

101296385

Revision 01

SZC ECONOMIC REVIEW GROUP

NOT PROTECTIVELY MARKED

Date:	Thursday 16 th May 2024 (15:00-17:00)
Location:	Microsoft Teams
Chair:	Sarah Williamson (SZC)
Attendees:	Sarah Williamson (SZC, Chair), Paul Wood (ESC), Jai Raithatha (SCC), Ashley Shorey-Mils (Suffolk Chamber of Commerce, obs / SCWG), Rebecca Calder (SZC, obs / TWG), Alexis Corless (ESC, obs / TWG), Jonathan Reynolds (SZC, obs / ESEWG), Natalie Freislich-Mills (SCC, obs / ESEWG)
Apologies:	-

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1 INTRODUCTIONS

2 PROJECT UPDATE

- SW set out that the project is progressing well, with the main development site land now having been acquired from EDF and the nuclear site licence granted. Earthworks are mobilising and activity will be extending to some of the off-site infrastructure sites later this year also. It is forecast that there will be around 1,500 people on-site by the end of the year.

3 UPDATE FROM WORKING GROUPS

Employment, skills and education working group (ESEWG)

- NFM set out that as part of the Deed of Obligation (DoO), the Regional Skills Coordination Function, in consultation with the ESEWG, were required to submit the Annual Skills Implementation Plan (ASIP) for approval to the ERG, 3 months after first commencement (i.e. April 2024). This was sent electronically to ERG members ahead of the meeting.
- NFM noted that best practice from Hinkley Point C (HPC) is to align ASIPs with the academic year (September to September), so this ASIP is an interim version in order to adhere to the DoO deadline and to cover the period until September 2024. From this date, a full ASIP running to September 2025 will be proposed and this will be presented to the ERG in September 2024 for approval.
- NFM explained that the focus over the next few months will be ensuring all of the processes are set up to distribute the various funds available and ensuring that the correct stakeholders are represented on the thematic sub-groups to the ESEWG.
- ASM questioned who the ESEWG envisage bidding to be a part of these thematic groups? JRe clarified that membership of thematic groups will not be decided by bidding – there is an indicative membership for these groups set out in the Deed of Obligation [*“relevant and appropriate third parties, including Tier 1 Contractors, local education and skills providers, colleges and industry bodies”*]. The employment outreach thematic group will also include social outreach partners, including DWP, Inspire, ACT etc. ASM noted businesses were not mentioned in the list for thematic groups but it will be important to feed supply chain information into the ASIP. JRe confirmed supply chain partners will be involved and that bids into the ASEC should include consideration of how this will support the local / regional supply chain.
- ASM noted it would be helpful for the ERG to see the information that the ESEWG uses to inform the ASIP.
- The ERG approved the interim ASIP.

ACTION: Early Workforce Information to be shared with ERG plus SZC Construction Workforce Delivery Strategies to be shared with ERG on an ongoing basis.

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Supply Chain Working Group

- ASM confirmed the next formal meeting of the Supply Chain Working Group is 2nd July *[post-meeting note: this is being rearranged as one member is now not available]*. ASM noted that one of the joint Chairs will attend to provide an update at further ERG meetings.
- Noted key issues have been LEP membership (not proposed to replace LEP member) and where the local supply chain skills responsibility sits (now confirmed that this is with the ESEWG).
- ASM advised that key challenges are securing sufficient information to produce a clear look ahead and ensure that all procurement is put through CompeteFor; there is also still a lack of clarity of what is needed for the smaller businesses to prepare for the work to come. This is important to enable the project to maximise use of local and regional suppliers and avoid contracts which could have been filled locally or regionally going to national / international suppliers instead. The ERG supported the Chambers concerns and SW noted that ideally a full life cycle plan is needed that the Chamber can pull from.

ACTION: A separate session to be coordinated with the supply chain team to plan a clear roadmap to ensure targets are being met. Gap analysis also needed where obligations may be missed.

Tourism Working Group

- AC was introduced to the ERG as the new Tourism Programme Manager, a DoO funded role.
- Members will meet for an informal workshop session(s) in June where AC will present the first draft Annual Tourism Fund Implementation Plan (ATFIP) so it can be discussed and debated ahead of the request for sign off at the formal working group meeting on 1 July 2024. This will be escalated to ERG if not approved by the Tourism Working Group.
- AC set out that the first plan will span 6 months to bring it in line with calendar year / allow time to plan for peak season 2025. Focus of first plan is to map out the baseline, with good data-mapping and audience understanding to underpin future work - currently lacking an understanding of who the target audience and market is. Plan will also set out the monitoring tools to help inform future plans / reporting into ERG.
- RC noted other issue is that Visit Suffolk (who provided a County wide view) and NALEP (who provided Norfolk / Suffolk overview) are no longer members due to restructuring of their organisations. Noted that DMO is in the position of being member and a potential recipient of funding. JRa noted that a new local visitor economy partnership is likely to be established in the next 12 months and should provide the wider strategic view.

KEY RISKS, ISSUES AND OPPORTUNITIES

Role of the ERG

- A discussion was held on the fact that the ERG's function is to support the DoO commitments to the local and regional economy, while the SZC project has wider commitments to UK spend.

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- It was also discussed that some of the tasks stipulated in the DoO may not sit best with the ERG - for example, should the ERG be reporting on apprentices when other channels will be doing that reporting? Should the ERG be working directly with regional boards and groups, including other large infrastructure groups to identify funding and investment opportunities, or does this sit better with ESC/SCC?
- SW suggested a number of pieces of work be progressed over the Summer:
 - SZC to work towards an overarching supply chain strategy which draws out the links between DoO and wider project / consortium commitments, in order to deliver the obligations in the DoO as well as mitigating one of the project's biggest risks which is having the right workforce at the right time.
 - A risk register should be collated.
 - ERG to meet face to face and also with leaders of the subgroups to work through the ToR to check whether things are sitting with the correct group.

ACTION: Half day face to face workshop to be arranged with ERG and representatives from sub-groups to work through ToR and start compiling a risk register.

Subsidy Control Regime

- JRe noted that some of the DoO funds may fall under the new (post-Brexit) subsidy control regime. If so, there are additional processes and administration that might need to come into force. PW noted that ESC have also been considering this and may have some guidance.
- JRe confirmed there is a potential risk of delaying mobilisation of certain funds which could set us behind with some of the DCO ambitions.

ACTION: SCC / ESC to take advice on this – escalate to Delivery Steering Group as is a DoO-wide issue.

LEARNING / ISSUES TO PASS TO SOCIAL REVIEW GROUP

- SW set out that a useful exercise will be to look at the interfaces between the working groups and review groups; there needs to be some interface management to get the network flowing. RC noted that there may be some lessons learnt from HPC that could help with this.

ACTION: RC to ask HPC how they manage this.

- Noted that it would be helpful to have a document depositary for minutes and papers that the ERG and working groups can all access. Noted that ESC will be uploading minutes to website but there may be draft documents that need to be shared ahead of that so would be useful to have a shared space if possible.

ACTION: Creation of a document repository with the delivery steering group.

- Noted issues around information governance and open publication of documentation. Identified need to be clear about protective status of particular documents in light of statutory regimes.

ACTION: Request for guidance from DSG on overall approach to information governance.

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AOB

- ASM noted need to align the working groups so that meetings happen at the same time. RC agreed but noted that it has been difficult to a) find availability and b) meetings have sometimes had to be moved because a member later becomes unavailable.

ACTION: Forward plan meetings as much as possible. Minutes to be circulated in line with protocol.

ACTION: Members should either ensure they attend if they have previously indicated they are available or assign a deputy that can attend.

Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
16 th May 2024	1	Early Workforce Information to be shared with ERG plus SZC Construction Workforce Delivery Strategies to be shared with ERG on an ongoing basis.	SZC	Actioned/Ongoing
16 th May 2024	2	A separate session to be coordinated with the supply chain team to plan a clear roadmap to ensure targets are being met. Gap analysis also needed where obligations may be missed.	SZC	June / July
16 th May 2024	3	Half day face to face workshop to be arranged with ERG and representatives from sub-groups to work through ToR and start compiling a risk register.	SZC	June/July
16 th May 2024	4	SCC / ESC to take advice on implications of subsidy control regime. Escalate to Delivery Steering Group as is a DoO-wide issue.	ESC/SCC	Next DSG meeting
16 th May 2024	5	RC to speak to HPC for lessons learnt on information sharing between working groups.	RC	Report back at workshop
16 th May 2024	6	SZC to discuss the creation of a document repository with the DSG/	SZC	For next meeting
16 th May 2024	7	Forward plan meetings as much as possible.	Admin	June
16 th May 2024	8	Members to assign deputies if cannot attend working groups they have already accepted	All	Ongoing

Author: Anna Vincent (Quod)