

Freeport (Shadow) Board**CONFIDENTIAL****Cavendish House****18.11.2021**

<u>Attendees</u>
<u>Members</u>
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
Shaun Casey - RBT
Jerry Hopkinson - PD Ports
<u>Officers</u>
Nolan Gray - TVCA
Gary MacDonald – TVCA
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<u>Apologies</u>
<i>Neil Etherington – Seaton Port</i>
Andy Koss - Sembcorp
Jacob Young - MP Redcar
David Smith - STDC Board Member

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"> • Neil Etherington – Seaton Port • Andy Koss – Sembcorp • Jacob Young - MP Redcar • David Smith - STDC Board Member 		
2.	Declarations of Interest	No new declarations were made.		
3.	Minutes of Previous meeting	The minutes of the meeting on 19 th August 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) had been moved from 10th December to 31st of January 2022.</p> <p>There was one recommendation for the Board to move the meetings of the formal board to bimonthly rather than monthly. The proposal was to not meet (as planned in December) and then begin the new bimonthly arrangements from January 2022. The need to meet in December had been removed given the movement in the FBC date to January.</p> <p>It was also noted that the Primary Customs Zones were published on the website and that the Government would issue the Certificate to Teesside Freeport shortly. This would make Teesside both the largest and first Freeport.</p> <p>It was agreed that once a new frequency was established for the Board that some existing workstreams might be consolidated and a decision taken about the most appropriate workstreams moving forward.</p> <p>Resolved that the formal Board meeting would meet bimonthly from January and that the December meeting on 16th December be cancelled.</p>		
5.	Assurance & Compliance Workstream Update	Resolved that the update was noted.		

6.	Strategy & Accountability for public money Workstream update	<p>It was noted that the Freeport designation had unlocked the tax sites and that there was a decoupling of the tax sites and the subsequent process of removing business rates. The process of reducing business rates would be then undertaken by RCBC.</p> <p>Resolved that the update was noted.</p>		
7.	Innovation and Inward Investment Workstream update	<p>An update was provided. The main updates were included within the delivery plan. It was agreed that items 7 & 8 would be reviewed together.</p> <p>Resolved that the update was noted.</p>		
8.	Delivery Plan Update	<p>It was noted that the Freeport website had gone live and that google ads had been purchased. The web traffic and brochure downloads were discussed. Members asked whether there was a target for launch traffic. It was noted that the number of website hits was on target for the first month and that KPIs for generating new interest and attrition would be developed. It was noted that KPIs and other new workstreams would form part of the Board's work from January onwards.</p> <p>It was noted that in future the Board would wish to take a more operational focus and therefore would want to see recent snapshots of documents such as the risk register.</p> <p>Resolved that the content of the report and delivery plan are noted.</p>		
9.	Risk Register	<p>A report was circulated detailing the position on Freeport risk.</p> <p>It was noted that receiving and responding to final government guidance was still a key management risk.</p> <p>Members discussed the need for a clear governance structure to be agreed for the Board as it moved into its operational phase.</p> <p>Resolved that the detail of the report is noted.</p>		

10.	Any Other Business	ML and BH both took the opportunity to thank NG and GM for their work to get the Freeport to its current position. BH also thanked the Board for their work to achieve the first and largest Freeport in the UK.		
11.	Date and Time of Next Meeting	A new programme for bimonthly meetings for 2022 will be determined and circulated to members.		