



## BOARD OF DIRECTORS

Minutes of the meeting of the Board of Directors held 9.00 am on 28<sup>th</sup> October 2022 via MS Teams

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### Present

Cllr Hilary Bastone	HB	South Hams District Council (via MS Teams)
Adrian Bratt	AB	Princess Yachts Limited (Interim Chair)
Cllr Rufus Gilbert	RG	Devon County Council
Harry Wass	HW	Langage Energy Park Limited (via MS Teams)

### Also in Attendance

Melanie Wensley	MW	Princess Yachts Limited
Keri Denton	KD	Devon County Council
Richard May	RM	PASD Freeport Limited
Ian Pugsley	IP	Sherford Consortium

### Apologies

Peter Sadler	PS	Sherford Consortium
Cllr John Hart	JH	Devon County Council
Cllr Mark Shayer	MS	Plymouth City Council
Steve Pickup	SP	Langage Energy Park Limited

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## 1. Preliminary matters

Adrian Bratt was appointed chairman of the meeting (the “**Chair**”). The meeting was called at short notice and all Directors had consented to waive the proper notice on this occasion. A quorum was present so accordingly, the Chair declared the meeting open.

## 2. Business of the meeting

The Chair reported that the business of the meeting was as detailed in the agenda previously circulated.

## 3. Minutes of the previous meeting

The minutes of the previous meeting, dated 01 September 2022, were circulated prior to the meeting. The Board agreed the minutes were an accurate representation of the discussions and actions at that meeting and that they could be duly signed by the Chair.

## 4. Conflicts of interest

There had been no change to the Director’s interests as listed in the register in accordance with section 177 of the Companies Act 2006 (the “**Act**”).

RG conflicts were to be added to the conflicts of interest register now that he was formally appointed to the board.

## 5. Highlight report – September/October 2022

The Board noted the Highlight Report for September and October 2022 and the key points of note: -

- With regard to the Expression of Interest in the Investment Zone programme the company submitted on 14<sup>th</sup> October it was noted that Investment Zones have now been put on hold/were under review following the appointment of the new Prime Minister and that DLUHC are aware of our continued interest in the enhanced incentives and extended term the programme offered.
- It was anticipated that the Memorandum of Understanding would be returned from Government next week and RM will share with the board for review.
- The Monitoring and Evaluation deadline for the baseline submission has been extended to 11 November 2022 from 31 October meeting this deadline will be dependent upon contribution from key businesses.
- The DLUHC team completed a site visit on 20 October 2022 which was useful for the key people to get an understanding of the sites.
- There is still no timescale for the Levelling Up Bid announcements.
- The Company was approached by DLUHC, who are organising a ministerial visit for a BEIS minister and a DLUHC minister to visit the Freeport.
- That the Risk Register is now a live document which is updated monthly and the high-level risks currently detailed on the register.
- Adverts for both the Chair and CEO roles have gone live and the Company is beginning to receive enquiries.
- It was noted that RG has been formally appointed at Companies House.
- Updates on Partner Support were given, including a departure and arrangements for handover and cover pending a new appointment.
- Company provisions around Banking, Accounting, Legal, HR, Insurance and IT Services are now in place. Our HR provider had produced an Employee Handbook and template contracts for new employees as needed.
- A Health, Safety and Wellbeing policy has also been drafted and is in review.
- Work to deliver software for workflow systems was ongoing.
- The company had received another tranche of Revenue Support Grant funding with the remaining balance due to be claimed in the next financial year.
- To ensure proper accounting for seed capital a seed capital board would be established meeting every two months.
- RAG ratings on the project status for each work area

## 6. Recruitment and resourcing update

The Board noted the timeline for recruitment, interviews will be scheduled for December.

- Chair and CEO roles were sent to advert this week
- Business Growth and Investment Manager, Operations Manager and Project Coordinator are planned to go to advert in the coming week.
- Chair and/or CEO can be involved in the recruitment of the other roles if appointed and available.
- Website has gone live and current vacancies are detailed there with details of the upcoming roles.

## 7. Capital Board update

The board noted that the Seed Capital Board is there to look at any changes to the capital programme and to liaise with DLUHC around any changes.

**8. Communications update**

The board noted the Communications plan for November through January 2022 and the relevant campaigns;-

- This will be updated for each board meeting with the forward quarterly plan.
- A monthly digest of social media communications will also be provided so that messages are consistent from the board and the visibility can be gained for the Company.
- This may be linked in future with an events calendar.

**9. Governance and account management systems**

The board agreed that a decision about the purchase of workflow management software would be made at the end of Q1.

The board noted that there is a need for the Company to publish minutes on the company website and the intention to add a section by section condensed version of the Full Business Case. The MW asked to check whether registration with the ICO was necessary.

**10. Decisions**

The board delegated authority to the Chair and CEO could review and agree the Employee Handbook, Main Terms of Employment and other HR documents.

**11. Next Meeting**

Would be in January/February 2023

**12. AOB**

A matter relating to works at Langage was raised and resolved.

**13. Close**

There being no further business the meeting closed.

N.B. some commercially sensitive matters have been redacted from the public record in accordance with relevant provisions of schedule 12a of Local Government Act 1972.