

## SOUTH TEES DEVELOPMENT CORPORATION (STDC) BOARD

**CONFIDENTIAL**

Date: 27<sup>th</sup> November 2019

Time: 14.00 pm

Venue: Cavendish House, Stockton-On-Tees

Attendees:		Apologies:
Ben Houchen (Chair)	Tees Valley Mayor	Professor Jane Turner
John Baker	Teesside Learning Trust	Anand Srinivasan
Paul Booth	TV LEP	Andy Preston
Bob Cuffe	Non-Executive Director	Steve Gibson
Mary Lanigan	Leader, RCBC	Sir Alan Cockshaw
Graham Robb	Recognition PR	
David Smith	Energy Networks	
Phillip Leech	Urban & Civic	
Sarah Robson	RCBC	
Tom Smyth	BEIS, Interim Government Representative	
David Allison	STDC	
John McNicholas	STDC	
[REDACTED]	STDC	
Julie Gilhespie	TVCA	
Gary MacDonald	TVCA	
Andrew Nixon	TVCA	
[REDACTED]	TVCA	

No.	Agenda Item	Summary of Discussion	Actions Required	Responsibility
1.	Welcome and introductions	The Chair welcomed everyone to the meeting.		
2.	Declarations of Interest	GR declared that his Company have clients in the offshore Wind Sector locally.		
3.	Quorum	The meeting was quorate. ML advised she needed to leave the meeting early which would then deem the meeting inquorate. It was agreed all items requiring a decision would be addressed before she leaves.  ML left the meeting at 15:35pm		
4.	Minutes & Actions	The minutes of the previous meeting were agreed as a true record.  The Action Register was discussed. All actions are completed or on the agenda to be addressed within today's meeting.		
5.	Chair's Update	There was no update from The Chair on this occasion		
6.	CEO Report	STDC staff have now moved and are based in Cavendish House. The Governance aspect of STDC work is now being carried out by staff within TVCA. The aim is to complete all staff performance meetings by Xmas. Risk registers have been progressed. There was a concern regarding the asset ownership of STDC. There are now 3 directors in place for STDL (South Tees		

		<p>Development Limited). We have progressed with the appointment of an Estates Manager. The preferred candidate has accepted an offer and is due to start next week.</p> <p>There is still a lot of work to be done regarding Land &amp; Asset acquisition and the CPO. Proof of evidence needs to be submitted by 13<sup>th</sup> January and the enquiry date is set for 11<sup>th</sup> – 28<sup>th</sup> February. Submissions are currently being reviewed. The Board questioned whether STDC is adequately resourced and if projects and deadlines have been prioritised accordingly. DA explained that a Commercial Director and the Estates Manager have been appointed and both roles can start next week, which will help with resourcing issues. The Finance &amp; Resources Director role is out for advert internally and should be filled soon. The Chair reiterated that the Board should not need to be involved in recruitment for roles with a salary of less than £75k, this can be done via internal processes.</p> <p>The Board agreed that the 2 priority items for STDC over the next 6 months are CPO and the Offshore Wind opportunities. The importance of these override anything else.</p>		
7.	<b>Key Strategy Projects</b>	<p><b>Offshore Wind</b> – BH gave an update on the current status of the key strategy projects.</p> <p>BH asked if help could be acquired from RCBC regarding planning/MMO. We are already in the process of setting up a Project Team to look at this. RCBC agreed that they would assist as much as possible and would provide someone from their planning team to join the Project Team.</p>		
8.	<b>Finance &amp; Governance</b>	<p>■ circulated the Annual Audit letter – This was approved by the Board.</p> <p>A paper was circulated regarding an update on the Governance of the STDL - The Board noted the paper.</p>		

9.	Committee and Group reports	<p><b>Audit &amp; Risk</b> — A paper was circulated providing an update from A&amp;R Committee. JB advised that lengthy discussions had taken place in the last meeting. Action points had been agreed and these are already being worked on.</p> <p><b>Business &amp; Innovation</b> – A paper was circulated providing an update from B&amp;I Committee. PB informed the Board that [REDACTED] gave an update on the work being done around Customer Engagement and that this will be signed off following a small amount of changes made after feedback from the Committee in the last meeting.</p> <p><b>Planning &amp; Infrastructure</b> – – A paper was circulated providing an update from P&amp;I Committee. PL – [REDACTED] DA explained that there is a legitimate reason for the delay. He is expecting an interim report to panel on Monday, a risk assessment to be carried out next week and then hopefully we can make a start with ground investigation again. BH – asked clarity around a restart date and the new timelines for work. It was requested that a clear position of what’s happening be provided for the next Board meeting.</p> <p><b>Energy &amp; Utilities</b> - DS gave an update from the meeting of E&amp;U Task &amp; Finish Group which took place earlier today.</p>	Update on the progress and timelines for [REDACTED] to be provided for next Board meeting	DA
9.	AOB	None		
10.	Date of next meeting	29 <sup>th</sup> January 2020 25 <sup>th</sup> March – meeting needs bringing forward due to Purdah – ASAP.	Amend date of March meeting	SJ