

**Minutes of a meeting of the East Midlands Freeport Board held on 20 July 2023  
at County Hall, Glenfield.**

**PRESENT**

Nora Senior – Independent Chair

**Landowners/Developers**

Phil Canning – Uniper  
Steve Griffiths – East Midlands Airport  
Stewart Kellie – Etwall Land Limited  
Frank Robotham – Maritime Transport  
Imogen Smazanovich - SEGRO

**Local Authorities**

Councillor Neil Clarke – Rushcliffe Borough Council  
Councillor Keith Girling – Nottinghamshire County Council  
Councillor Keith Merrie – North West Leicestershire District Council  
Councillor Stephen Taylor – South Derbyshire District Council

**Accountable Body Officers**

John Sinnott – Chief Executive  
Nick Wash – Head of Service, Finance  
Gemma Duckworth – Senior Democratic Services Officer

**Also in Attendance**

DLUHC Official  
Katie Greenhalgh – East Midlands Freeport (for item 6)  
Paul Miller – Senior Programme Manager, East Midlands Freeport  
Tom Newman-Taylor – Chief Executive, East Midlands Freeport

Apologies for absence were received from Mr Lee Breckon CC, Councillor Barry Lewis, Andrew Pilsworth, Peter Ralston and Julie Rossiter.

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| 1. | <b><u>Declarations of Interest.</u></b><br><br>The Chair invited members who wished to do so to declare an interest in respect of items on the agenda.<br><br>No declarations were made. |  |
| 2. | <b><u>Minutes.</u></b><br><br>The minutes of the Board meeting held on 15 June 2023 were presented.  |  |

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| 3. | <p><b><u>Action Log.</u></b></p> <p>The Board considered the log of completed and outstanding actions. The completed actions would be removed and the log updated to reflect those which were now felt to be business as usual.</p>  |  |
| 4. | <p><b><u>Chair's Update.</u></b></p> <p>The Chair provided the following update:</p> <ul style="list-style-type: none"> <li>• Local and regional MP engagement had now commenced and this had highlighted the support for the Freeport. It was the intention to hold monthly meetings with stakeholders.</li> <li>• A recent Westminster Social Policy Forum Event had raised and discussed the challenges for Freeports. Both the Chair and Mr Breckon CC had attended as panellists.</li> <li>• A letter had been received from the Levelling Up Minister in relation to the Ratcliffe site. Although there was support and approval for the LDO had now been given, it was important to ensure that local needs and stakeholder views were accommodated, particularly from a transport/road network perspective. The letter also referred to the alignment of different economic opportunities across the region and the transport implications relating to these – Midlands Connect was undertaking this latter piece of work.</li> <li>• A meeting had recently taken place with Toyota who had shared a clear commitment to the Freeport's agenda. Innovation plans around net zero had been shared and a further follow up meeting would be arranged to have a wider discussion around supply chain.</li> <li>• Following the last SRO Forum, it was noted that there was a clear commitment from Government to help unblock outstanding issues in relation to Freeports and a representative would be attending the EMF site visit on 10 August. It was also stated that pressure continued for the tax relief window to be extended and DLUHC would be producing some guidance around deploying the retained business rates.</li> <li>• Also from the SRO Forum, from a comms perspective, there was a renewed focus on the Levelling Up campaign.</li> </ul> |  |
| 5. | <p><b><u>CEO Update.</u></b></p>   |  |

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|    | <ul style="list-style-type: none"> <li>• The CEO reported that he had attended a session with regional partners to consider the transport implications for the EMF area. This had been chaired by Midlands Connect who was undertaking some work for the Freeport on this.</li> <li>• The first Inward Investment Subcommittee had been held; this had discussed protocols and how to work together across regional Investment Partners.</li> </ul>  |     |
| 6. | <p><b><u>Variation of Order of Business.</u></b></p> <p>The Chair sought and obtained the approval of the Board to vary the order of business of the agenda.</p>   |     |
| 7. | <p><b><u>Governance and Subsidy Control Timeline.</u></b></p> <p>The Senior Programme Manager provided an update on the current position with the outstanding governance issues. The aim was to ensure any comments on the subsidy control scheme were received by the end of July and that the key governance documents were now signed by all partners by October.</p> <p>It would also be necessary to advise Board members of the governance documents which were essential to be signed by October, and it was possible that a meeting of the Governance Working Group would need to be arranged.</p> <p>The recommendations contained within the report were confirmed and the Board approved the suggested timeline. It was essential that members met the relevant milestones and were asked to inform the Board of any issues in respect of their own organisational processes.</p> | ALL |
| 8. | <p><b><u>Seed Capital Shortlisting.</u></b></p> <p>The Board received an update on the shortlisting of the seed capital projects.</p> <p>Nottinghamshire County Council and Rushcliffe Borough Council expressed concern regarding the scoring in relation to the Ratcliffe site Local Road Improvements Project and felt that it did not reflect the value of the scheme to unlocking the Uniper site. The Board agreed that Nottinghamshire County Council should develop a business case to be considered alongside the other schemes on the shortlist, albeit the scheme scoring was not to change at this stage. The Board noted that there had been a fair and thorough shortlisting process which</p>   |     |

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|     | <p>had involved officials from Nottinghamshire County Council and Rushcliffe Borough Council. If unsuccessful, it was noted that this scheme could be considered for retained business rates or for seed capital funds returning to EMF via a loan repayment agreement on other shortlisted seed capital schemes.</p> <p>In response to a query, it was confirmed that any change request should be submitted to DLUHC as this would need to be approved through an internal process. DLUHC would consider ways to expedite the change control process and/or release some funding early.</p> <p>It was AGREED that the proposed shortlist be accepted to progress to business case, although the reservations of Nottinghamshire and Rushcliffe Councils in respect of the scoring of the Local Road Improvements Scheme were noted. Project leads were asked to engage with Katie Greenhalgh and were encouraged to attend the next Sites and Infrastructure Working Group on 10 August, where the next steps would be discussed. It would be essential for project leads (and not EMF) to own business case and scheme development, although EMF would look to provide some targeted support.</p> <p>Consideration would be given to the membership of the Sites and Infrastructure Working Group to ensure there was the appropriate representation from relevant partners. This would be discussed further at the next meeting of the Board.</p> |         |
| 10. | <p><b><u>Freeport Customs Promotion.</u></b></p> <p>The Board received a presentation from David Pearson, East Midlands Chamber of Commerce (EMCC), who had been asked to help with the promotion of customs sites. EMCC would undertake further detailed work on the strategy for marketing and securing additional CSOs working alongside HMRC.</p> <p>The Board was supportive of this proposal and agreed that there could be opportunities for a quick win for the EMF.</p> <p>In response to a query around the benefit of having a Memorandum of Understanding (MoU), it was noted that it was helpful to have an agreement in writing to give greater clarity around the scope of services available to EMF and the nature of the partnership. Consideration</p>  | PM/TN-T |

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|     | would be given to what to include in the MoU and approved by the Chair.   |         |
| 11. | <p><b><u>Retained Business Rates Forecasting.</u></b></p> <p>The Board received a presentation from WSP, part of the DLUHC Freeports Hub, on the work being undertaken to refresh the retained business rates model.</p> <p>It was noted that a number of assumptions, including rateable value, had been tested and there appeared to be very limited solvency risk for EMF and the loan being repaid within the next financial year.</p> <p>TSO engagement was required to stress-test that the correct information was being included in the model. An updated model would be presented to the next meeting of the Board for approval.</p> | TN-T    |
| 12. | <p><b><u>DLUHC Update.</u></b></p> <p>The following update was provided:</p> <ul style="list-style-type: none"> <li>• TSOs were encouraged to engage fully around M&amp;E and were asked to provide a named lead. The Executive Delivery Team would commence work on an improved M&amp;E process for the next quarter.</li> <li>• Information on the Career Ready programme (which EMF and partners were involved with) would be shared with DLUHC.</li> </ul>  |         |
| 13. | <p><b><u>TSO Update - SEGRO.</u></b></p> <p>The Board received a presentation from Imogen Smazanovich, SEGRO on the current position at the East Midlands Global Gateway site.</p> <p>The Board also received a presentation from a summer intern at SEGRO through the Career Ready scheme. He explained that he was involved in the creation of an engagement strategy to explain what the Freeport was, and felt that this should be promoted in schools.</p>   |         |
| 14. | <p><b><u>Any Other Business.</u></b></p> <ul style="list-style-type: none"> <li>• Arrangements for future Board meetings were currently being finalised. There would be a move to bi-monthly meetings after October and the dates would be circulated as soon as possible. Board dates</li> </ul>   | TN-T/GD |

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|     | would rotate between Wednesdays and Thursdays (am and pm).   |  |
| 15. | <b><u>Date of Next Meeting.</u></b><br>The next meeting of the Board would take place on 28 September 2023 at 2.00 – 4.30pm at County Hall, Glenfield. |  |

**2.00 – 4.27pm**

**20 July 2023**

**Chairman**