

Shadow Strategy and Policy Committee

January 11th 2017

Coast to Capital offices

Attendees:

Jonathan Sharrock	Coast to Capital	JS
Kirsten Trussell	Coast to Capital	KT
Nick Hibberd	Brighton & Hove City Council	NH
Trevor Pugh	Surrey County Council	TP
Shifa Mustafa	Croydon Borough Council	SM
Nathan Elvery	West Sussex County Council	NE

Present:

Jamie Watson	Coast to Capital	JW
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1. Welcome and Introductions

- 1.1. Welcome by JS

2. Context: Coast to Capital pillar structure and governance

- 2.1. JS explained Coast to Capital LEP's new organisational structure, detailed how the new pillar structure reports to Coast to Capital Board, and the purpose of Strategy and Policy Committee. The committee noted their support for the new structure.
- 2.2. JS advised that the next board meeting would focus on confirming the assurance framework, deciding how to allocate local growth fund underspend and discussing the response to the housing task force.
- 2.3. The committee members asked that they be given sight of the Coast to Capital Board papers in advance of Board meetings to help brief their members.

Action: JS to explore process for sharing Coast to Capital Board papers

- 2.4. The committee members asked that they be given briefings on the activities of the Projects Pillar and Services Pillar at each meeting to better understand and align work across the organisation. This was agreed.
- 2.5. The committee members asked that they be informed of the meeting dates of all the Coast to Capital committees.

Action: KT to provide dates of meeting dates for all Coast to Capital committees

- 2.6. The committee members asked to know what Growth Deal bids had been received by Coast to Capital for each area. JS agreed to share this information.

Action: JS to share the titles of the Growth Deal bids with the Committee for their respective areas

3. Strategy and Policy Committee Terms of Reference

- 3.1. KT gave an overview of the draft Terms of Reference for the Strategy and Policy Committee and invited feedback from members.
- 3.2. The committee members discussed the suitability of the Terms of Reference and suggested changes that should be made.

Action: KT to make changes to the Terms of Reference based on committee member recommendations and recirculate for adoption

4. Work Programme

- 4.1. KT provided an overview of the work programme for the next year for the Strategy and Policy Pillar and the four thematic groupings of the work. The committee members agreed with the activities and issues raised in the work programme and their thematic grouping.
- 4.2. The committee members discussed the arrangements for a joint response across partners to government initiatives, consultations, and issues. The committee members agreed that there should be an agreed principal that states Coast to Capital is the default organisation for providing a collective response for the region, whilst recognising that there will be issues where responses diverge.

Action: KT to write out statement of principal that Coast to Capital is the default collective responder to Government

- 4.3. JS explained the purpose of the task groups that would work on specific issues. A task group would be led by a Coast to Capital Board member, would be time limited, and would involve expert input from business and other organisations from across the region. The committee members agreed that there should be specific timeframes set on each task group to ensure task groups met their objectives.
- 4.4. NH asked for clarification about the link between the Strategy and Policy Committee and the task groups. JS responded that task groups would report to the Board but that the Policy and Strategy Committee should have a clear line of sight on the work that of the Task Group.
- 4.5. NH noted that certain skills and expertise around the work programme are not represented on the committee – KT suggested that specialist representation would be invited on a case by case basis to be agreed by committee members as reflected in the Terms of Reference.
- 4.6. JS explained the framework of the plan for starting the Strategic Economic Plan refresh. The committee members were supportive of this and noted the need for an ambitious forward looking strategy and offered the help of their respective organisations.

Action: KT to set up Strategy and Policy Committee meetings for the next year and send out calendar invites

Action: KT/JS to write report for the next Coast to Capital Board

5. **Actions**

- 5.1. Action: JS to explore process for sharing Coast to Capital Board papers
- 5.2. Action: KT to provide dates of meeting dates for all Coast to Capital committees
- 5.3. Action: JS to share the titles of the Growth Deal bids with Pillar Board for their respective areas
- 5.4. Action: KT to make changes to the Terms of Reference based on committee member recommendations and recirculate for adoption
- 5.5. Action: KT to write out statement of principal that Coast to Capital is the default collective responder to Government
- 5.6. Action: KT to set up Strategy and Policy Committee meetings for the next year and send out calendar invites
- 5.7. Action: KT/JS to write report for the next Coast to Capital Board