

ECF CIC Board Meeting Minutes

| | |
|-----------|--|
| Meeting | EXETER CITY FUTURES (ECF) COMMUNITY INTEREST COMPANY (CIC)- BOARD MEETING |
| Date | 11:30-13:00, Friday 22 nd May 2020 |
| Location | Virtual Meeting via Skype |
| Present | <p>Karime Hassan (KH), Chief Executive & Growth Director, Exeter City Council / Director, ECF CIC (Chair)</p> <p>Glenn Woodcock (GW), Director, Global City Futures / Director, ECF CIC</p> <p>Rob Bosworth (RB), Vice Principal, Exeter College / Director, ECF CIC</p> <p>Chris Evans (CE), Director of Regional Engagement, University of Exeter / Director, ECF CIC</p> <p>Jamie Hulland (JH), Transportation Strategy & Road Safety Manager, Devon County Council / Director, ECF CIC</p> <p>Dave Tarbet (DT), Business Development Director, Royal Devon and Exeter NHS Foundation Trust (RD&E)</p> <p>Roli Martin (RM) – Special Projects Lead, ECF CIC</p> <p>Jo Jeffreys, Exeter College (Minutes)</p> |
| Apologies | Matthew Gingell – ECF CoSec |
| 1. | <p>Brief opportunity for Board members to reflect on issues arising from COVID-19</p> <p>KH advised that owing to the COVID-19 pandemic Exeter City Council (ECC) was expecting a significant budget shortfall for 2020.</p> <p>Board Members were responding to short- and medium-term impacts on their operations. Longer-term effects were also anticipated, and the risk of further peaks could not be ruled out at this stage.</p> <p>Changes to business-as-usual had helped the hospital to understand how it might be able to change and improve services in the longer term.</p> <ul style="list-style-type: none"> ● Responses of partner organisations re: return to work plans <p>Board members considered a paper shared by CE which outlined the University of Exeter’s (UoE) ‘Project Restart’ intended to help the organisation return to work.</p> <p>The lockdown had generated significant carbon savings for the University, some of which it hoped to maintain through new ways of working going forwards.</p> |

| | |
|------------------|--|
| | <p>CE suggested that if members were happy to share their own return to work plans, the UoE Head of Sustainability, Emma Page, could invite their relevant lead officers to a meeting to identify areas of commonality and seek to optimise a reduction in carbon emissions in line with the Net Zero Exeter Road Map.</p> <p>RB advised that for Exeter College it was fundamental that students physically attended college and transport links were key. KH agreed that if transport capacity into the city was limited then the college needed to be prioritised. KH was keen to link the college into the Council’s Transport Recovery Board activity.</p> <p>It was noted that a clear message around the recovery of transport, travel and business was needed for Exeter as a city.</p> <p>JH advised that the Government was pushing funding to get the bus services back up to full operation but with social distancing.</p> <p>Action: The Board agreed that Emma Page, the Head of Sustainability at the UoE, could convene a meeting to identify ways of working together on maintaining carbon savings as part of COVID-19 recovery plans. Members to email CE with contact details of their nominated leads.</p> <p>Action: RB to provide KH with the contact details of the College’s transport lead so that they could be linked into the work of the Transport Recovery Board including GWR and SW Trains.</p> <p>Action: KH to ask JP Hedge to work on a common message regarding the city’s status in respect to travel, transport and business taking into account the nuances of individual organisations. JP Hedge to liaise with member organisations to work on developing the message.</p> |
| <p>2.</p> | <p>Net Zero Exeter Plan</p> <p>KH advised that ECC’s executive would consider the Net Zero Exeter Plan on 2nd June in a paper which would propose that the Place Board should adopt the plan and take delegated authority for sourcing funding for delivery. ECC wanted to pull together a team of strategic investors including ECF members to help with this.</p> <p>KH was conscious that members would be focussed on their own organisations’ COVID-19 recovery plans as a priority but wanted everyone to keep the Net Zero Exeter Plan in mind to guide their direction of travel.</p> <p>Action: Members agreed to discuss with their own organisations how they could position themselves to support the Place Board’s delivery of the Net Zero Exeter Plan including the proposed team of strategic investors.</p> |
| <p>3.</p> | <p>Priority areas for focus in the context of Net Zero Exeter</p> <p>RM proposed that the next step in implementing the road map for the city was to commit resources to priority interventions identified as having the biggest impact on progress towards achievement of the Net Zero Exeter target.</p> <p>Consultancy firm, WSP, had identified the five most impactful interventions and had proposed how they could help to identify and break down the costs of these. The purpose of the consultancy work would be to deliver a reliable set of data to evidence the need for infrastructure work. It was suggested that this consultancy work could take place in the background whilst</p> |

| | |
|------------------|---|
| | <p>organisations focussed on their own COVID-19 recoveries, but it could also link in effectively with these plans.</p> <p>Following discussion, the Board agreed that a better approach would be to identify what organisations were already doing against big ticket items in the road map and consider opportunities for joint working towards achievement of these. A shortlist of common, big-ticket items should be identified with targets for achievement within a 3 – 6 month time period. Work should then be completed as part of task and finish projects. It was agreed that WSP consultants should be asked to coordinate this work and write-up a proposal and progress report.</p> <p>Action: KH / RM to discuss with consultants WSP how they could help to coordinate task and finish projects to leverage ECF Members’ existing work towards achieving big ticket items in the Net Zero Exeter Plan for maximum combined results.</p> |
| <p>4.</p> | <p>Appointment of MD / Leadership Structure</p> <p>Members considered the draft Managing Director job description which had been circulated in advance of the meeting. The role had been revised to include coordination and commercial responsibilities, with the latter intended to ensure sustained financial viability of the CIC.</p> <p>It was proposed that recruitment would be by Global City Futures with secondment through ECC. It was suggested that one ECF Board Member in addition to GW should sit on the selection panel. CE volunteered to sit on the panel.</p> <p>The Board approved the proposed job description and recruitment process and agreed that CE should represent ECF CIC on the selection panel.</p> <p>The Board noted and agreed the additional recommendation that it should not reinstate the post for the 0.4 creative lead as this was no longer needed.</p> |
| <p>5.</p> | <p>Comms Strategy for external engagement: Oggadoon</p> <p>Board members considered the circulated paper prepared by the communications company Oggadoon who currently provided national communications for ECF CIC and whose contract was due for renewal.</p> <p>Following discussion, it was agreed that due to a number of uncertainties and without an MD to steer and direct the communications it was not sensible to renew the contract with Oggadoon. It was suggested that in the future it may be better value to employ a communications lead on a part-time basis. It was agreed that communications and marketing would be reviewed again after the appointment of a new MD.</p> <p>Action: KH to terminate communications contract with Oggadoon and postpone further marketing and communications discussions until after the appointment of a new MD.</p> |
| <p>6.</p> | <p>AOB</p> <ul style="list-style-type: none"> ● Circular Food and the Exeter local Food Centre <p>The Board considered the circulated paper asking them to support a bid seeking funding to establish an Exeter Local Food Centre. The bidders needed evidence of local support.</p> |

GW advised that only an indication of support was needed at this stage. Possible funding contributions could be considered in the future but, if necessary, GW would look to provide the funding himself.

GW clarified that the SW Food Hub and Exeter Local Food Centre were two separate but mutually supportive initiatives. The SW Food Hub was a large scale, single logistics supplier, sourcing produce from small scale growers whilst the Exeter Local Food Centre would be a supplier selling to the SW Food Hub but also to local businesses and individuals.

KH said that ECC's executive councillors would be very interested to engage with this project also.

The Board agreed to give their support to the Circular Food and Exeter Local Food Centre bid as set out in the paper.

- **Exeter Velocities and City Space**

KH advised that in due course the Board would need to look at the Exeter Velocities and City Space projects but if members had any questions in the meantime RM or GW would be able to help. CE and GW both said that they had some ideas about how these projects could link into recovery plans and CE suggested that GW could contact Keri Denton at DCC to help alignment with the Devon Recovery Plan. KH said that he would ensure these were also on the relevant ECC recovery agendas. The UoE had set some money aside to support these projects.