

FREEPORT EAST SHADOW SUPERVISORY BOARD

MINUTES OF MEETING HELD ON 10 DECEMBER 2021	
virtual meeting	
Present	Shadow Supervisory Board Members: George Kieffer (Acting Chair), Mark Taylor (Acting CEO, Hutchison Ports), Clemence Cheng and Paul Davey (Hutchison Ports), Cllr Steve Gallant (East Suffolk Council), Cllr Lesley Wagland (Essex County Council), Cllr Suzie Morley (Mid Suffolk District Council), Cllr Neil Stock (Tendring District Council), Chris Starkie (NALEP), Robert Singh (representing Prof Anthony Forster - Vice Chancellor of the University of Essex)
Observers	Neil Glendinning (HHA) and Anita Thornberry (HGP)
Others in attendance	Cllr Gerard Brewster (Mid Suffolk DC), Andy Jarvis and Paul Wood (ESC), Steve Evison (ECC), Ian Davidson, Lee Heley and Tom Gardiner (TDC), Michael Cousens (Project Manager), Emily Atack and Michelle Gordon (MSDC and Gateway 14), Jai Raithatha and Guy Gibson (SCC)
Apologies	Cllr Richard Smith (Suffolk County Council - Supervisory Board Member), Prof Anthony Forster – Supervisory Board Member), Alex Riley (SELEP), Andy Burgess (Essex County Council), Robert Edge (Haven Gateway Partnership), Mike Dowdall (NALEP) and Fiona Duhamel (Babergh and Mid Suffolk District Councils)
1.	Welcome and introductions
	GK welcomed everyone to the meeting and offered congratulations on today's news regarding Freeport designation and tax sites approval. GK thanked everyone for their hard work and collaborative approach to achieving this.
2.	Minutes of the last meeting
	The minutes of the meeting held on 12.11.21 were approved. GK confirmed that he had met with the University of Essex and their Vice Chancellor had agreed to join the Board.
3.	Declarations of Interest
	Previous declarations were noted. A Declaration of Interest document will be circulated to the Board next week. Action: Paul Wood
4.	Designation update – OBC Critical Actions and Tax Sites
	<ul style="list-style-type: none"> • The OBC has been approved and separately the tax sites have also been approved. • The tax sites are effective from 30.12.21 and are now available on the Government's website where we have joined the original three approved Freeports. • Some of the critical actions have been downgraded leaving 14 substantive issues to address in the Full Business Case. • The Board wished to record their thanks particularly to Michael Cousens as the Project Manager and also to Paul Wood and Andy Jarvis for their work as the Lead

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	<p>Authority. The support received from Emily Wright and Avraham Goodman at the Department for Levelling Up, Housing and Communities and from the Freeport Hub was also acknowledged.</p> <ul style="list-style-type: none"> We have been allocated £25m in the way of seed funding.
5.	Revenue funding – latest statement and budget reallocation to support the FBC
	<ul style="list-style-type: none"> The only change to the budget relates to the legal costs of Browne Jacobson for advice on incorporation. Future changes are anticipated and will be reported to the next meeting. Additional resources to complete the FBC have been estimated at £50k. All partners have been approached to see if capacity is available for the first quarter of 2022 to assist with some key tasks. The response has been positive. The proposal is to split the cost of this additional capacity 50:50 as in-kind contributions and actual cost to the Capacity Fund. A meeting will be arranged shortly to divide the additional tasks between partners. An update on this will be provided at the next meeting. The Board was supportive of this approach and thanked everyone who had come forward. We need to ensure that we have the capacity to continue to move forward. Members also stressed the need for a co-ordinated and disciplined approach directed by the Acting CEO and Project Manager under the strategy set by the Supervisory Board Partners have been requested to provide their estimations for the FBC in relation to staff time. Babergh and Mid Suffolk District Councils have already submitted theirs. MSDC also confirmed that they had set aside a cash contribution of £12,500 to match the contributions from the other districts and were awaiting an invoice from ESC, the Accountable Body. The structure of the working groups will be considered. They have worked well so far, but there is room for improvement. The Further Education sector is important in terms of employment and it was suggested that we allow one observer from this sector to attend the Board so they remain connected and can co-ordinate FE across the Freeport East. The Board acknowledged the contribution made by Colchester Institute during the project inception and bid and the Chair suggested that in order to maintain geographical balance, the Observer FE should be a Suffolk institution. The Board agreed this approach. Ian Davidson recommended that Freeport East also approach secondary schools to highlight the employment opportunities that Freeport East will bring and raise career aspirations.
6.	Governance and incorporation – Freeport East Limited
	<ul style="list-style-type: none"> As previously advised, the Chair has approached both the University of Suffolk and

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	<p>the University of Essex as the higher education lead on innovation. This would require liaison with other HE institutions, such as Cranfield, the University of East Anglia, Birmingham and University College Writtle among others. He formally proposed, and the Board agreed, the election of Prof Anthony Forster of the University of Essex as a member of the Shadow Supervisory Board.</p> <ul style="list-style-type: none"> • Browne Jacobson have provided advice and a detailed discussion note had been circulated with the agenda. In addition, local authority Monitoring Officers and Section 151 Officers have provided guidance. • The company structure requires some private sector expertise and it was agreed that a private sector representative should attend future Monitoring Officer/Section 151 meetings. • The Board acknowledged that a CLG was a potential model of governance to be considered and the Monitoring Officers/Section 151 group with private sector input will consider the issues posed in the paper and report back to the next meeting.
7.	Recruitment – permanent Chair and Chief Executive
	<ul style="list-style-type: none"> • At the last meeting draft Job Descriptions for these roles had been provided. • The proposal is to recruit to both posts at the same time with the process starting early in the new year. • Comments on the Job Descriptions to be sent to MT by 17.12.21. • Agreed that there should be a focus on equality and diversity. • Agreed that ESC will initially recruit to these posts and the Board will then decide whether ESC will continue to host all staff employed by Freeport East or whether Freeport East will assume employment liabilities through TUPE • Interview panel will consist of 3 to 5 people approved by the Board - nominations to MT.
8.	Any Other Business
	<ul style="list-style-type: none"> • The communications group met earlier in the week and have drafted a press release in relation to the OBC and tax sites. PD will forward a copy of this to the Board. • Transport East are out to consultation on their strategy and delivery plan for regional transport. Agreed that the Board should respond as well as individual partners.
	Meeting closed at 14:15