

**Freeport (Shadow) Board**  
**CONFIDENTIAL**  
**Teesside Airport Business Suite**  
**29<sup>th</sup> September 2022**

<b>Attendees</b>		<b>Apologies</b>	
<b>Members</b>			TVCA
Julie Gilhespie	Primary Customer Operator (Compliance Lead)	Jerry Hopkinson	PD Ports
Mary Lanigan	Leader RCBC	Andy Oxby	PD Ports
John Sampson	RCBC	Ben Houchen	Tees Valley Mayor
Bill Scott	Port Clarence	David Smith	STDC Board Member
Jacob Young	MP Redcar	Neil Etherington	Able Seaton Port
Shaun Casey	RBT		
<b>Non-Members</b>			
	TVCA Director of Freeport		
	TVCA Group Compliance		
	TVCA Director of Business and Skills		
	PD Ports nominated representative		
	TVCA Group Finance Director		
<b>Officers</b>			
	TVCA		

No.	Agenda Item	Summary of Discussion	Actions Required	Responsibility
1.	Apologies for Absence	Apologies were noted as above.		
2.	Declarations of Interest	No new declarations were made.		
3.	Minutes of Previous meeting	The minutes of the meeting for 19 <sup>th</sup> May 2022 were agreed as an accurate record.		
4.	Freeport Director's Update	<p>The Board were provided with an update from the Freeport Director which included:</p> <ul style="list-style-type: none"> <li>• the Full Business Case (FBC) has gone through 2 further review and feedback processes in July and August, resulting in the FBC being passed by the DLUHC Freeport Programme Board on 14th September.</li> <li>• DLUHC have issued a revised MOU which would be entered into by TVCA and RCBC and which places requirements on the Freeport Board which is provided for reference. DLUHC have advised that a further revision will be provided in October.</li> <li>• Teesside Freeport have worked with stakeholders to develop a Freeport toolkit and a shared online resource facility which can be accessed through the Teesside Freeport website.</li> <li>• The International Chamber of Commerce (ICC) have commenced recruitment for the Centre for Digital Trade &amp; Innovation within the region.</li> </ul> <p>A Committee Member raised concerns about business rates in the newly announced Investment Zones. The Chair advised that an FBC may be required for Investment Zones.</p> <p><b>Resolved</b> that the board noted the update report.</p>		
5.	Assurance & Compliance Workstream Update	<p>The Board were provided with an update on the activities of the Assurance &amp; Compliance Workstream.</p> <p><b>Resolved</b> that the update was noted.</p>		

6.	Strategy & Accountability for Public Money Workstream update	<p>The Board were provided with an update on the activities of the Strategy &amp; Accountability for public money workstream.</p> <p>A committee member asked whether any more government funding would be provided, the Group Finance Director responded that the budget and funding will be updated once approval is granted, however no more government funding is expected.</p> <p><b>Resolved</b> that the update was noted.</p>		
7.	Innovation and Inward Investment Workstream update	<p>The Board were provided with an update on the activities of the Innovation and Inward Investment workstream.</p> <p><b>Resolved</b> that the update was noted.</p>		
8.	Delivery Plan Update	<p>The Board were provided with an update on the key activity in the period.</p> <p>The Freeport Director confirmed that the FBC was approved at TAP during the course of this meeting.</p> <p><b>Resolved</b> that the content of the report and delivery plan are noted.</p>		
9.	Risk Register	<p>Teesside Freeport currently has a medium risk level which is considered tolerable. The average residual risk score is 6.1 with the average threshold being 10. In order to better manage risk, the Security and Illicit Threats have been separated and a summary has been provided.</p> <p>A committee member asked whether reputational damage may affect investor spending. The Freeport Director responded that reputation will be logged as a separate risk.</p> <p><b>Resolved</b> that the detail of the report is noted.</p>		

10.	Workstream Development	<p>The Board were provided a report that discussed the opportunities to improve the Freeport workstreams and continue to meet Governance and HMG requirements.</p> <p><b>Resolved</b> that:</p> <ul style="list-style-type: none"> <li>• The content of the report was noted;</li> <li>• The Board approved the move to a quarterly process.</li> </ul>		
11.	Teesside Freeport Tax Site Management Policy	<p>HMG approved. Some amendments for reporting and decision making clarity which has been added in. Won't change anything that this board previously approved.</p> <p>At this point in the meeting NG confirmed that TAF have approved FBC for sign off.</p> <p><b>Resolved</b> that the board approved the management policy.</p>		
12.	Tees Valley Freeport Framework	<p>The Primary Customer Operator gave a verbal update.</p>		
13.	Date and Time of Next Meeting	<p>The next meeting will take place on Thursday 17th November 2022.</p>		