

Meeting Minutes

DRAFT

Meeting OSE Board
Date and Time 3rd June 2020, 14:00
Venue Microsoft Teams Meeting

Attendees

Perry Glading	Glading Consultancy, High House Production (Chair)
Colette Bailey	Metal
Lucy-Emma Harris	Pixelwork
Mark Curle	Henderson Curle
Geoff Pearce	Swan Housing
Glyn Jones	Southend Airport
Caroline Southgate	Doris Jones
David O'Connell	DBD Communications
Nicholas Smith	Cantel Ltd
Aideen Sadler	City Fibre
Chris Lines	Leonardo
John Rowe	Olympus Key Med
Murray Foster	Southend Business Partnership
David Barnes	Basildon Business Group
Angela O'Donoghue	South Essex College
Rob Singh	University of Essex
Cllr Chris Hossack	Brentwood Council
Cllr Norman Smith	Castle Point Borough Council
Cllr Mike Steptoe	Rochford District Council
Cllr Aidan McGurran	Basildon Council

Officers/Observers/Presenters

Shaun Scrutton	Rochford District Council
Andy Lewis	Southend Council
Nigel Stewardson	Cities & Local Growth Unit
Iain McNab	Cities & Local Growth Unit
Tomasz Kozlowski	Basildon Council
Ian Lewis	Opportunity South Essex
Adam Bryan	South East Local Enterprise Partnership
Sarah Dance	Deputy Chair, SELEP
Jon Birkett	BEST Growth Hub
Steve Evison	Essex County Council

Meeting Minutes

Agenda Item	Notes	Actions
1	Introductions	
1.1	Chair passed on the best wishes of the Board to the family of Cllr Terry Cutmore who sadly passed away recently.	
1.2	Chair welcomed Chris Hossack (leader of Brentwood), Sarah Dance (Deputy chair of South East Local Enterprise Partnership) and Jon Birkett (BEST Growth Hub Manager) to the meeting	
1.3	Chair also reflected on the significant work of local authority partners over the last couple of months in response to the Covid 19 lockdown and the support given to businesses through this challenging time.	
2	Declarations of Interest	
2.1	<p>Following declarations were made:</p> <ul style="list-style-type: none"> • Cllr Ball – ECC member of a Bradwell Member Board • Sarah Dance – Locate in Kent Board member • David O’Connell – Bradwell B project • Lucy Emma Harris – Port of Tilbury (Freeport item) • Perry Glading – Vice Chair Port of Dover (Freeport item) 	
3	Minutes of Last Meeting	
3.1	The Board agreed the minutes of the 4 th March Meeting	
4	Action Tracker	
4.1	Board wished for the OSE website to be completed as soon as possible.	IL to progress
4.2	Board noted the update	
5	Directors Report	
5.1	Board noted that programme update will be made at the next meeting to reflect the implications of Covid 19 on progress.	
5.2	Local Growth Funding: Board members view was that the programme should continue and allocations of funding made as planned despite Government withholding funding for LGF until assessment of projects has been completed.	
5.3	Need to recognise the role of the Basildon Innovation Warehouse project in the wider ASELA programme.	IL to follow up

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5.4	Board Members have been invited to become members of SELEP Company. Board Members need to complete the forms as sent round a couple of weeks ago if they wish to become Members	All Board members to consider
5.5	Subscription requests have been sent to local authority Board Members and purchase order details requested. Reminder for local authorities to pay	Local Authority Partners to arrange payment
5.6	Board Noted the Report	
6	SELEP Funding Allocations	
6.1	<p>For Growing Places Fund projects:</p> <ul style="list-style-type: none"> • The Board re-iterated support for the Leigh Cockle Wharf and No Use empty GPF projects, in this order of priority. • Board asked for clarification that the Cockle Wharf scheme remains viable with a clear mechanism for repayment. Board recognises the importance of the wharf for local employment. • The Board were supportive of the No Use Empty programme, as long as it was not used to support poor quality conversion of office space to residential uses. • The Board accepted that the Productivity Investment Fund project should not be pursued at this time 	<p>IL to report back to Board as soon as possible in relation to the Leigh Cockle Wharf repayment</p> <p>Comments to be fed back to SELEP as part of the decision making process for funding awards</p>
6.2	<p>For the Sector Support Fund Projects, the Board:</p> <ul style="list-style-type: none"> • Strongly supported the Delivering Skills for the Future teaching provision project • Were supportive of the SEED export project, but questioned whether this could be reviewed in light of the Covid 19 restrictions. Could there be alternative ways of delivering this recognising that re-establishing business and getting trade flowing again would be vital. Needs to be able to progress quickly, with an alternative approach could be a scheme for small businesses to be supported in their own activity. • agreed to support the Buy Local South East project on the condition that they can be satisfied that the proposed delivery mechanism will cover all of South Essex. An example of previous FSB initiatives was highlighted and its success in promoting local produce. 	<p>Comments to be fed back to SELEP as part of the decision making process for funding awards</p>
7	Consultation Responses	
7.1	<p>The Board are asked to provide their comments on the following consultations by Friday 19th June:</p> <ul style="list-style-type: none"> • Thames Estuary Growth plan • Freeport Consultation • Bradwell B Stage 1 Consultation 	<p>All Board Members to review and provide</p>

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		comments by 19 th June
7.2	Thames Estuary Growth board Action Plan to be circulated after the meeting	Completed
8	Next Steps for South Essex Economy	
8.1	The Board were asked for their views of the Productivity Strategy in light of the response to Covid 19	
8.2	<ul style="list-style-type: none"> • Key points from the discussion: • Must keep the focus on productivity and the strategy is still critical to that • Need to recognise however that the short term need is now very different with a new set of challenges • There is a real issue with apprenticeship places with employers withdrawing offers (75% drop in places available). Employers uncertain of future and a need for experienced people an issue. • Full time courses are not attractive to some, but part time options do not attract the same levels of support for students • Recognition that there will be a lot of redundancies – vital to maintain initiatives that seek to re-train and upskill. However, learning above level 3 require learners to fund. • We need to focus in the short term on keeping people employed rather than the usual policy focus on higher skilled opportunities • Need to develop our approach to better utilisation of the apprenticeship levy and the flexibilities for larger organisations to use it within their supply chains • Need to recognise that the short term focus of businesses will be survival • Longer term, the debt being taken on at the moment will restrict future investment, talent development and R&D activity • Need to focus on getting the right digital infrastructure, and development of skills alongside this to help businesses make the most of it • Need to recognise the implications will be different by sector, but also consider how we can match people to new roles and opportunities • Must recognise tha this has created new consumer markets and products • Recent graduates are returning home, but also students are pulling out of university courses • Need to recognise that in some sectors (especially creative) that freelancers and sole traders are facing particular issues, and fall outside of the support programmes 	

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	<ul style="list-style-type: none"> Need to make the best use of initiatives already in place – for example the No Use Empty project could be used to provide workspace; Delivering Skills for the Future could be vital to support retraining more broadly. Need to really maximise what we have in place and extend successful programmes. 	
8.3	Productivity Strategy to be reviewed in light of the conversation, especially in relation to the short-term actions	IL to review
9	Growth Hub	
9.1	Jon Birkett (BEST Growth Hub Manager) gave a presentation of the role of the growth hub and future development scenarios to the Board. Presentation circulated with the minutes	
9.2	<p>Jon outlined the following key points:</p> <ul style="list-style-type: none"> Aim to become the leading funding interface for businesses and develop the offer available We need to be able to support and curate a vibrant business landscape with new approaches to developing networks Need to explore provision beyond the core supported by SELEP funding Need to bring greater stability to the funding model. 	
9.3	Adam Bryan congratulated Jon on his impact in the post since joining earlier in the year.	
9.4	David Barnes invited Jon to present at the next meeting of the Basildon Business Group.	David Barnes to follow up
9.5	The Board thanked Jon for his presentation and look forward to working with him going forward.	
10	South Essex inward investment	
10.1	A detailed review is underway of Inward investment activity for South Essex, made more urgent as a result of the winding up of Invest Essex. There will be an update to the future meeting of the Board	Update at September 2020 OSE Board meeting
11	SELEP Update	
11.1	<p>An update of SELEP activity and emerging issues was given including:</p> <ul style="list-style-type: none"> SELEP is gaining visibility as part of the Southern LEPs group which is chaired by the SELEP chair SELEP have been working with local boards (such as OSE) to pool intelligence and share in various meetings with central Government, Ministers and MPs. 	

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	<ul style="list-style-type: none"> • Recognised need to demonstrate a resonance with small businesses needs • Risks have emerged through government only providing 2/3 of this years Local Growth Fund allocation. SELEP need to provide certainty over delivery of programme before final 1/3 of funding is released. • Decisions will be made at the next SELEP Board meeting in relation to the use of Growing Places Fund and options for using this funding to support covid 19 recovery linked initiatives. 	
11.2	Aideen Sadler was thanked for her input into a recent round table session with Government Ministers. This enabled clear communication of the point that digital connectivity is considerably more important and the infrastructure needs to improve.	
12	AOB	
12.1	Transport East representation – Board members have been asked to e-mail Ian Lewis if they are interesting in representing OSE and Success Essex on the Transport Easy Board	Interested Board Members to contact IL by 12 th June 2020

Next Meeting

23rd September 2020, 2pm. Details to be confirmed.