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| **Date** | Tuesday 5th October 2021 |
| **Time** | 16:00 – 18:00 |

This note has been prepared to capture key points of discussion and actions agreed at the Essex Renewal Project Commission meeting on 5th October 2021.

**Key points of discussion and agreed actions**

**Item 1: Welcome**

* The Chair introduced the work of the Commission
* Congratulated Sally Shaw on Firstsite being awarded Museum of the Year; and
* Secured consent from all attendees to record the meeting to help with note taking.

**Item 2: Introductions**

* All attendees introduced themselves and set out their views on the key issues that the commission should look to tackle.

**Item 3: Aims of the project**

* Richard Puleston, Director of Policy at Essex, outlined the aims of the Essex Renewal Project on behalf of its sponsor organisations. He emphasised the need to consider the long-term impacts of the pandemic across its multiple dimensions, and that the unique value-add of this work is in the focus on the reality of life in places across Essex.
* Commissioners noted the need to review the terms of reference to ensure the document used appropriate language throughout.

**Action:** secretariat to review the terms of reference and circulate an updated document.

**Item 4: Initial areas of focus: discussion**

* Emily Brodie (commission secretariat) presented a slide intended to capture early priorities for the Renewal Project based on commissioners’ discussions with secretariat colleagues.
* Commissioners provided comments on these priorities, emphasising the need to:
* include issues around residents’ experience of racism; issues around housing supply/quality and new development; the changing nature of crime; access to green space; the role and influence of the arts and culture; urban/rural issues,’ and
* reflect the interconnections between different priorities in its work.

**Action:** secretariat to update the presentation of emerging ‘renewal priorities’ to reflect commissioners’ steer.

* Commissioners suggested particular documents, that should be reviewed in support of the commission’s work, and particular experts with whom the commission should engage.

**Action:** secretariat to develop a list of a) documents to review, and b) experts to be engaged, to ensure this is picked up systematically through the project.

**Item 5: How do we want to work?**

* The Commissioners discussed how to take forward their work, both within commission meetings and outside these meetings. Some commissioners suggested the use of sub-groups to take forward work on specific themes. Other suggested compiling evidence, data and trends on key issues relevant to the commission’s work to inform commissioners’ thinking.

**Action:** secretariat to prepare a series of evidence/trend packs on key issues relevant to the commission’s themes.

**Item 6: Communicating our work**

* Alastair Gordon outlined that web pages for the ERP were being developed on the [Future of Essex](https://www.essexfuture.org.uk/) website, and that a press notice confirming commission membership would be issued in the coming weeks.

**Action:** secretariat to develop web pages and share the press notice with commissioners upon its release.

Following the meeting, various commissioners emailed the Chair to offer positive feedback on the first Commission meeting and to ask that Commissioners’ email addresses be circulated to all members.

**Action:** secretariat to share the list of commissioners’ emails with all commission members.

[end]