

**AGENDA ITEM 5**

**REPORT TO THE TEESSIDE FREEPORT GOVERNANCE BOARD**

**20<sup>th</sup> JANUARY 2022**

**REPORT OF THE FREEPORT DIRECTOR**

**UPDATE FROM ASSURANCE & COMPLIANCE WORKSTREAM MEETING**

**SUMMARY**

The purpose of this paper is to update the Freeport Governance Board on the activities of the Assurance & Compliance workstream.

**RECOMMENDATIONS**

It is recommended that the updates are noted.

**DETAIL**

1. The Assurance and Compliance Workstream met on 1<sup>st</sup> December, and was chaired by Nolan Gray, Freeport Director in the absence of Julie Gilhespie.
2. The group was updated on the HMRC Guidance documents that have been issued. Particular focus was given to the updated section relating to custom zones. A template was shared with the group which required completion by the prospective customs zones.
3. Risk was discussed with an emphasis placed on the additional level of risk posed by Teesside Freeport. The stakeholders were provided with a risk template to review and revert with feedback.
4. Minutes of the meetings are attached.

**FINANCIAL IMPLICATIONS**

5. There are no financial implications arising from this report.

**LEGAL IMPLICATIONS**

6. There are no specific legal implications arising from this report.

## **RISK ASSESSMENT**

7. There are no specific risk implications arising from this report.

## **CONSULTATION & COMMUNICATION**

8. This meeting represents a stakeholder engagement event, with the minutes from the meeting shared with the Freeport Board.

## **EQUALITY & DIVERSITY**

9. No specific impacts on groups of people with protected characteristics have been identified.

**Name of Contact Officer: Nolan Gray**

**Post Title: Freeport Director**

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## FREEPORT ASSURANCE & COMPLIANCE WORKSTREAM MINUTES

Date: Wednesday 1<sup>st</sup> December 2021

Time: 10:00 am

Meeting took place using Microsoft Teams

Attendees:	Organisation:	Apologies:
Nolan Gray (NG) [REDACTED]	Tees Valley Combined Authority AV Dawson Port Clarence PD Ports Redcar Bulk Terminal Able UK Teesworks Tees Valley Combined Authority 2M UKBF Teesside International Sembcorp Border Force	Julie Gilhespie (JG) Tees Valley Combined Authority [REDACTED] - LV Shipping [REDACTED] TIA [REDACTED] - Liberty Steel
Eve Pritchard (minutes)	Tees Valley Combined Authority	

No.	Agenda Item	Summary of Discussion	Actions Required	Responsibility
1.	Apologies	As above	None	
2.	Declarations of interest	None declared		
3.	Minutes	Minutes of previous meeting accepted as a true record		

4.	HMRC Guidance	<ul style="list-style-type: none"> <li>• Should be a cover page for this – Pack will be reissued after the meeting. NG shared his screen and talked the members through the guidance.</li> <li>• Guidance document – section 2.67 (customs zones) was highlighted to members. This wording removes us from any obligations – not submit any detail plan for customs zones at this time but submit a worded document.</li> <li>• HMRC publish application process – Freeport to support that process</li> <li>• NG will share the draft of customs zones with everyone.</li> </ul>		
5.	Update on Full Business Case	<ul style="list-style-type: none"> <li>• Received the guidance</li> <li>• First Custom zone has been built [REDACTED]</li> <li>• Some locations are still a long way off so great work</li> <li>• 31 January is now the submission date</li> <li>• Appendix – regarding customs zones - NG asks all to have a look at this document and any questions come back to NG</li> </ul>		
6.	Risk	<ul style="list-style-type: none"> <li>• To note – Risk has been managed throughout this process</li> <li>• Adopt the TVCA risk management approach</li> <li>• Risk associated to Freeport particularly – does includes general risk such as weather</li> <li>• NG asks all member to look at the risk template, but to consider what risk would be associated with the Freeport association. Feedback to NG.</li> </ul>		
7.	Action Register / Forward Plan	<ul style="list-style-type: none"> <li>• Board meetings will now be every 2 months</li> <li>• Workstreams to continue monthly but change to 1 hour by exception, 4<sup>th</sup> Tuesday of the month</li> </ul>		
8.	AOB	7 December – HMRC meeting – invite – Let NG know if you would like to invited		

10.	Date and Time of Next Meeting	26 <sup>th</sup> January 2022, 10am	to send out meeting invites	