

**Freeport (Shadow) Board**

Cavendish House  
20.01.2022

<b>Attendees</b>
<b>Members</b>
Ben Houchen – Tees Valley Mayor
Mary Lanigan – Leader RCBC
Siobhan McArdle – LEP Chair
Julie Gilhespie - Operator of Primary Customs Zone
Bill Scott – Port Clarence
Gary Dawson – Port of Middlesbrough
John Sampson - RCBC
Jerry Hopkinson - PD Ports
David Smith - STDC Board Member
<b>Officers</b>
[REDACTED]
[REDACTED]
<b>Apologies</b>
<i>Neil Etherington – Seaton Port</i>
Andy Koss - Sembcorp
Jacob Young - MP Redcar

No.	Agenda Item	Summary of Discussion	Actions Required	Responsibility
1.	Apologies for Absence	<p>Apologies were noted from:</p> <ul style="list-style-type: none"> <li>• Neil Etherington – Seaton Port</li> <li>• Andy Koss – Sembcorp</li> <li>• Jacob Young - MP Redcar</li> </ul>		
2.	Declarations of Interest	No new declarations were made.		
3.	Minutes of Previous meeting	The minutes of the meeting on 18 <sup>th</sup> November 2021 were agreed as an accurate record.		
4.	Freeport Director's Update	<p>It was noted that the deadline for the Full Business Case (FBC) was still 31<sup>st</sup> of January 2022.</p> <p>It was reported that Teesside and Thames were the only live Freeports with two almost designated and four more through the first stage. It was noted that some areas of guidance were still dependent on the finalisation of other areas of government policy for example the Northern Ireland Protocol.</p> <p>It was noted that the Department for International Trade (DIT) had now appointed a Head of Freeport, however it would take 3-6 months for that team to be fully resourced.</p> <p>It was noted that consultants had been used by TVCA to review the Full Business Case (FBC) documentation and that they had recommended that the information be re-ordered when presented at FBC submission. The substance remained the same from the Outline Business Case (OBC) documents seen by the Board.</p> <p>It was noted that the FBC would be submitted to the Department for Levelling Up, Housing and Communities (DLUHC). Within this Department a Civil Servant was allocated specifically to the Teesside bid and there was also a less senior person working on the bid from within the North East Region.</p>		BH/NG

		<p>The Chair noted that he'd had contact with the body appointed to evaluate the Freeport programme. He agreed to share the details with the Freeport Director.</p> <p>A Member asked whether the Board membership would be extended to other land owners if additional Customs Sites are approved. It was noted that the Board membership (which is currently restricted to 12 members) would need to be reviewed if that occurred.</p> <p>Members asked about the relationship between Freeport marketing and that to be undertaken by the separate sites. The Freeport Director noted that a marketing toolkit would be developed that individual sites could use in their own marketing efforts. This would complement the proposed centralised Freeport marketing.</p> <p>It was noted that work on the existing workstreams was nearly complete and that new workstreams set up around operationalising the Freeport would need to be agreed at the next Board meeting in March.</p> <p><b>Resolved</b> that the update was noted.</p>	<p>BH to provide NG with the contact details of appointed evaluation body.</p> <p><b>Closed</b></p> <p>Proposals for new workstreams to be brought to meeting in March 2022.</p>	
5.	Assurance & Compliance Workstream Update	<b>Resolved</b> that the update was noted.		
6.	Strategy & Accountability for public money Workstream update	<p>The Freeport Director noted that the Director of Finance and Resources had no further points to relay to the Board.</p> <p><b>Resolved</b> that the update was noted.</p>		
7.	Innovation and Inward Investment Workstream update	<b>Resolved</b> that the update was noted.		
8.	Delivery Plan Update	The Freeport Director outlined that the main upcoming milestone was the submission of the FBC. Until now the team had been focused in the OBC and obtaining designation. It was noted that a different type of people would be needed to work with on the operationalisation of the Freeport. They expected to approve new roles and vacancies by 30 <sup>th</sup> March 2022		

		<p>Members discussed the support required to tender for work on their respective sites. The Freeport Director reported that he and the team were liaising with experts in other sectors to develop a procurement system and the best methods of disseminating opportunities for companies to bid for opportunities.</p> <p>Members discussed how individual sites work to attract and secure new businesses. It was noted that further work was needed to help sites work with the Freeport team to steer those enquiries through to completion. It was noted that the Freeport team's efforts would be focused on delivering the right infrastructure to make the Freeport sites viable and attractive.</p> <p>It was noted that often the Freeport was confused with Teesworks and it was noted that there is already a mechanism on the Teesworks site for businesses to register to be notified when new contracts are put out to tender.</p> <p>It was noted that it would be important to work on securing businesses from the local economy at both contractor and subcontractor level where possible.</p> <p><b>Resolved</b> that the content of the report and delivery plan are noted.</p>		
9.	Risk Register	<p>It was noted that it was important for Board members to continue to flag any risks that could potential arise through the creation of Freeport status.</p> <p>It was noted that security threats had been discussed recently with Cleveland and Durham Constabularies. It was noted that the standards and requirements were high for Freeports in relation to money laundering.</p> <p><b>Resolved</b> that the detail of the report is noted.</p>		
10.	Any Other Business	The Chair noted that the draft FBC would be available to disseminate to Board members in the week beginning 24 <sup>h</sup> January 2022.	<b>Closed</b>	
11.	Date and Time of Next Meeting	The next meeting will take place on Thursday 17 <sup>h</sup> March 2022.		