

## Minutes of RGF Green Port Growth Programme Board Meeting

5.00pm, Wednesday 9<sup>th</sup> March, 2016

**Present:** Tim Rix (TR), Alan Menzies (AM), Bill Walker (BW), Simon Brett (SB), Mark Jones (MJ), Scott Yates (SY), David West (DW), Katy Swaby (KS)

**In attendance:** Sarah Clark (SC), Kathryn Batty (KB) minutes, Eleanor Carter (EC) DCLG, Pauline Wade (PW) for agenda item 5, Dawn Hall (DH) for agenda item 6

<b>1</b>	<b>Apologies</b>	<b>Action</b>
1.1	Apologies received from Paul Bell.	
<b>2</b>	<b>Minutes of the previous meeting and matters arising</b>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
2.2	Item 5.1 [Feb 16 meeting minutes] SC confirmed that a conversation with Richard Lowther concluded that agreement had been reached on the arrangements for the Knowledge Fund.  Item 7.1 [Feb 16 meeting minutes] SC advised that she has met with Helen Stinson and a representative of the Greenpower Trust project, eligibility has been confirmed for GPGP sponsorship.  Item 13.1 [Feb 16 meeting minutes] KB advised that AMION are currently consulting with the Programme Team and strand leads and for the Board to expect contact over the next couple of weeks.	
<b>3</b>	<b>Declarations of interest</b>	
3.1	None	
<b>4</b>	<b>Investment update – Siemens and ABP, update on other potential investments</b>	
4.1	SB provided an update on the works at Alexandra Dock. High winds have resulted in down time with works on the quay wall although overall the development is still on track to complete on time. The cladding on the factory has been completed so there will now be a transition of personnel as the ABP and Siemens construction team hands over to the ABP and Siemens operational team. The blade training moulds are expected in April. The public art project for the diverted public right of way at Alexandra Dock is scheduled to begin in May 16 for which a publicity event will be scheduled.	
4.2	MJ reported that the Spencer Energy Works development is now well underway.	
<b>5</b>	<b>Internationalisation update</b>	
5.1	PW reported on the GPH information seminar held in Grenaa in January 2016, which was organised by the GPH Denmark desk. Board members SB and SY,	

	<p>accompanied by PW, presented at the event. The event was well attended by 40 businesses, many of whom are already in the Siemens supply chain are keen to explore other options to partner with local companies to establish themselves in the UK. Whilst in Grenaa the GPH team met with the Mayor of Grenaa who was interested in further engagement with GPH. PW advised that the current contract for the GPH Denmark desk is due to expire at the end of May 2016 and requested that the Board give consideration to approving the continuation of the GPH Denmark desk activities.</p> <p><b>Decision:</b> The Board agreed to review a proposal to extend the GPH Denmark Desk.</p> <p><b>Action:</b> PW to provide a proposal to extend the contract for the GPH Denmark Desk, detailing what has been achieved to date, projected activity and potential investments and associated benefits anticipated as a result of the desk.</p> <p>PW advised that 4 businesses are now looking at options to set up at GPH as a result of the desk. An inward mission is planned for 18<sup>th</sup>-20<sup>th</sup> April.</p> <p>The Board held a discussion about the opportunities that are coming through. SB reiterated that the anticipated T1 activity is unlikely to happen and that the activity will be from the T2 and T3 supplies who are able to provide the O&amp;M support which will provide long term employment opportunities for local people.</p> <p>5.2 PW reported that an RFQ is currently out for the GPH Germany desk approved back in January. The desk will run for a period of 10 months, from 1<sup>st</sup> April 2016.</p> <p>5.3 The Cultural Workshops being delivered by HHCC on behalf of Siemens are being well received, feedback was provided which the Programme Team will collate and distribute to the Board. A Danish company has also been consulted and is supporting workers during their time in Denmark.</p> <p><b>Action:</b> KB to summarise evaluations from the Cultural Workshops and distribute to the Board.</p>	<p>PW</p> <p>KB</p>
<p><b>6</b></p>	<p><b>Business Support Strand</b></p>	
<p>6.1</p> <p>6.2</p>	<p>DH provided a comprehensive presentation to the Board detailing the key activities of the Business Support strand in providing a full package of support to business in the local area to access supply chain opportunities opening up as a result of the emerging renewables sector in the local area. DH provided detail on each step of the process from enquiry through to financial assistance, using a current application for Helix as an example.</p> <p>AM stated that the presentation demonstrated a text book approach to Business Support.</p> <p><u>Business Support Grant</u>          Helix Precision Machining Ltd – Manufacturer / Precision Engineering - Helix has developed into one of the leading precision engineering companies in the region, producing precision components and one off fully assembled products to a broad and varied customer base. Having seen steady growth in recent years</p>	

	<p>they are now keen to build recent successes, as they diversify from the oil and gas sector into Renewable Energies industry. Through discussion with Siemens the potential for work with their tier 1 suppliers have been identified and subsequently Siemens have forwarded information to relevant departments and contractors. Although they are setup at the required level on the shop floor and quality department to carry out further work within premium sectors they require further accreditations to back up their ISO9001:2008 which is the bare minimum requirement. Financial assistance is requested for the Implementation and certification of AS9100 Rev C (Quality system for Engineering sectors) and ISO14001 (Environmental). In addition support is requested for the installation of SAGE 50 Accounts package to link with their existing Materials Resource Planning programme and enable them to have a clear view of their full financial position and monitor it more effectively. The company is seeking £7,733 of funding against an investment of £15,466.</p> <p><b>Decision:</b> Approved.</p> <p>Decision confirmed with DH at the meeting.</p>	
<b>7</b>	<b>Strand update report highlights, recommendations</b>	
7.1	<p>SC highlighted a number of items on the strand report, including positive progress being made with the Renewables Pathways Programme and the Link Project, which help to progress those with lower level skills to advanced apprenticeship provision. A vacancy that was left open following the employee moving to an opportunity with Siemens has been filled by a beneficiary of the Pathway Programme which is an almost immediate success story and proves the Programme is directly addressing the issue identified with labour market displacement.</p> <p>The first application for the Knowledge Fund (KF) was presented to the KF assessment panel in February. Following feedback from the panel the application will be further developed and represented at a future panel. SC confirmed that once the applications have been through the panel they will go the Board for final approval.</p> <p>SC highlighted the proposed changes to be made to the Business Grants strand application process which will see a change in the way lower grant applications are handled. The application process for grants in excess of £100k will remain the same.</p> <p>SC reported that following on from the discussion at the last Board meeting following the proposal for the creation of a Greenport Property Fund, SC is investigating eligible opportunities with colleagues at HCC and ERYC. The Business Grants strand is also proposing to widen the scope of support provided to companies outside of the renewables sector, for example the pharmaceutical manufacturing industry, where there is the opportunity for roles and skills that transfer across other industries particularly the renewables sector, and where there is known interest for large scale investment that would create hundreds of jobs for the area. There is currently no other funds available to support such large scale investment. The Board is in favour of supporting this, whilst acknowledging that assurance would need to be sort for approval from the funding body.</p>	

	<b>Action:</b> SC, working with DCLG, to investigate the feasibility of widening the scope of the Programme to allow for funds to be provided to support large scale inward investment from companies outside of the renewables sector.	<b>SC</b>
<b>8</b>	<b>DCLG/BIS Update</b>	
8.1	No update	
<b>9</b>	<b>Correspondence from North Lincolnshire Council</b>	
9.1	The Board discussed the correspondence received from North Lincolnshire Council detailing a request for the GPGP to further support businesses based on the south bank area. SC shared a report detailing the south bank business already in receipt of GPGP funding.  A response is being drafted.	
<b>10</b>	<b>AOB</b>	
10.1	Following the Board's approval to contribute to sponsorship for the 'Engineered' event which will be held as part of the wider Amy Johnson Festival, where it was agreed that the GPGP will sponsor an Amy Johnson 'Moth' - KB presented a selection of Amy Johnson 'Moth' designs for the Board to consider.  <b>Action:</b> KB to feedback the design choice of the Moth to the Amy Johnson Festival.	<b>KB</b>
	Meeting closed at 6.30pm	
	<b>Date and time of next meeting:</b> 5pm, Wednesday 13 <sup>th</sup> April 2016, Room 1, County Hall, Beverley.	