

**NOT PROTECTIVELY MARKED**

## **SZC ECONOMIC REVIEW GROUP MEETING**

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| <b>Meeting Type:</b>                        | Deed of Obligation Governance Group  |
| <b>Date:</b>                                | 29 <sup>th</sup> October 2025  |
| <b>Venue:</b>                               | MS Teams   |
| <b>Meeting Chair:</b>                       | Richard Bull   |
| <b>SZC Attendees:</b>                       | <b>Richard Bull</b> , Rebecca Calder, Guy Hazelhurst, Jonathan Reynolds, Paul Warmington, Marjorie Barnes, Jen Mills   |
| <b>Regulatory Attendees:</b>                | ESC – <b>Paul Wood</b> , Chris Dashper, Jon-Paul Farthing, Alexis Corlis<br>SCC – <b>Julian Munson</b> , Michael Gray, Ian Pease, James Chandler, Chris Dashper, Natalie Freislich-Mills<br>Suffolk Chamber of Commerce – Paul Simon |
| <b>Apologies:</b>                           | Ashley Shorey-Mills  |
| <b>Documents shared to support meeting:</b> | Annual Skills Implementation Plan (ASIP)   |
| <b>Meeting Record produced by:</b>          | Jen Mills  |
| <b>Next Meeting Date:</b>                   | 18 <sup>th</sup> March 2026  |
| <b>Group Quorum:</b>                        | <b>Quorate group members are highlighted in bold</b>   |

### **Actions from previous meeting:**

| Date Raised | Action Ref. | Description   | Lead  | Target date / Milestone |
|-------------|-------------|---|-------|-------------------------|
| 29/01/2025  | 1           | SCWG to provide a timeline for the Supply Chain Skills Programme and provide an update at the next ERG session regarding how the programme will be advanced.  | SCWG  | 29/10/2025              |
| 29/01/2025  | 2           | Group to collaborate with SC before the next ERG meeting to ensure alignment on the scope of business support funding requests and the expectations for the applications. SC to propose a plan for moving these applications forward during this meeting. | ERG   | 29/10/2025              |
| 30/04/2025  | 3           | MG to consider what the ASIP provides for the ERG and identify any gaps that they need to understand.   | ESEWG | 29/10/2025              |
| 30/04/2025  | 4           | SZC to determine how the number of apprenticeship and work starts for local residents are reported, and whether this should be included in the ERG ToR.   | SZC   | 29/10/2025              |

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| 30/04/2025 | 5 | SZC to clarify how information (i.e. regarding key impacts and job benefits) should be consolidated and reported to the public. | SZC | 29/10/2025 |
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Action 1 –Progress has been made, more of an update within slides. More tangible timeline should be available in next month including launch of essential standards. Ongoing – date revised to December 2026. GH noted resourcing may need to be included in the plan – title change Supply Chain Capability Programme. It was raised that an index could be produced detailing where terminology has been changed where this differs from the DoO.

### **ACTION – JM to review and produce an index of name/title changes where these have differed from the original terminology used within the DCO.**

Action 2 – update to Business Support Fund within slides. Closed.

Action 3 – covered in ASIP presentation. Closed.

Action 4 – apprentice reporting is currently included within the Annual Sustainability Report (ASR). SZC is currently going through system implementation/integration regarding reporting tools, how to allow contractors to report into SZC. Proposed to report into ERG in some format yet to be determined. Ongoing action as updated in end table.

Action 5 – Press releases from SZC most weeks, discussion to be held of using ASIP as tool for reporting, although this will only relate to ESEWG KPIs. Conversation regarding data sharing to be held, dashboard a possible future outcome. Ongoing.

### **ACTION – JM to progress separate work regarding Governance Group Monitoring and Reporting and to feedback to the group to help inform how information is reported and shared.**

## **Summary / Key Discussion**

- Members and attendees shared introductions.

### **SZC Project Update:**

- SZC provided update of project delivery.
- MB noted a weekly bulletin on roads works and community connections brochure has been introduced for clarity of communications. Noted need to ensure we share benefits including economic, so request any positive stories are shared by group members. There is a jobs fair being held in Leiston today.
- Wider comms work has been implemented in response to community interactions seeking two-way communication, such as coffee mornings and 'market stalls' in advance of the Community Forum. Noted this seemed successful and many attendees of the market stalls didn't stay for the community forum questions – reaching different demographic.
- RC noted business compensation requests from businesses being received, to be picked up in meeting. College on the Coast application being prepared and due for submission shortly. Also the first Annual Sustainability Report is due out in the next few weeks.
- PW asked if we have a current number on site and a short-term projection. RC noted that a workforce profile has been shared with ESEWG and PG – noted importance of how one measures workforce – at the time of the survey this was around 2k including visitors but when this is only individuals which meet the five-day rule defined within the DCO, this figure is approximately 1.5-2k.

### **ACTION – SZC to share workforce survey slides with ERG**

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### **ESC Update:**

- PW noted the value of good comms in particular with road works, measures taken so far are good. ESC undertaking internal comms to share these widely.
- Updated that the collaborative project of the market square development in Leiston is hitting major milestone end of November, first phase of design work completed ready for engagement. Scheme led by ESC going to March Full Council 2026 looking to secure match funding from ESC to match SJC contribution. Significant £3 million plus town centre regeneration scheme, and when viewed in combination with SJC transport and travel scheme and ambitious Coop redevelopment will have a huge impact for Leiston. PW noted thanks to MB for all the support on this work.
- RB noted a coordinated approach to this is very important, disruption over next year to 18 months of delivery, but end result should be transformational. PW noted Town Council have made importance of lasting legacy is important.

### **SCC Update:**

- JM raised question of comms strategy around engaging different age groups for jobs fairs. MB noted they use social media channels and take out pages in EADT once a month – people like to receive information in different ways. Jobs fairs run in Ipswich Lowestoft and Leiston and supply chain now aware of this routine and are getting engaged with these. MB noted footfall at events good so reaching audiences but always open to suggestions to improve.

### **ACTION - MB to share the information/leaflet regarding SJC channels of engagement.**

### **Update from Working Groups:**

#### Employment, Skills and Education Working Group:

- The second Annual Skills Implementation Plan (ASIP) was circulated in advance for review. Approval sought from ERG for publication and summary slides presented including key changes from previous year – which include quarterly deliverables, approval of first ASEC projects, launch of the Employment Outreach Fund, Regional Skills Need Framework.
- SJC noted the Plan is well prepared and noted more detail on ownership of tasks and reporting is identified. SCC confirmed that a delivery plan could be agreed at working group level in informal meetings, which would sit separately to public content of the ASIP. SJC fully agreed should be a separate piece.

### **ACTION- ESEWG to develop a delivery plan with detail of ownership of responsibilities for monitoring and reporting on deliverables.**

- SCC confirmed some of the Bursary Funding has been onward paid to college delivery partners. ASEC fund spend links to those eligible for bursary support. Details for those using independent training providers can still be referred into SCC in relation to bursary applications, details to be launched shortly. These programmes will be monitored quarterly for impact.
- Asset Skills Enhancement and Capability Fund (ASEC) has been launched for further education colleges and independent training providers to apply to. Applicants supported by SCC Regional Support Coordination Function with any applications needing to support SJC and wider regional skills and workforce requirements. Objective is to reach in principle funding approvals for projects in November 2025.

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- Employment Outreach Fund intended to be launched to identify Outreach provider Autumn 2025. Programme will support hard to reach and disadvantaged people to participate in SJC and wider regional opportunities. Targeted to those who fall between existing provision to avoid duplicating or extending existing programmes.
- For clarity on decision making and approvals, ERG approves the ASIP at high level, and application for funding of relevant funding pots is approved by ESEWG. In principle bid determination may be shared with ERG for support and awareness, not for formal decision making. The group confirmed that they are happy with the proposals and summary in relation to funding from the ESEWG.
- SC noted that consideration needs to continue regarding where data and information is presented in relation to information, and taking into account the connection between the suite of documents. Need to ensure effective signposting where appropriate.
- Suffolk Chamber of Commerce asked about business consultation which may have occurred in relation to informing skills needs. SCC noted recognition of need to strengthen evidence brought into the process to inform the ASIP and wider understanding of regional skills need. Noted the shared Regional Skills Need Framework seeks to do this. ASIP is not considered appropriate to list what needs are currently present, as will need to be adaptable and look to future need which may not have been identified in such a format. SJC noted this piece of work is supported and due diligence on regional need has been done. Now need to move to implementing investment.
- ESEWG risk register shared and talked through. Noted the risks of uncertainty from devolution and Local Government Reorganisation.
- ESEWG sought approval of the ASIP shared with the group and confirmation of support in intention of allocation of funds.
- Discussion was held to engage quorate members on approval of the ASIP. The plan was endorsed by all. It was noted that the risks and issues highlighted in the presentation need to be picked up and followed so the group does not lose sight of these. A plan needs to be in place to follow up on these.

### **ACTION – ESEWG to produce plan of how to follow up on the issues highlighted and address these.**

- Also noted that it is an ambitious plan and there needs to be sufficient resourcing to support and deliver this over the next twelve months. Timeliness and depth of data to inform the plan is to be mindful of, which needs to flow in all directions. Importance of noting data flow goes in all directions, including from colleges delivering the training services. Coordination between the colleges and providers is vital. It was noted that information flow and reporting obligations apply to all parties. There is a need to report on the performance funded projects to ensure that all social outcomes are captured.

### **VOTE – Quorate members voted to approve the ASIP.**

#### Supply Chain Working Group:

- Essential Standards work has been launched, a major piece of work between Suffolk Supply Chain Engagement and SJC. Starts to identify what the supply chain looks like in terms of readiness to work with SJC, a key milestone sharing the organisational standards expected of businesses.
- Business Support study has been completed and informs the Business Support and Fund Service managed by ESC. The structure of the service has been determined, led by an advisory board, reporting to the ERG.
- The Business Support Programme will be implemented over the next few months, original intention of which was to help businesses maximise opportunities.
- SJC sought clarity of approach, whether it is primarily to help businesses maximise opportunities as per original intention or broader approach with including businesses worried that they are being affected by the project. ESC noted the focus has been around opportunities as well as work to ensure ESC have

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conversations and understand challenges which have arisen, so that these can be factored into the approach when launched. No definitive set as to what business support will be provided, still undertaking due diligence as to issues and needs many be required. SZC noted that the triage process put in place by ESC is hugely helpful, assists with signposting to support and identifying issues. It will help provide clarity to enquirers, ESC will look to provide a briefing note of what the Business Support Service is so that the messaging is clear and expectations can be managed. ESC noted that the wording of the Deed refers to support businesses that have a relationship with the project.

- ESC noted that the importance of data sharing cannot be underestimated, which helps inform the effectiveness of working groups and the functions they carry out.
- SCWG risk register shared and discussed.

### Tourism Working Group:

- Due to timing and the forthcoming Working Group ESC will share written update to the group and welcomes any questions which member may have.
- SZC noted the excellent work undertaken by ESC tourism team, for example collaborative working on the Tourism Survey and free business membership of the Suffolk Coast Destination Management Organisation.

### **ERG Reporting Requirements:**

- None raised

### **Learning / issues to pass to Social Review Group:**

- None

### **Matters to escalate to Delivery Steering Group:**

- None

### **AOB**

- ESC suggested that due to the time required for the ASIP, next year's autumn ERG may need to be longer. SZC agreed with particular reference to this annual ERG meeting for ASIP consideration.

## **Actions carried forward and agreed in meeting:**

| Date Raised | Action Ref. | Description   | Lead | Target date / Milestone |
|-------------|-------------|---|------|-------------------------|
| 29/01/2025  | 1           | SCWG to provide a timeline for the Supply Chain Skills Programme and provide an update at the next ERG session regarding how the programme will be advanced.  | SCWG | Ongoing                 |
| 30/04/2025  | 2           | SZC to determine how the number of apprenticeship and work starts for local residents are reported, and whether this should be included in the ERG ToR.<br><i>Update:</i> This will be informed by current work regarding system implementation, with how contractors report into | SZC  | Ongoing                 |

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|            |   | SZC. This can inform how this data is reported to ERG, ongoing action.   |       |            |
| 29/10/2025 | 3 | SZC to share workforce survey slides with ERG  | SZC   | 12/01/2026 |
| 29/10/2025 | 4 | SZC to share the information/leaflet regarding channels of engagement.   | MB    | 18/03/2026 |
| 29/10/2025 | 5 | SZC to review and produce an index of name/title changes where these have differed from the original terminology used within the DCO. (N.B. not exclusive to ERG, for all groups.)   | JM    | 18/03/2026 |
| 29/10/2025 | 6 | SZC to progress separate work alongside key stakeholders regarding Governance Group Monitoring and Reporting and to feedback to the group, to help inform how information is reported and shared by all stakeholders and funding recipients. | JM    | 18/03/2026 |
| 29/10/2025 | 7 | ESEWG to develop a delivery plan with detail of ownership of responsibilities, for monitoring and reporting on deliverables within the ASIP.   | ESEWG | 18/03/2026 |
| 29/10/2025 | 8 | ESEWG to produce plan of how to track and resolve issues highlighted in relation to the ASIP and address these.  | ESEWG | 18/03/2026 |

NOTE: Action 4 has been completed with circulation of Community Connections October 2025 information alongside minutes.