

101231058  
Revision 01

## SZC ECONOMIC REVIEW GROUP

### NOT PROTECTIVELY MARKED

Date:	23 <sup>rd</sup> January 2024, 1400-1500
Location:	Teams
Chair:	Sarah Williamson (SZC)
Attendees:	Jai Raithatha (SCC), Paul Wood (ESC), Sarah Williamson (SZC), Ashley Shorey-Mills (Suffolk Chamber of Commerce, obs), Isaac Nunn (SCC, obs), Rebecca Calder (SZC, obs)
Apologies:	Julian Munson (NALEP)

#### Meeting Notes:

### 1 INTRODUCTIONS

Sarah Williamson (SZC, Chair) – Construction Performance Director  
 Jai Raithatha (SCC) – Head of Economic Development  
 Paul Wood (ESC) – Head of Economic Development and Regeneration  
 Ashley Shorey-Mills (Suffolk Chamber of Commerce, obs) - Head of Supply Chain Engagement  
 Isaac Nunn (SCC, obs) – Senior Planner  
 Rebecca Calder (SZC, obs) – Community Environment Manager

### 2 TERMS OF REFERENCE

- Group reviewed the Terms of Reference (ToR).
- SW suggested expansion of ToR to pull in additional detail from the Deed of Obligation (DoO) to provide greater granularity and detail, particularly with reference to reporting from the three working groups feeding into the Economic Review Group.
- PW noted that there are currently no KPIs within the DoO for the economic working groups. Need to discuss with ESEWG, Tourism and Supply Chain working groups how they are going to assess effectiveness of measures.
- Agreed that Economic Review Group would meet quarterly and face to face where possible.
- Agreed that each economic working group would have a slot on the agenda to set out matters being reported on to the Economic Review Group and respond to any questions. This will help the Economic Review Group provide strategic oversight directly to the working groups.
- By next meeting, aim to have final ToRs from economic working groups collated.
- Reporting to be provided to Economic Working Group 2 weeks ahead of meeting – send to Secretariat for circulation.
- *[Post-meeting note: Social Review Group will follow same structure of inviting representatives from working groups and has suggested inviting Chair plus SZC member, unless there is a particular issue/dispute/request for funding which requires additional / alternative members of a working group to attend].*

**ACTION:** Economic Review Group to request working groups update ToRs in line with the above.

- A discussion was held on attendees at the group.
- JR noted that from 31<sup>st</sup> March 24, the local enterprise partnership will no longer exist (RC noted that there is no automatic replacement set out in deed of covenant). Economic Review Group to decide if NALEP representative should be replaced (and if so, by what organisation, taking into account the role / expertise that NALEP would have brought to the group) or whether the County Council can cover this. Noted that the economic working groups have the same issue and also have actions to review this.

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- ASM queried how Economic Review Group will determine what contractors should be attendance (when required) (ToR states 4 reps from Tier 1 contractors). Want to avoid repetition from the Supply Chain Working Group.
- SW noted that Tier 1s may not be the best attendees at this group – a focus on local and regional suppliers may be more appropriate.

**ACTION:** Reporting calendar to be set-up by SZC, with appropriate stagger between groups.

**ACTION:** SZC to update Economic Review Group ToR in line with discussions above and recirculate to Group (to be agreed ahead of next meeting).

**ACTION:** Economic Review Group (led by JR) to consider replacement for NALEP member – discuss at next meeting.

### 3 DCO FIRST COMMENCEMENT UPDATE

- The Development Consent Order (DCO) formally commenced on Monday 15<sup>th</sup> January.
- Noted that pre-commencement works were already underway and that earthworks planned to commence on the main development site in quarter 2. However, RC noted that this is a 9-12 year construction phase so there is time for a slow ramp up to develop the right mitigation under e.g. the Tourism Fund, get the ToRs right etc.
- Equity raise process is running in parallel – noted additional Government investment of £1.3bn jut announced.

### 4 UPDATE FROM WORKING GROUPS

#### a. Employment, Skills and Education WG

#### b. Supply Chain WG

#### c. Tourism WG

- No formal reporting yet available from the sub-groups.
- ESWEG – well established – have been meeting as shadow group for several months and Regional Skills Co-ordinator in post.
- Supply Chain WG - ASW to sit down with ESC and SCC to look at how to usefully provide the supply chain information for work plan. Ensure delivery of commitments.
- Tourism WG – Tourism Programme Manager role being interviewed for on Monday 29th Jan. Marketing manager will follow. DMOs role discussed including how marketing manager will work alongside DMO (noting tourism programme manager will be the line manager). SZC to present at the DMO conference on 7th March. Tourism Fund Implementation Plan to be delivered in 2 phases for this year – initial plan to meet the “within 3 months of commencement” stipulation followed by fuller plan three months later once TPM in role.

### 5 KEY RISKS, ISSUES AND OPPORTUNITES

- Register to be collated at next Review Group meeting.

### 6 AOB

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- None.

### Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
23 <sup>rd</sup> Jan 2024	1	Economic Review Group to feedback to sub-groups on updates required to ToR / reporting timescales.	SZC to share Economic Review Group meeting minutes / feedback to Chairs	9 Feb 24
23 <sup>rd</sup> Jan 2024	2	Reporting calendar to be set-up by SZC including stagger of working group and review group meetings.	SZC	9 Feb 24
23 <sup>rd</sup> Jan 2024	3	SZC to update Economic Review Group ToR in line with discussions and recirculate to Group (to be agreed ahead of next meeting).	SZC	9 Feb 24
23 <sup>rd</sup> Jan 2024	4	Review final sub-groups ToRs.	Economic Review Group	Next meeting – agenda item
23 <sup>rd</sup> Jan 2024	5	Economic Review Group (action to be led by JR) to make decision on NALEP member – should they be replaced and by which organisation?	JR	Next meeting – agenda item

**Author: Eleanor Wright (Secretariat, Quod)**