

**MINUTES OF THE HARLOW GROWTH BOARD  
HELD ON  
18 December 2020 10am**

**PRESENT**

**Members**

John Keddie (Chair)	Councillor Michael Hardware
Michael Beard	Michael Harrowven
Yvonne Barnett	Martin John
Suzanne Bennett	Brian Keane
Steve Clarke	John McGill
Rebecca Collings	Iain McNab
Mark Doran	Jemma Mindham
Robert Halfon MP	Guy Nicholson
Chris Snow	

**Officers**

Eden Duggan	Jane Greer
Julie Houston	Alison Fox
Adam Rees	James Gardner
Fiona Bodle	Dave Burrows
Sarah Langmead	

**1) INTRODUCTIONS AND APOLOGIES**

Apologies for absence were received from Will Allanson, Tom Dewey, Councillor Tony Durcan and Ann Limb.

**2) DECLARATIONS OF INTEREST**

None

**3) MINUTES FROM OCTOBER 2020 MEETING**

**RESOLVED** that the minutes of the previous meeting be agreed.

**4) REGISTER OF INTEREST AND AMENDMENT TO THE GROWTH BOARD TERMS OF REFERENCE**

Alison Fox said that members of the Board needed to complete a register of interests form and produce a short biography. Any relevant declarations of interest would be required at the beginning of each meeting, and the requirements for making declarations of interest would be aligned with the Council's Code of Conduct.

This Board's terms of reference needed to be amended to reflect these changes to declarations of interest.

**RESOLVED** that the section 4 of the terms of reference be amended to read:

## **BOARD MEMBERS CONDUCT**

- All Board members are expected to adhere to the Nolan Principles
- Members are required to adhere to Harlow Council's Code of Conduct, which might change from time to time.

### **Declarations of Interest**

- The Members recognise that it is essential that the business of the Board is conducted in an open and transparent manner.
- Members are required to complete a Register of Interest form which will be updated on an annual basis. A Register of Interests for the Board will be kept by Harlow Council but it will not be published on the Council website.
- Members must therefore declare a personal interest in any item on the agenda.
- Declaration involves stating the interest and the nature of the interest. Once the interest is declared, then a Member may speak on the item but must not vote on it.

## **5) UPDATE ON THE FUTURE HIGH STREET FUND AND TOWNS FUND BIDS**

Jane Greer said that further information about the bids was expected early next year. With regard to the Towns Fund bid there are three possible outcomes: a) projects are fully funded, b) our bid is rejected completed or c) a lower envelope than we bid for is offered.

If we are successful, we will have 3 weeks to review and sign up to a Heads of Term document and then 12 months to complete full Business Cases for each of the projects.

## **6) OVERVIEW OF PROPOSED PROGRAMME / PROJECT MANAGEMENT PROCESS FOR DEVELOPING THE TOWNS FUND BUSINESS CASES**

James Gardner gave a presentation (a copy of which was circulated to Board members separately). The governance structure for the Town's Fund bid would use a MSP approach which would be in line with FHSF and GBF applications.

A programme governance structure was outlined with the Growth Board acting as a Sponsoring Group making strategic decisions. We intend to use the Treasury Green Book template for the Business Cases. Proportionality will be applied in line with guidelines for below and above £2m.

Business Cases would need to use the five case model to ensure that all projects provide strategic fit, maximise public value, and are deliverable. The five cases were: strategic; economic; commercial financial; and management.

A suggested timeline was presented illustrating that six project Business Cases will be developed in parallel with the aim that some projects are fast tracked. Project Business Cases need to be signed off by the Growth Board chair and Harlow Council as the Accountable Body, before being submitted to MHCLG. It was noted that the Growth Board is not a legal entity, and is therefore only an advisory body to the Council as the Accountable Body.

## **7) UPDATES FROM THE MAXIMISING THE BENEFITS OF PHE'S MOVE TO HARLOW SUBGROUPS**

Alison Fox explained that under the Growth Board is a PHE move to Harlow Strategic Group and under that there is a further subgroup focusing on Skills issues. In addition, as part of the S106 planning conditions there is a group focusing on monitoring the employment and training opportunities from the construction phase of the development.

Alison outlined some of the activity that each of the groups have been undertaking.

### **S106 Employment and Skills Construction Phase monitoring group:**

- Build period is Spring 2020 to March 2025.
- Employment and training opportunities closely linked to Harlow College Construction Hub
- During the demolition stage some employment and training opportunities have been delivered.

### **Skills Subgroup:**

- Area of initial focus
- Creating a pipeline of suitably qualified skilled local people for both PHE and existing Life Science sector locally
- Covering activity from early years to post grad training.
- Focus on promoting STEM subjects

### **Strategic Group:**

- Reviewed learnings from 3 Case Studies that provided as supporting evidence of Steer Report. (Astra Zeneca's relocation to Cambridge; the BBC's move to Salford Quays; and NHS Digital Leeds)
- It was recommended that an Anchor Institution Programme was set up within Harlow with the initial step being to look to set up a workshop for the Board and key stakeholders on how to set up such as programme.

**RESOLVED** that a workshop for the Board be arranged on setting up an anchor institution programme.

## **8) ANY OTHER BUSINESS**

Steve provided an update on the situation at PAH covering both the impact of Covid currently and the plan for new hospital.

Robert Halfon raised a potential Ministerial visit to Harlow that could take place early in the New Year to highlight key issues for the town.

John Keddie explained that Arrow would no longer be participating in the Growth Board. Arrow were thanked for their great support to the EZ board and the Growth Board.

9) **FUTURE AGENDA ITEMS AND FUTURE DATES OF MEETINGS**

The next meeting would be deferred from 15 January to 3 February.