

## Agenda item 2

### Thames Freeport Board

#### Meeting Minutes

Tuesday 26<sup>th</sup> September 2023, at 15:00pm

London Borough Havering Council, Main Rd, Romford RM1 3BB

---

#### Present:

|                            |  |
|----------------------------|--|
| Rt Hon Ruth Kelly (RK)     | Chair  |
| Martin Whiteley (MW)       | CEO, Thames Freeport                               |
| Alan Shaoul (AS)           | DP World   |
| Peter Ward (PW)            | Forth Ports  |
| Martin Everitt (ME)        | Ford   |
| Cllr Darren Rodwell (DR)   | Leader London Borough Barking and Dagenham Council |
| Cllr Andrew Jefferies (AJ) | Leader Thurrock Council                            |
| Cllr Ray Morgon (RM)       | Leader London Borough Havering Council             |
| Kate Willard (KW)          | Envoy Thames Estuary                               |
| Paul Livingston (PL)       | Non Executive Director                             |
| Joan MacNaughton (JM)      | Non Executive Director                             |
| Matt Hamnett (MH)          | Non Executive Director                             |
| Cassandra Bushell          | DLUHC – Observer                                   |
| Emil                       |  |
| Andrew Blake-Herbert       | Havering Council CEO – Observer                    |
| Dr Dave Smith              | Thurrock Council CEO - Observer                    |

---

#### 1. APOLOGIES FOR ABSENCE

Robin Mortimer                      Port of London Authority  
Paul Livingston was delayed and joined from 15:37pm.

#### 2. DECLARATIONS OF INTEREST

The Board discussed their responsibility to declare any interest in matters before the Board.

**DECISION 1:** All Board members agreed that they and the Thames Freeport Board (TFB) will adhere to and operate under the Nolan principles and the declaration of interest policy. Board members agreed to complete the declaration of interest form and update it on an annual basis or whenever appropriate. In any instance in which there is a perceived conflict of interest, the board member will excuse themselves from Board discussion.

**Action Point 1:** A declaration of interest form will be issued to all Board members for completion and returned to the board secretary by Friday 10<sup>th</sup> November 2023. Guidelines will be developed, and a full register established (to be updated on an annual basis).

**Action Point 2:** The Freeport CEO will prepare a code of conduct for board members to consider adopting.

### **3. GOVERNANCE Paper 3**

The Board considered the Governance arrangements for the Freeport and the draft Constitution.

**DECISION 2:** The Board approved the Constitution and Governance arrangements proposed subject to the remit of the Board, as described in the Constitution, and its Terms of Reference being consistent. In order to avoid confusion with the Thames Estuary, the Board will be referred to simply as the Thames Freeport Board (TFB).

**DECISION 3:** The Board agreed the register of interests for Thames Freeport Board members, and its policies for travel, subsistence, and hospitality.

**Action Point 3:** Each of the four Board sub-committees will meet before 15 December 2023. The Chair of the sub-committee will determine their membership, in conjunction with the TFB Chair, including any special advisors and subject matter experts.

**Action Point 4:** The terms of reference for each sub-committee will be brought before the TFB for approval at the next meeting on 23 January 2024.

**Action Point 5:** The Memorandum of Understanding between the Thames Freeport Board and the Department of Levelling up Homes and Communities (DLUHC) will be prepared and, along with other documents formalising the accountability arrangements, brought to the next meeting of the TFB on 23 January 2023.

### **4. CHIEF EXECUTIVE'S REPORT Paper 4**

The Chief Executive reported to the Board the main activities and developments over the last six months.

**DECISION 4:** The Board noted the significant progress made in the first six months of the Thames Freeport's operation. It agreed that a paper should be presented to the Board at its next meeting, on the detailed development of each of the three tax sites. It also requested that a monitoring and evaluation report and risk register is to be produced for the next meeting on 23 January 2024.

**Action Point 6:** To undertake further work to measure and demonstrate additional value created by the Freeport over and above private sector partners' business as usual activity.

**Action Point 7:** To identify and recruit a Ministerial champion for Thames Freeport.

**Action Point 8:** To develop and agree with Thurrock Council a model to strengthen the council's planning function so that it is able to fulfil its responsibilities to the Freeport over the next 12 – 18 months. This includes support offered by LB Barking and Dagenham.

## **5. BUSINESS AND FINANCIAL PLAN 2023/24 Paper 5**

The Board were provided with the Business and Financial Plan 2023/24.

**DECISION 5:** The Board approved the Thames Freeport Business and Financial Plan for 2023/24 and its operational budget of £1.663m. It agreed that the Business and Financial Plan for 2024/25 should be brought to the board for its next meeting on 23 January 2024.

**Action Point 9:** To develop and implement a communication strategy including reports on progress and delivery, and the forward plan.

**Action Point 10:** The recommendations made by the Accountable Body were accepted and the Thames Freeport team asked to provide the information requested.

## **6. TRADE AND INVESTMENT REPORT Paper 6**

The Board considered the Freeports approach to trade and investment.

**DECISION 6:** The Board agreed the strategy for international promotion, the Freeport's target markets and the sector propositions under development, supported by a clear pipeline of opportunity and prioritisation approach. The Board approved the plan and budget for the remainder of the financial year 2023/2024.

**Action Point 11:** To procure and implement a single CRM system for use by the Freeport and the tax site operators.

## **7. MARKETING AND PROMOTION REPORT Paper 7**

The Board noted the Marketing and Promotion work undertaken to date and the forward plan.

## **8. INNOVATION AND NET ZERO REPORT Paper 8**

The Board discussed the emerging Innovation and Net Zero strategy, and the initiatives planned for 2023/24.

**DECISION 7:** The Board approved the development of two Innovation Hubs – a 5G center of excellence in Tilbury focused on port operations and logistics; and a Smart Homes Hub in Dagenham. It also approved the financial implications of the innovation interventions for Q4 2024 and noted that a longer-term innovation and net zero funding strategy will be brought to the next board meeting in January 2024.

**Date of Next Meeting: 23<sup>rd</sup> January 2024, 15:00, Thurrock Council Offices, Civic Offices, New Rd, Grays RM17 6SL**