

FREEPORT EAST SHADOW SUPERVISORY BOARD

MINUTES OF MEETING HELD ON 20 MAY 2022 meeting held at Colchester Stadium	
Present:	Shadow Supervisory Board Members: Mark Taylor (Acting CEO, Hutchison Ports), George Kieffer (Acting Chair), Cllr Steve Gallant (East Suffolk Council), Cllr Lesley Wagland (Essex County Council), Cllr Neil Stock (Tendring District Council), Professor Robert Singh (University of Essex), Emily Atack (Gateway 14), Cllr Richard Smith (Suffolk County Council) and Chris Starkie (NALEP)
Others in attendance:	Stephen Baker, Paul Wood, Andy Jarvis and Brian Mew (ESC), Fiona Duhamel, Michelle Gordon (MSDC), Steve Evison (ECC), Lee Heley (TDC), Marie Finbow (Project Manager, NALEP), Jai Raithatha (SCC) and Emily Wright (DLUHC)
Apologies:	Clemence Cheng (Hutchison Ports), Paul Davey (Hutchison Ports), Neil Glendinning (Harwich Haven Authority), Cllr Gerard Brewster (MSDC) and Anita Thornberry (HGP)
1.	Welcome and introductions
	GK welcomed everyone to the meeting, this being the first 'in person' meeting of the Board.
2.	Minutes of the last meeting
	The notes of the last meeting held on 06.04.22 were approved. There were no outstanding matters arising.
3.	Declarations of interest
	None declared.
4.	Full Business Case update
	<ul style="list-style-type: none"> • MF advised that a meeting took place with Whitehall Assessors on 03.05.22. The meeting went well and nothing major was flagged. MF provided a high-level overview of the questions raised by Government officials. • In terms of next steps for the Full Business Case, all the business cases submitted around Easter are currently undergoing appraisal and assessment. Dependant on how they proceed and the cycle of feedback and approval of critical actions, DLUHC aims to come back to Freeports in August. • A large caveat was made in terms of the timings – in order to achieve an August date, all processes need to run smoothly and the critical actions need to be suitably resolved. • Critical and substantial actions are expected early June. • PW advised that as part of the process, Freeports are required to sign a Memorandum of Understanding with Government. A draft MoU was circulated to all Freeports for comment. • The draft MoU raised a number of concerns for all Freeports, as well as Hutchison and the Accountable Body. • Detailed feedback from Freeport East has been provided to DLUHC, which has been shared with the Freeport Working Group. • DLUHC is currently considering all responses received. • PW advised that a draft Monitoring and Evaluation Strategy had recently been published by DLUHC for all Freeports.

	<ul style="list-style-type: none"> • The draft Monitoring and Evaluation Strategy was felt to be a gold-plated approach to monitoring and evaluation, placing onerous reporting requirements on Freeports. • Concern was raised that to achieve such high standards of monitoring and evaluation would generate costs to the Freeport and resources would need to be diverted from delivery of Freeport objectives. • Feedback is currently being collated from the working group for DLUHC.
5.	Freeport East Incorporation update
	<ul style="list-style-type: none"> • PW advised that Articles of Association are currently being drafted with support from Browne Jacobson and Section 151/Monitoring Officers. All partners have seen the initial draft and submitted comments. • In terms of next steps, an initial workshop will be held with Section 151/Monitoring Officers and the working group to further develop the draft Articles of Association. • It was agreed that Elected Members would be invited to a follow-up workshop to finalise the Articles of Association. • The final draft will be considered by the Shadow Supervisory Board.
6.	Felixstowe site update
	<ul style="list-style-type: none"> • MT advised that Freeport East is currently a live Freeport but in order to become operational, the Freeport needs an approved customs site. • The aim is for an area within the Felixstowe tax site to become the first approved customs site over the next 6 – 12 months. • Hutchison is working closely with consultants and HMRC for port approvals, which requires specific security measures to be in place. • DLUHC expectation is that real activity should be underway within six months of customs site designation, which is proving challenging for those Freeports who have substantially underdeveloped customs sites.
7.	Gateway 14 site update
	<ul style="list-style-type: none"> • EA reported that construction is now underway on Gateway 14, following a 'Breaking the Ground' ceremony. • Work is progressing well, with the main entrance expected to be operational from next week. • Continuing to receive strong interest in the site and close to announcing an exchange of contracts with the first occupier. • Consultants have been appointed to move forward the Skills and Innovation Centre.
8.	Harwich site update
	<ul style="list-style-type: none"> • MT reported that Hutchison is focusing on development of a masterplan for the meanwhile use as a Green Energy Hub and working with external partners on the design of the wider terminal infrastructure. • Commercial conversations are underway with partners to create the cluster benefits for the site, which is one of the aims of the Freeport - to get maximum value for use of the terminal in the meanwhile use. • SE provided an update on Essex County Council's work on the Transport Levelling Up Fund. ECC are developing a bid for funding for the A120/A133 link in order to improve journey times from Clacton to Harwich. Modelling is underway to understand any impact on the existing network before the final bid is confirmed. Bids to be submitted by 06.07.22. • RS announced that the University of Essex is looking at developing a presence in Harwich, supporting skills and career opportunities for young people.

	<ul style="list-style-type: none"> GK reported that opportunities to localise Hutchison's apprenticeship training are also being explored.
9.	UK Infrastructure Bank discussion
	<ul style="list-style-type: none"> PW advised that an initial discussion was held with the UK Infrastructure Bank (UKIB) in March to discuss the Bathside Bay development. UKIB provide both private and public sector borrowing. UKIB followed up from the initial meeting with a series of questions and a response on behalf of the Freeport has been returned.
10.	Recruitment update
	<p>MT advised that interviews for the Chief Executive were held on 12.05.22 and a preferred candidate has been identified for approval by the Board in a confidential session, taking place directly after this meeting.</p> <p>Interviews for the Chairman have been arranged for 24.05.22.</p>
11.	Capacity Funding – Latest Budget Statement
	<p>The Board considered the latest budget statement for Freeport East.</p> <p>Action: CS and BM to revise the budget statement in readiness for the next meeting.</p>
12.	Any Other Business
	<p>MG advised that BMS attended the recent UKREiiF Trade and Investment event, promoting Freeport opportunities as part of the infrastructure framework.</p>
13.	Date of Next Meeting
	<p>The next meeting has been arranged for 12.07.22 at 11:30.</p> <p>It was agreed that format of future meetings would be determined by the items on the agenda and level of discussion required.</p>