

ENTERPRISE ZONE COMMITTEE MEETING MINUTES

9 November 2021 (10am – 12pm)

MS Teams Video Conference

Attendees:

John Sutcliffe (JSu) Chair, Dorset LEP Board Member
 Glen Richardson B1 (GR), British Army
 Cllr Tony Ferrari (TF), Dorset Council
 John Sellgren (JSe), Dorset Council
 Elizabeth Spence (ES), Department of Business, Enterprise & Industrial Strategy (BEIS)
 Dr Corrina Osborne (CO), Dorset LEP

Other Attendees:

Cecilia Buffon (CB), Dorset LEP Board Chair
 Daniela Doncakova (DD), Dorset LEP
 Joanne Haskins (JH), Project Manager, BattleLab
 Nimisha Loveridge (NL), Dorset LEP

Item	Welcome, Apologies and Declarations of Interest	Action
1.	<p>JSu welcomed the attendees to the meeting.</p> <p>No declarations of interest were stated.</p>	
Item	Minutes and actions from previous meetings	Action
2.	<p>Minutes from the July 2021 meeting were approved by the Committee.</p> <p>All actions from the previous meetings have been addressed and the actions below remain ongoing from the previous meetings with further updates below.</p> <p>Ongoing Action: CB and JSe to review how strategic marketing of the Enterprise Zone can be improved. Discussed in regular meetings held between CO & JSe.</p> <p>Ongoing Action: Ascertain if Dorset LEP can assist Dorset Council in exploring the possibility of academic presence on site Update 09/11/21: Dorset LEP to assist Dorset Council in communicating with the academic community. Discussed in regular meetings between CO & JSe.</p> <p>Ongoing Action: CO and JSe to further discuss the investment plan and the next steps at their regular meetings; including government priority themes and government streams that could be anticipated for delivering the EZ investment plan. Discussed in regular meetings between CO & JSe.</p> <p>Ongoing Action: Dorset Council to take the landowner responsibility forward and capitalise on the site; whilst pushing forward with the recommendations that are to set out in the strategy.</p> <p>Action #1: CO to continue to work towards agreeing the MoU and associated business rates with John Sellgren. - Update 09/11/21: MoU will be presented to Dorset LEP Board at the end of this month for approval.</p> <p>Action #2: GR to share the key points of the MoD report on future strategy for</p>	<p>CO & JSe</p> <p>CO & JSe</p> <p>CO & JSe</p> <p>JSe & TF</p> <p>CO</p> <p>GR</p>

	<p>defence innovation in Dorset, which are currently being prepared for a release and are linked to the Industrial Strategy.</p> <ul style="list-style-type: none"> - Update 09/11/21: GR to follow up. <p>Action #3: GR to engage with DASA and DSTL to explore opportunities for the park.</p> <ul style="list-style-type: none"> - Update 09/11/21: GR has been in contact with DSTL JSu to provide GR with information on Autonomy HPO; GR to explore potential collaboration. <p>Action #4: JSe to review the job generation forecast prior to the next standard Committee meeting (19 July). Dorset Council to include job generation forecast in the investment plan.</p> <ul style="list-style-type: none"> - Update 09/11/21: JSe to progress. <p>Action #5: JSe to provide more information and detail on the Investment Plan at the next Committee meeting (19 July).</p> <ul style="list-style-type: none"> - Update 09/11/21: JSe to progress. <p>Action #6: GR to facilitate liaisons with Defence Academy to enhance engagement with the Defence BattleLab.</p> <p>Action #7: GR to help find a common link to have a single point of contact for the service to reach retired service personnel.</p> <ul style="list-style-type: none"> - Update 09/11/21: GR to progress <p>Action #8: The Committee agreed it would be helpful to have a stakeholder map of the site with contact details.</p> <ul style="list-style-type: none"> - Update 09/11/21: JSe to progress 	<p>JSu & GR</p> <p>JSe</p> <p>JSe</p> <p>GR</p> <p>GR</p> <p>JSe</p>
Item	EZ Committee Terms of Reference (ToR)	Action
3.	<p>The Committee discussed the Heads of Terms.</p> <p>DD commented that under section 4.1 of the Terms of Reference, under 'Representation' in section 4.1.2, the second bullet point notes that a representative from Dorset Council and a representative from Bournemouth, Christchurch and Poole Council (BCP) should be part of the Committee but there is currently no BCP representative on the Committee.</p> <p>The Committee agreed to remove the BCP representative under section 4.1 of the Terms of Reference, under 'Representation' in section 4.1.2. When there is an Enterprise Zone in the BCP area, the Committee will ensure there is a representative from BCP. It was also agreed that BCP should be kept informed of key activity on the Enterprise Zone for future links with the med-tech cluster in Lansdowne, and for links with BattleLab, and the One Health cluster.</p> <p>JSu commented that section 4.2.2 of the ToR notes that the 'Chair shall be appointed by the Committee from among its members.' Currently there is only one private sector full time member from Dorset LEP on the Committee, and that is the current Chair.</p> <p>CO confirmed that, from a Governance perspective, additional members for Committees must be approved by the Nomination and Remuneration (N&R) Committee on behalf of the Board. She advised that the Terms of Reference for each Committee states that the Committee members will appoint a Chair from the membership.</p>	

	<p>It was noted that it would be prudent to have more private sector representation on this Committee.</p> <p>The Committee agreed to approve the ToR with the discussed amendments.</p>	
Item	EZ Reporting	Action
4.	Papers were noted by the Committee. DD provided highlights on the Enterprise Zone Q2 reporting.	
Item	Update on MoU/Business Rates	Action
5.	<p>CO met with TF, JSe and CB to discuss the MoU and business rates, and there was a clear desire to keep the strong partnership going forward for the EZ.</p> <p>A proposal has been discussed and the details are being reviewed. It is hoped that the agreed MoU will be ready to present to the LEP Board at the end of November for approval and sign off. CO thanked everyone for their contribution to the MoU.</p>	
Item	Update on business rate generation	Action
6.	TF commented that there was no substantive change to business rate generation since the last meeting.	
Item	Update on Enterprise Zone investment plan	Action
7.	TF explained that the plan is to converge two strands: to identify the facilities needed on site, for current tenants and future tenants, and the capital requirements to deliver these needs.	
Item	Academic presence on EZ	Action
8.	<p>JSu reiterated the importance of continuing conversations with the academic communities of Dorset.</p> <p>A common theme that is emerging is the need for skills around 5G, for BattleLab and for the wider Dorset economy.</p> <p>Action#9: CO to liaise with Rebecca Davies (Head of Enterprise, Skills and Industry) regarding the skills agenda and skills shortages in Dorset.</p> <p>Action#10: JSe to liaise with Emma Hunt (Chair of Skills Advisory Panel and Board) about skills development needs, from a strategic perspective, for the medium to longer term as this is the aim of the commission.</p>	<p>CO</p> <p>JSe</p>
Item	Dedicated EZ resource	
9.	JSu noted that there are single points of contact for the various areas that need to be addressed.	
Item	Highlights for Dorset LEP Board	
10.	<p>JSu noted the positive sharing of information and collaboration to address challenges of future skills, plans, and potential academic partnerships.</p> <p>DD informed the Committee that, in order to aid communications and collaboration, shared activity documents are now available on SharePoint.</p>	
Item	Any Other Business	
11.	JSu thanked everyone for their efforts and contributions.	

Note: Date of Next Meeting – 23 February 2022 (10am -12pm)