

**Minutes of a meeting of the East Midlands Freeport Board held on 9 November 2023 at County Hall, Glenfield.**

**PRESENT**

Nora Senior – Independent Chair

Landowners/Developers

Phil Canning – Uniper  
Steve Griffiths – East Midlands Airport  
Andrew Pilsworth – SEGRO  
Peter Ralston – Goodman  
Frank Robotham – Maritime Transport  
Julie Rossiter – Etwall Land Limited

Local Authorities

Mr Lee Breckon CC – Leicestershire 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 8)  
Paul Miller – Senior Programme Manager, East Midlands Freeport (for items 5-6)  
Tom Newman-Taylor – Chief Executive, East Midlands Freeport

Apologies for absence were received from Councillor Neil Clarke, Councillor Keith Girling and Councillor Tony King.

The Chair noted that, for the beginning of the meeting, the Board was inquorate but Councillor Keith Merrie was due to arrive shortly.

1.	<p><b><u>Declarations of Interest.</u></b></p> <p>The Chair invited members who wished to do so to declare an interest in respect of items on the agenda.</p> <p>The Chair declared an interest in agenda item 8 (Seed Capital Business Case) as the Vice Chancellor of the University of Nottingham. Following discussion with the Board, and in line with the conflicts policy, it was agreed that the Chair could</p>	
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	<p>remain in the room during the discussion on this item as long as she did not take part in the vote on the recommendations.</p>	
2.	<p><b><u>Minutes.</u></b></p> <p>The minutes of the Board meeting held on 28 September 2023 were presented.</p> <p>Uniper queried the wording around joining the World Economic Forum – the minutes would be amended to reflect that a further discussion on this was required before taking forward.</p>	GD
3.	<p><b><u>Action Log.</u></b></p> <p>The Board considered the log of outstanding actions and confirmed closed actions.</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>• The Chair had attended the recent Party conferences and gave a brief update.</li> <li>• A meeting had taken place with elected representatives from Leicester, Nottingham, and Derby City Councils to provide more clarity on the role of the EMF. There had been a keenness to keep discussions ongoing to ensure greater collaboration in relation to infrastructure. EMF had also been asked to join some Council partnership groups to ensure cohesion of initiatives.</li> <li>• EMF was already engaging positively with colleagues from the shadow East Midlands Combined Authority.</li> <li>• A meeting had also taken place with Vice Chancellors of local universities to discuss innovation partnerships.</li> <li>• Work was taking place to develop an EM wide growth prospectus which would provide a powerful overview for potential inward investors.</li> <li>• The Chair stated that an effectiveness review of the operation of the Board should be undertaken as part of good governance. This would be led by the Executive Delivery Team, but all Board members would be contacted to seek their views, along with members of the subcommittees. There would be a focus on immediate issues around the Board/subcommittee effectiveness but it would also be necessary to consider future evolution eg. in light of emerging EMCCA/ IZ proposals. The EDT would report back to Board in January.</li> </ul>	TNT/ PM/ GD

	<ul style="list-style-type: none"> <li>It had previously been the intention to move to bi-monthly meetings from the beginning of 2024. However, it was suggested that meetings should remain monthly until the effectiveness review had been completed. The meeting in January would be reinstated, with a view that this would be used to discuss key issues.</li> </ul>	GD
5.	<p><b><u>CEO Update.</u></b></p> <ul style="list-style-type: none"> <li>The CEO reported that a senior Member of Government had been confirmed as attending the formal EMF launch. This was due to take place on 30 November between 3.30-5pm. Invitations would be circulated in the near future, along with an itinerary for the launch and any key messages.</li> <li>The CEO was due to give evidence to the Business Select Committee on 21 November on Freeports.</li> <li>A Remuneration Subcommittee had been established and would consider issues around pay and performance for the Chair and EDT.</li> </ul>	DC
6.	<p><b><u>Update on any Events/Milestones.</u></b></p> <p>Board members were given the opportunity to provide an update on any events/milestones which had occurred since the last meeting of the Board. None were reported.</p>	
7.	<p><b><u>Risk and Issues Register.</u></b></p> <p><b><i>Councillor Keith Merrie had now joined the meeting, making it quorate.</i></b></p> <p>The Board considered a report which presented a revised risk and issues register. It was the intention that this would be a standing item for the Board, with a particular focus on reporting any new or increasing risks.</p> <p>Support was given for the revised document, but it was suggested that further guidance should be provided around scoring post mitigation, as some appeared to be optimistic. It was also requested that the top five risks (post mitigation) be reported to each meeting of the Board, as well as flagging any significant new risks/ changes in scoring.</p> <p><b>AGREED:</b></p> <p>a) That the revised format of the Risk and Issue Register be approved;</p>	

	<p>b) That the content of the Risk and Issue Register be agreed;</p> <p>c) That the process for sharing the Register with the Board be approved, in particular that the top five risks are reported to each meeting of the Board.</p>	
8.	<p><b><u>Seed Capital Business Case.</u></b></p> <p>Two schemes had submitted business cases for approval by the Board. Project leads gave a short presentation and a discussion was then held around the merits of each scheme.</p> <p>Private sector members of the Board left the meeting at this point and the Board's public sector members voted to approve both schemes, subject to a series of conditions and milestones which would be captured as part of the funding agreements.</p>	
9.	<p><b><u>Investor Handling.</u></b></p> <p>This would be deferred to be considered at the next meeting of the Board.</p>	
10.	<p><b><u>MoU.</u></b></p> <p>The MoU with DLUHC had been reviewed by the governance subcommittee on 31 October and approval in principle had been given. Leicestershire County Council, as the Accountable Body, and the Billing Authorities had also indicated approval in principle.</p> <p>Once signed, EMF officers would work with DLUHC and officers from the Accountable Body to schedule the release of seed capital funding for the 2023/24 financial year.</p> <p>It was agreed that EMF ask DLUHC to amend the seed capital schemes table 1 to reflect the ongoing approvals process.</p> <p>The Board <b>AGREED:</b></p> <p>a) approval of the MoU, which will come into effect as soon as it is signed;</p> <p>b) that the Chair of the Board sign the document on behalf of the Board, to come into immediate effect;</p> <p>c) its continual support for the terms of the MoU, which will commence now and continue in force after Board members become EMF directors in law. A formal acknowledgement of the entry into the MoU is included in the Members' Agreement.</p>	DLUHC/ NW

11.	<p><b><u>Governance and Subsidy Control Update.</u></b></p> <p>The Governance Subcommittee had recently met to consider the suite of corporate and tax gateway governance documents.</p>	
12.	<p><b><u>DLUHC Update.</u></b></p> <p>It was noted that the Autumn Statement was due on 22 November.</p>	
13.	<p><b><u>Tax Site Operator Update – Goodman/Etwall Land Limited.</u></b></p> <p>It was AGREED that this item be deferred to the next meeting of the Board.</p>	
14.	<p><b><u>Date of Next Meeting.</u></b></p> <p>The next meeting of the Board would take place on 14 December 2023 at 2.00pm at County Hall, Glenfield.</p>	

**10.30am – 1.45pm**

**9 November 2023**

**Chairman**