

Minutes of RGF Green Port Growth Programme Board Meeting

5.00pm, Wednesday 8th July 2015

Present: Richard Brough (RB) representing Tim Rix, Bill Walker (BW), Alan Menzies (AM), Mark Jones (MJ), Laura Moorish (LM) representing Simon Brett, Paul Bell (PB), Katy Swaby (KS), David West (DW), Scott Yates (SY)

In attendance: Sarah Clark (SC), Kathryn Batty (KB) Minutes, Richard Norris (RN) Observer

1.	Apologies	Action
1.1	Apologies were received from Tim Rix, Simon Brett, Eleanor Carter and Michael Romagnoli.	
2.	Minutes of the previous meeting and matters arising	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
2.2	SC advised that the strand leads are working on the actions that came out of the strand delivery plan presentations. MJ reiterated the concerns raised by Richard Lowther regarding the lack of office space, stating that Siemens are concerned about the lack of office space for their suppliers. Richard Lowther is working up plans for recommendations to potentially address this issue.	RL
3.	Declarations of interest	
3.1	None declared.	
4.	Siemens and ABP investment – progress update	
4.1	LM provided a GPH Site update, reporting that dredging and piling for the main quay is well underway, Siemens piling has also started. The site for the Siemens Blade Factory handed over to Siemens on schedule. MJ stated that there is a high level of confidence from Siemens on the investment.	
4.2	The Siemens careers days have been arranged for 29 th Sep at the Freedom Centre, Hull, 30 th Sep at the Mercure Hotel in Willerby and 3 rd Oct at the Guildhall. Further PR will be announced closer to the dates. SC advised that there also will be a number of smaller roadshow type events held during w/c 5 th October across the periphery areas of the East Riding.	
5.	Year 4 Delivery Plan – R,D&I strand	

5.1	<p>The Board discussed the original requirements of the R,D&I strand, the original vision being to address the needs of SME's who are developing ideas from concept to commercialisation with the R,D&I strand helping to take them through the journey.</p> <p>Since the original plan was written and developed the change of focus of this strand has become apparent. Please see item 6 for actions in relation to this agenda item.</p>	
6.	R&D & Training facility support request	
6.1	<p>MJ stated that there is a requirement for a Research, Development and Innovation facility in Hull to support cost reduction through R&D and to encourage technology transfer, which will lead to the industry meeting its potential large scale energy production. The proposition is to create the facility in Hull, controlled tightly by a steering group, supported by a Project Manager who would report back to the Steering Group on the requirements of the industry. HCC have met with the University to scope the requirements for the centre and for the Project Manager.</p> <p>AM stated that he would be happy to support the plans and agreed it would need a focused role.</p> <p>BW stated that both the circumstances in which we are operating and the desired result have changed and therefore a thorough review of the R,D&I strand is needed.</p> <p>Decision: Approved</p> <p>Action: MJ and BW to work up role description for the Project Manager, ensuring that the project commitments are made clear.</p> <p>Action: BW to feed back to the strand lead on the change in the direction for the strand.</p>	<p>MJ/BW</p> <p>BW</p>
7.	Strand update and financial and output statement	
7.1	<p>The strand update report was received and noted.</p> <p>SC provided an update, highlighting the success of BIZ week, Business Support workshops and an update on the GPH One Stop Shop.</p> <p>The Board discussed the proposed location for the GPH One Stop, Hull Library. MJ explained that the library is a central location with a high foot fall. The Board agreed that there would need to be a visual guide to the one stop shop and agreed to monitor it's usage over the first few months and assess from there.</p>	

7.2	The financial and outputs statement was received and noted.	
8.	DCLG/BIS Update	
8.1	DCLG/BIS not in attendance.	
9.	AOB	
	<p>SC explained that Fred Mead, Pera Consulting, has been appointed as the Programme Supply Chain Coordinator. Fred Mead will be invited to attend the September board meeting to discuss the role and future plans with board members.</p> <p>Action: SC to arrange Fred Mead attendance at September board meeting.</p>	SC
	Meeting closed at 6.20pm	
	Date and time of next meeting: 5pm, 12 th August 2015, Room 1, County Hall, Beverley.	