

101375792

Revision 01

ECONOMIC REVIEW GROUP

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Meeting:	25 September 2024, 15:00-17:00
Location:	MS Teams
Chair:	Richard Bull (RB) – SZC (formal representative)
Attendees:	SZC – Rebecca Calder (RC) (observer), Paul Warmington (PWa) (observer), Johnathan Reynolds (JRey) (observer), Steven Carroll (SC) (observer), Mike Humphrey (MH) (observer) SCC – Jai Raithatha (JRa) (formal representative) ESC – Paul Wood (PWo) (formal representative), Alexis Corless (AC) (observer), James Chandler (JC) (observer) Suffolk Chamber of Commerce – Ashley Shorey-Mills (ASM) (observer)
Apologies:	Ian Pease (SCC) (observer)

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Meeting Notes:

1. SAFETY MESSAGE

- RB provided a safety message around enabling psychological safety in team settings.

2. PROJECT UPDATE

- Earthworks are progressing on various areas on the main development site and the new office on the LEEIE now operational in Leiston. Current focus is on archaeological and ecological clearance with activity starting to roll out across the associated development sites.
- There has been considerable progress in the detailed design of the Associated Development highway schemes. Efforts are concentrated on establishing initial access to the sites, to advance archaeology and ecology. The objective is to be ready for mobilising the commencement of construction on those schemes by the second half of 2025 (including Park and Rides).
- The high degree of momentum has been amplified by £5.5 billion additional funding provided by the government.
- First allocations of Community Fund have been made.
- Next round of forums will start in early October, ensuring engagement with local stakeholders (Community Forum, Main Development Site Forum, Northern and Southern Transport Forums).

3. REVIEW OF PREVIOUS ACTIONS

Actions from previous 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	Closed
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	Ongoing
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	Closed
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	Closed
16 th May 2024	5	RC to speak to HPC for lessons learnt on information sharing between working groups.	RC	Closed

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16 th May 2024	6	SZC to discuss the creation of a document repository with the DSG.	SZC	Closed
16 th May 2024	7	Forward plan meetings as much as possible.	Admin	Closed
16 th May 2024	8	Members to assign deputies if cannot attend working groups they have already accepted.	All	Closed

- Action 1: complete for the current year. The process of sharing early workforce information, which is produced annually around April/May will continue. The next update for construction workforce delivery strategies which occur every two to three years, is due in approximately one year.
- Action 2: after several sessions, this action remains ongoing and should be kept under review. A meeting to discuss data sharing with SC, JC, IP and PW, needs to be scheduled.

ACTION - keep the issue of data sharing on the radar and meeting to be scheduled with Supply Chain working group Chairs / SZC to resolve outstanding questions.

- Action 3: closed in this session but need to start compiling risk register going forward noted.

ACTION – compile a risk register.

- Action 4: this action is closed for the ERG but requires a consensus among all governance groups. The issue has been escalated for broader consideration. JR has sought legal counsel regarding subsidy control assessments, emphasizing the need for collective clarity on its application and ensuring consistent enforcement across county and district levels.
- Action 5: members are responsible for relaying information within their respective organisations through an informal network. The onus is on members to gather and share any unreported information.
- Action 6: closed.
- Action 7: closed.
- Action 8: closed.

4. UPDATES FROM WORKING GROUPS

Employment, Skills and Education Working Group

- Progress has been made on the ASIP – agreed by working group and submitted to approval at this ERG.
- Meeting informally on fortnightly basis in between quarterly working group meetings.
- Subject to approval of ASIP, will start mobilising DCO funds (ASIC, Employment Outreach Fund) and working with potential applicants.

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- Noted that the interaction between working groups is crucial, particularly the link with the supply chain working group. Working with the Chamber and ESC to develop a plan that integrates supply chain efforts more closely with ESEWG actions.
- Further work needed on linking early workforce information and the external visibility of certain work programs and schedules – focus in coming months on forecasting skills needs.
- A current challenge is the Regional Skills Coordination Function, as a new lead is needed to cover maternity leave. Will need to consider how to collectively provide support to this incoming role. *[Post-meeting note: this post will now be filled by James Chandler (ESC), on secondment to SCC].*

Supply Chain Working Group

- 150 local businesses have benefited from the project, with spending in line with targets.
- Focus of supply chain is on delivery of large spend portfolios. There are many success stories, such as the Barnes Construction contract of £40 million focussed on delivering the SZB relocated facilities. The SCWG is working on highlighting and sharing these success stories.
- JC noted that work has been undertaken on the six-month supply chain work plan – discussed that incorporating economic strategies from ESC and SCC could provide valuable insights for the Supply Chain Working Group. Additionally, the group is exploring how data on unsuccessful bids could inform and enhance business support services for ESC, with actions being taken to address these points.

Tourism Working Group

- Approved the Interim Tourism Fund Implementation Plan in July 2024. ESC now undertaking procurement and are at contract stage for half of the eight projects. The procurement of the two data monitoring tools has been more complex but is progressing.

5. ANNUAL SKILLS IMPLEMENTATION PLAN

- The ASIP was presented for ERG approval.
- MG outlined that the ASEC fund will be distributed in two initial phases to acknowledge the lead times needed for project initiation. This strategic early release aims to provide a solid starting point, a principle that also applies to the Employment Outreach Fund.
- Following a discussion and a number of questions from the Chamber of Commerce, RB, JRa, and PWO expressed their support for the ASIP document and voted in favour of adopting this initial annual plan.

KEY DECISION - ASIP approved by the ERG.

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6. TERMS OF REFERENCE

- The ERG Terms of Reference were discussed.
- RC highlighted the ERG's responsibility to coordinate across NSIPs and how this would work practically. The group discussed the need to avoid gaps or duplication in DoO funding, especially with new NSIPs and their proposed mitigation.
- JRey noted the lack of a formal coordination group for NSIPs and therefore the importance of all members of the economic working groups engaging with other organisations.
- PWO noted the need to examine the interplay between DoO funds and proposed ERG collaboration with the SRG for future coordination efforts.

KEY DECISION – The TERMS OF REFERENCE were approved.

7. KEY RISKS, ISSUES AND OPPORTUNITIES

- The importance of preventing gaps or duplications and the need for cross-group collaboration was agreed to be essential. To facilitate this, members of the ESEWG should observe supply chain groups and vice versa, with JC already contributing to both to maintain connectivity. RB agreed on the benefits of having relevant observers across groups to achieve maximum coordination. Additionally, the Chamber of Commerce noted that their involvement on a thematic group will ensure they can provide valuable input and statistics to the ESEWG.

ACTION – ensure collaboration between different working groups and organisations (with reporting back into working groups and the ERG).

8. LEARNING/ISSUES TO PASS TO SOCIAL REVIEW GROUP

- ASM highlighted the issue of potential accommodation shortages impacting the supply chain and the need to ensure timely delivery of project accommodation:
 - JRey noted that this could be exacerbated by competition from the offshore sector. He noted the completion of the SZC workforce survey, which should inform both the accommodation working group and broader social and economic groups. RC highlighted that the AWG approved the Private Housing Market Supply Plan in the July 2024 meeting which aims to boost local accommodation supply, including spare rooms in Leiston, as well as including larger grants to support social housing and bring empty homes back into use.
 - MH added that the Private Housing Market Supply Plan is comprehensive and data-driven, which, when combined with the AMS and Workforce Survey, should provide a solid basis for the next accommodation working group to assess any on-ground effects.
 - AC further advised that ESC has finalised the procurement of a consultant to produce the Tourist Accommodation Plan, to begin focusing on visitor accommodation, with a mobilisation meeting scheduled for the following week.
- RC raised the Community Fund and suggested if the working groups or ERG identify organisations that do not meet the criteria for their funds, but could provide helpful support to the community in areas affected by the SZC project, would they please pass on details to the Community Foundation so that they

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can make contact directly. Support is also available for bid preparation from the Foundation. This message to be passed to Social Review Group for dissemination to their working groups also.

9. AOB

- The Chamber of Commerce, ESC, SCC, and SZC are working on developing a Supply Chain Skills Programme. The aim is to develop thinking before the next meeting and ensure alignment with the Supply Chain and ESEWG working groups. This will clarify the local Supply Chain Skills Programme's scope and enhance cross-group collaboration.

ACTION - the Chamber, ESC, SCC, and SZC to develop thinking for the Supply Chain Skills Programme before next meeting.

- Next meeting date: ensure next ESEWG meeting is scheduled in advance of the next ERG meeting, to allow sufficient time for drafting of papers etc. Meetings will be scheduled for 2025 depending on when decisions need to be made.

ACTION – review the decisions that will need to be made in 2025 and schedule ERG meetings accordingly. Ensure the next ESEWG meeting is scheduled in advance of the next ERG meeting.

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Actions raised during the meeting:

Date Raised	Ref.	Description	Lead	Date Due
25/09/2024	1	Keep the issue of data sharing on the radar and meeting to be scheduled with Steven Carroll, James Chandler, Ian Pease and Paul Warmington to resolve outstanding questions.	SZC, SCC, ESC	Next meeting
25/09/2024	2	Compile a risk register.	SZC	Next meeting
25/09/2024	3	Ensure collaboration between different working groups and organisations (with reporting back into working groups and the ERG).	SZC	Ongoing / Next meeting
25/09/2024	4	The Chamber, ESC, SCC, and SZC to develop thinking for the Supply Chain Skills Programme before next meeting	ESC, SCC, SZC, Suffolk Chamber of Commerce	Next meeting
25/09/2024	5	Review the decisions that will need to be made in 2025 and schedule ERG meetings accordingly. Ensure the next ESEWG meeting is scheduled in advance of the next ERG one.	SZC	Next meeting

Key decisions made during the meeting:

Date	Ref.	Description	Decision
25/09/2024	1	Annual Skills Implementation Plan	Approved
25/08/2024	2	Terms of Reference	Approved

Author: Caitlin Murphy (SZC) / Reviewer Rebecca Calder (SZC)