University of Essex  David Birch – Essex Chamber of Commerce | Suzanne Bennett – SELEP  Claudia McKibbin – ECC Dawn Redpath – ECC  Dominic Collins – ECC |

| Item | Notes |
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| 1. **Welcome & Declarations of Interest** | Hayden Yates took on the Chair in the transition from EBB to the new business board and formally made a note of thanks to all previous EBB members for their time and dedication to the work of the board.  Hayden advised all Board members to familiarise themselves with the section on Declarations of interest at section 15 in the Terms of Reference.  Declaration of Interest: Vanessa (Uni Essex) advised of an interest in the Knowledge Gateway Project in the Capital Programme |
| **Apologies** | Jonathan Oates – MAG London Stansted  Cllr Martin Bracken – Chelmsford  George Kiefer – Vice Chair Essex at SELEP |
| 1. **Formal close of Essex Business Board and creation of new Essex Federated Board**   **Appointment of Chair of the Essex Federated Board** | Hayden advised the Board that there had been two expressions of interest for the Chair from:  David Rayner and Miles Adcock. David advised the Board that he had presented an EOI to ensure that the Board had a Chair in the absence of any other EOIs but recognised the profile and potential of having a company such as Te2V leading the Board and had therefore decided to stand aside in favour of Miles.  In the absence of any other nominations, Miles Adcock was therefore agreed as Chair.  Hayden Yates then left the meeting. |
| 1. **Mission and purpose of the Essex Federated Board** | Dominic Collins gave the context to the Board’s work emphasising the opportunity that such a grouping of public / private influencers could achieve.  Miles, as Chair also gave a summary of what he anticipated was going to be important and emphasis was placed on the importance of getting to know each other as several members new to this type of board/environment, bringing in enthusiasm and potential to do great things. |
| 1. **New Board Work Programme:**  * **Essex Prosperity Prospectus & SELEP LIS** * **Thematic Working Groups** | Dawn Redpath introduced the agenda item and advised on the opportunity presented in development of the Essex LIS.  The final draft of the Essex element of a LIS was hoped to be in place by the end of October / early November - ready for EFB agreement. The Board were given a summary of how the LEP federated structure operated in Essex.  Access to all SELEP related minutes was noted to be available on the SELEP website: <https://www.southeastlep.com/good-governance/meetings-minutes/>  The group agreed that it was important to have a sense of what they stand for, and be known for, as part of the strategy development.  As part of the discussion the Board highlighted the importance of speaking to key people. The secretariat would engage with the Chair on who the key people to make contact with would be with a view to sending introductory letters.  **ACTION: SECRETARIAT TO ARRANGE WITH MILES**  Board agreed to wait for outcome of Essex Prosperity Prospectus (Ross Gil) before deciding on Thematic working groups |
| 1. **Governance:**   **Terms of Reference**   * 1. **Board discussion and AGREEMENT on**   2. **Selection of Vice Chair**   3. **Board Name**   4. **Item 8 – Selection of SELEP representatives was brought forward.** | **5.1 Terms of Reference:**   * Dawn Redpath pointed out the proposed number of members in the Terms of Reference and suggested that the Board agreed this first. Item 8 (membership on SELEP Board) was agreed to be taken at the same time * The importance of having the charitable sector represented on the board was raised. * Clarification needed in ToR if HE/FE are business or not - Dawn to clarify with SELEP * The Board agreed that the current Terms of Reference should run concurrently with the current requirements of SELEP and be reviewed in March 2020.   **ACTION: SECRETARIAT TO ESTABLISH WITH SELEP**   * The Chair noted that there were more people interested in being board members than the proposed terms of reference suggested but advised that he did not want to diminish enthusiasm at this stage so the proposed number of board members was to increase to allow both Universities present and the Chamber of Commerce to have a place on the Board. It was agreed that the detail of the proposed changes to the Terms of Reference would be considered by the Chair and secretariat and brought back to the next Board meeting.   **ACTION: SECRETARIAT TO ARRANGE WITH CHAIR**   * **Declaration of Interest** - need to be filled in and returned to secretariat   **ACTION: SECRETARIAT TO CIRCULATE DOIs TO BOARD MEMBERS FOR COMPLETION**   * 1. **Vice Chair Appointments (David Rayner left the room for the discussion):** Two applications for Vice-Chair had been received from David Rayner and Jonathan Oates. Given the different perspectives that each brought to the Board, it was agreed that the TOR would be updated to allow both to have a vice chair position.   **ACTION: TERMS OF REFERENCE TO BE UPDATED TO REFLECT THIS**   * 1. **Board Name:** Following a short discussion the Board decided that the best name was ‘**Success Essex’** if any other ideas for names were to be considered they should be submitted to the secretariat by Friday 03/10.   2. Following a discussion and advice from the LEP, it was agreed that for the October meeting, the current Board representatives would remain as George Keiffer (who would need to be co-opted onto the Essex Federated Board until he left the role in March) David Rayner and David Burch. Miles Adcock and Lara Fox expressed an interest in attending the October Board meeting and Miles expressed an interest in being the formal representative from the December meeting onwards. This would be agreed before the next EFB meeting. Both reps would feed back their opinions on the board experience at the next meeting.   **ACTION: FOR CHAIR TO DISCUSS WITH SECRETARIAT BEFORE NEXT MEETING** |
| 1. **Capital Programme Update / LGF3b Update** | Dawn Redpath gave exception report on current project pipeline. Further detail was given on the role the board has regarding these projects.  The Board agreed the need to develop a pipeline of projects to be ready as part of future potential funding options. |
| 1. **South East Local Enterprise Partnership Update** | David Rayner introduced the two key elements for Board discussion:  Legal personality and Board Composition  He raised the issue of the additional unallocated Board seat which he proposed should be allocated to EFB.  The board agreed that David should make representations at the Board on their behalf for EFB to secure the unallocated seat and continue to represent the Board on the LEP sub-groups.  Suzanne Bennett gave an overview of the SELEP Board papers.  Dawn Redpath suggested that EFB representatives also made representations for the Energy Sector Skills Proposal to be better linked into the North Essex work. |
| 1. **Future schedule of meetings** | Board agreed that the best approach was for the board to have an Away Day which would include the LIS oversight, the opportunity to get to know each other, the key elements of responsibility for their LEP role.  There was a request by members to receive a glossary of terms, groups, accountabilities.  **ACTION: SECRETARIAT TO WORK WITH CHAIR TO SET UP AWAY DAY**  **ACTION: SECRETARIAT TO DISTRIBUTE CONTACT E-MAILS ACROSS BOARD MEMBERS**  **ACTION: SECRETARIAT TO PRODUCE GLOSSARY OF TERMS AS PART OF INDUCTION** |
| 1. **Any Other Business** | David Rayner suggested a letter from the Board to Essex County Council, Highways department regarding the Army & Navy situation. The Board considered this and concluded that this was too localised an issue, although members could write in their individual capacity, if they wished to.  The Chair requested positive or critical feedback with regards to the meeting and ideas for the future. |
| **Meeting Closed at 8pm** |  |