

FREEPORT EAST SHADOW SUPERVISORY BOARD

MINUTES OF MEETING HELD ON 6 APRIL 2022	
virtual meeting	
Present	Shadow Supervisory Board Members: Mark Taylor (Acting CEO, Hutchison Ports), Cllr Steve Gallant (East Suffolk Council), Cllr Suzie Morley (Mid Suffolk District Council), Cllr Lesley Wagland (Essex County Council), Cllr Neil Stock (Tendring District Council), Clemence Cheng (Hutchison Ports), Professor Anthony Forster (University of Essex), Cllr Richard Smith (Suffolk County Council), Emily Atack (Gateway 14 – part) and Chris Starkie (NALEP)
Others in attendance	Cllr Gerard Brewster, Fiona Duhamel, Holly Brett and Michelle Gordon (MSDC), Stephen Baker and Andy Jarvis (ESC), Steve Evison (ECC), Ian Davidson and Lee Heley (TDC), Michael Cousens (Project Manager), Jai Raithatha and Guy Gibson (SCC), Mike Dowdall and Marie Finbow (NALEP), Anita Thornberry (HGP), Paul Davey (Hutchison Ports), Emily Wright (DLUHC - part) and Peter Ware (Browne Jacobson – part)
Apologies	George Kieffer (Acting Chair), Professor Robert Singh (University of Essex), Neil Glendinning (HHA), Paul Wood (ESC) and Robert Edge (HGP)
1.	Welcome and introductions
	MT welcomed everyone to the meeting and assumed the role of Chair given that GK was on annual leave. MT apologised for the late issue of the agenda and supporting paperwork due to his own leave and the need to ensure the most up to date version of the Full Business Case was available.
2.	Minutes of the last meeting
	The notes of the meeting held on 21.03.22 were approved. There were no matters arising.
3.	Declarations of Interest
	None declared.
4.	Full Business Case update
	<ul style="list-style-type: none"> • The FBC needs to be submitted on or before 15.04.22 and the Board wished to record their thanks for the monumental effort of all partners in pulling together the FBC and supporting paperwork. • Version 0.06 of the FBC was considered, although work on version 0.07 was already underway. The final version will be circulated on 11.04.22 for agreement. • The only gap (which is common across all Freeport submissions) relates to the carbon baseline for capital developments which is a significant piece of work in its own right. The Government will, however, assess our FBC without this information being provided. • MC ran through the Trade and Investment Strategy, the Innovation Strategy and the Skills and Workforce Development Plan which will form annexes to the FBC.

FREEPORT EAST SHADOW SUPERVISORY BOARD

	<p>Comments on these (and the FBC) to be fed through this week.</p> <ul style="list-style-type: none"> Initial feedback from the Government is expected within 2 to 3 weeks of submission. Mid Suffolk DC had secured approval of the FBC but were concerned about the potential for call in on the basis that the FBC considered by them differed to the version considered by Suffolk CC. SCC's Monitoring Officer had disabled the call in procedure when the FBC was considered by them and will be able to provide advice to MSDC's Monitoring Officer in this regard outside of the meeting. Tendring DC would like reference to anchor institutions to be included in the Skills and Workforce Development Plan. In addition, more work may be required on the Trade and Investment Strategy to ensure the area is seen as a single functional economic area with links to the garden city. Reference to North Tendring to be replaced with North Essex. The potential impact of a change of administration needs to be considered who may be less supportive of the Freeport. Agreed that the sequence of points in various sections needs to be reordered so that the most important ones come first. In addition, it is not clear that the wind turbine structures will arrive fully formed. Need to ensure that the benefits to areas of deprivation comes across more powerfully. The Board approved the draft FBC and gave delegated authority to the Acting Chair and Acting Chief Executive to make the necessary changes prior to submission.
5.	Freeport East Governance CLG update
	<ul style="list-style-type: none"> Following the meeting on 21.03.22, further work has been undertaken with Browne Jacobson around drafting the Articles of Association and the Members Agreement. These were considered by the Governance Task and Finish Group with final comments to be fed through by the end of this week. Browne Jacobson will then provide final versions for consideration by the Board. The Monitoring Officers have identified a number of points of principle (ie quorum, voting etc) which will need direction from the Board in due course. A session for the Board on roles and responsibilities will also be factored in.
6.	Felixstowe site update
	<ul style="list-style-type: none"> Interesting discussions with potential commercial partners/investors are taking place. A fair amount of work has been undertaken to get the best use of seed capital for the site and in particular its power supply. UK Power Networks has provided some initial information in this regard. Looking to approve the first custom site shortly and representatives from HMRC

FREEPORT EAST SHADOW SUPERVISORY BOARD

	<p>have visited. Security measures are also being considered which the Port are pushing to be in place by the end of April 2022 although HMRC are more likely to work to a deadline of 31.05.22. This is important as it will move our status from live to operational.</p> <ul style="list-style-type: none"> The operational date is the Government's main date in terms of PR.
7.	Gateway 14 site update
	<ul style="list-style-type: none"> A contractor has been appointed to carry out the main infrastructure works which will start on site this month – there will be some comms around this which will include Freeport representatives. Work will be ongoing until the Winter with landscaping and planting taking place from the Autumn through to the Spring 2023. The framework for the business park will be in place by this time next year. EA confirmed that advanced discussions with one party in terms of occupation were taking place. Estate management for the park has been secured.
8.	Harwich site update
	<ul style="list-style-type: none"> The container terminal consent has resulted in changes to the sequence of events. An application for temporary change of use for a green energy port development will be made. The assumptions made in terms of occupancy/business rates are dependent on this application being made and development commencing. Hutchison Ports had been advised that a number of studies were necessary in advance of submission. Hutchison had noted the ambition to ensure that manufacturers who will use the base to export to Europe are also included in the engagement. There has been a great deal of interest in the Harwich Tax Site, particularly given the events taking place involving Russia and the need for clean and secure energy. NALEP confirmed that the Department for International Trade is generating a lot of interest in the Harwich Tax Site including a large hydrogen producer and a manufacturer of solar panels. NALEP is also looking at the opportunities beyond the Freeport sites. The fact that Freeport East is being looked at as a base for export rather than just import (as with other Freeports) is a key strength.
9.	UK Infrastructure Bank
	<ul style="list-style-type: none"> MC provided feedback following a meeting with the Bank on 22.03.22 which was arranged with the help of DLUHC to look at investment options. An overview of the potential of Freeport East Harwich was given and the Bank responded with an overview of their programme and priorities.

FREEPORT EAST SHADOW SUPERVISORY BOARD

	<ul style="list-style-type: none"> They have issued a set of questions which are currently being worked on and the responses to these will be agreed with input from all partners.
10.	Recruitment update
	<ul style="list-style-type: none"> Following a second round of advertising, the recruitment panel has identified a shortlist of six for interview, three candidates for each role. Interviews will be arranged shortly. Discussion around the benefits of using a professional recruitment company for future appointments. It was confirmed that there is a degree of flexibility in terms of salary for the right individual subject to Board approval.
11.	Capacity Funding – latest budget statement
	<ul style="list-style-type: none"> MC confirmed that the lines highlighted in blue indicated committed and planned expenditure which will be reported to the Government in terms of our capacity funding - £695k in total. The expenditure for 2022/23 is currently being planned but does not include the further capacity funding that is likely to be received in July 2022. The Board will need to agree how to spend the £700k in due course. A request to allocate £6k to EEGGr to support their promotional event around 'Energising Essex' will need to be considered. It was confirmed that EEGGr would promote Freeport East as a single entity rather than focussing on elements of it. MSDC would like the Board to consider allocating £50k towards the cost of initial skills gap analysis and modelling work for Gateway 14's skills and innovation centre. FD to submit a proposal to the Lead Authority in this regard. SE noted that investment would also be required in the Harwich Energy Centre to ensure skills provision in both Essex and Suffolk. A suggestion was made that capacity funding may already have been allocated without a process in place but ESC confirmed that this was not the case. Agreed that the Board must have an appropriate governance arrangement in place to consider funding bids. The Board must be clear on the ask and what the benefits are etc. The appointment of the Chief Executive is key to this but the Governance Group is in place. SM to share her budget reporting process to see if this would be of benefit in terms of reporting the budget to the Board.
12.	Any Other Business
	<p>Dates for further meetings to be arranged on a six weekly basis with the odd meeting to be held in person if possible. The approval of the first customs site in May leading to the official launch of our "operational" Freeport East could provide an opportunity for Board members to meet in person.</p>

FREEPORT EAST SHADOW SUPERVISORY BOARD

Meeting closed at 11:05
