

**MINUTES OF THE MEETING OF THE SOUTH EAST LOCAL ENTERPRISE  
PARTNERSHIP ACCOUNTABILITY BOARD HELD AT HIGH HOUSE  
PRODUCTION PARK, PURFLEET, AT 10.00AM ON 8 APRIL 2016**

Present:

**Members**

Mr Geoff Miles	Chairman
Cllr Matthew Balfour	Kent County Council
Cllr Kevin Bentley	Essex County Council
Cllr Rodney Chambers	Medway Council
Cllr Rupert Simmons	East Sussex Council
Cllr John Kent	Thurrock Council
Carol Anson-Higgs	FE & Skills (FEDEC)

Also in attendance:

Adam Bryan	SELEP
Stephanie Mitchener	Essex County Council
Sarah Nurden	Kent and Medway Economic Partnership
Suzanne Bennett	Essex County Council
Edmund Cassidy	Steer Davies Gleave
Steven Bishop	Steer Davies Gleave
Jennie Rothera	Steer Davies Gleave
Paul Dodson	Essex County Council
Tim Rignall	Thurrock Council
Steve Hewlett	Medway Council
John Shaw	Sea Change Sussex
Ben Hook	East Sussex County Council
Richard Dawson	East Sussex County Council
Lucy Spencer-Lawrence	SELEP
Ian Myers	Essex County Council

**1. Apologies for Absence**

Apologies were received from Cllr Paul Carter, Cllr Ron Woodley, Cllr Keith Glazier, Angela O'Donoghue and Myroulla West

**2. Minutes**

The minutes of the meeting held on Friday 12 February 2016 were agreed as a correct record and signed by the Chairman.

Members agreed that Highways England and Railtrack funding be kept on the agenda and discussed at future meetings.

### 3. Finance Update – SELEP core budget

Members received a report from Suzanne Bennett which presented the Secretariat budget for 2016/17.

Members were informed that a letter to the Minister concerning the overall SELEP operating budget had not yet been sent but would now be finalised and signed by

Christian Brodie, the newly appointed SELEP Chairman, and would be sent in support of SELEP's position in the new competitive process for operating revenue. Members noted and welcomed this.

Members **AGREED** the SELEP Secretariat revenue budget for 2016/17 as set out at table 1 of the report.

### 4. Skills Capital Process and Round 4 allocations

The Board received a report from Adam Bryan which presented recommendations regarding the recent Skills Equipment bidding round to inform the Board's decisions about whether or not to accept the applications for funding, to consider a variation to Colchester Institute's project and approve a new process for distributing the remaining Skills Capital Funding.

Following discussion the following projects were **AGREED** as recommended by the Assessment Group

- An allocation of £235,062.89 from the Skills Equipment Fund to MidKent College, Health Science Laboratory, Medway. This money will support delivery of courses in the emerging growth sector of life sciences for the area.
- An allocation of £1,360,000 from the Skills Equipment Fund to East Kent College, Extension to construction centre and related equipment.
- A variation to the project from Colchester Institute which reduces the LEP grant from £4m to £3.640m.

Members agreed that the reasons for the recommendation to decline the MidKent College, Swale Skills Centre equipment bid of £198,500 were unclear and that provision was needed in the area. Members were informed the College is receiving support and would be submitting a further bid in the future.

Therefore, Members agreed to **DEFER** their decision for future consideration and to take further information at the June 10<sup>th</sup> meeting.

Members **AGREED** the new process for distributing the remaining skills capital funds that devolves significant responsibility to the Employment and Skills Boards, as set out in Appendix B of the report, will be re-submitted to the Board for approval at its next meeting. This to reflect the exclusion of notional funding allocations per area and to ensure that it is fully reflective of the newly agreed requirement for both Employment and Skills Boards and federal boards to work

together in the prioritisation process and in the submission of bids to the SELEP Accountability Board.

## **5. Business Case Approvals, including Independent Technical Evaluation**

The Board received a report from Adam Bryan which outlined the value for money assessment of business cases for schemes having been through the Independent Technical Evaluator (ITE) process to enable funding to be devolved to scheme sponsors (county and unitary councils) as part of our capital programme management.

Members **AGREED** the business cases for the following schemes which had been assessed as presenting high value for money and medium to high certainty of achieving this within the timescales:

- West Kent LSTF: Tackling Congestion (**£4.2m**)
- Eastbourne Town Centre Movement & Access Package (**£3.0m**)
- Thurrock Cycle Network (**£1.8m**)
- Kent Rights of Way Improvement Plan (**£0.8m**)
- Kent Strategic Congestion Management Programme (**£0.7m**)

Members **AGREED** the following scheme which presents high value for money with low to medium certainty of achieving this:

- Kent Sustainable Interventions Programme (**£0.5m**)

Member **AGREED** the following scheme that had not been subject to Independent Technical Evaluation:

- A13 Widening – Project Development (**£5m**)

## **6. Capital Programme Management Update**

The Board received a report from Adam Bryan which detailed the latest position for 2015/16 the Local Growth Deal Capital Programme, presented the proposed future year allocations for the programme and gave an update on the delivery risk currently sitting on the programme.

Members were informed that the Secretary of State, Greg Clark MP, has recently announced details of the Local Growth Fund: Round 3

Members received a presentation and update from Steer Davies Gleave noting the following:

- The Quarter 4 2015/16 Forecasts including details of the slippage to projects
- The current net underspend of £23.3m
- The 2015/16 final position and details of mitigations
- The recommendation of no further reprofiling at this stage

Following a detailed discussion on deliverability and risk assessment Members:

- **NOTED** the provisional Quarter 4 position of the Local Growth Deal Capital Programme (as detailed in Appendix 1)
- **NOTED** the changes to project for managing the forecast variances as set out in the latest position (as detailed in Appendix 2)
- **NOTED** the unmitigated underspend in relation to the Skills element of the Local Growth Deal Capital Programme
- **AGREED** the proposed future years indicative allocations (as detailed in Appendix 4)
- **NOTED** the update on LGF Round 3 and the inclusion of recommendations on the allocation the headroom on the programme to become part of that process.
- **NOTED** the deliverability assessment that has been undertaken on future years of the programme (As detailed in Appendices 5 & 6)

## 7. Financial Delegations to the Secretariat

The Board received a report from Adam Bryan which provided clarification on the financial delegations to Officers of the South East Local Enterprise Partnership (SELEP).

Members **NOTED** the delegations to the Executive Director for Corporate and Customer Services at Essex County Council and the Managing Director of the SELEP as set out in the report.

## 8. Award Contract following ITE procurement

The Board received and noted the report and **AGREED** the recommendation of the evaluation process and awarded the contract for Independent Technical Evaluation Services to the winning bidder for a period of 3 years, plus an optional extension of two further years, at a maximum total value of £450,000.

## 9. Any Other Business and Date of Next Meeting

Members noted:

- SELEP Managing Director interviews are due to be held on Monday 11 April 2016.
- The LEP had not yet received further information concerning the £2bn available through the Home Building Fund
- The next meeting of the Board would take place on Friday 10 June 2016 at 10.00am at which Christian Brodie would attend.

The Chairman thanked Adam Bryan for his support and the meeting closed at 11.20am