

## Minutes of RGF Green Port Growth Programme Board Meeting

5.00pm, Wednesday 13<sup>th</sup> April, 2016

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

**In attendance:** Sarah Clark (SC), Kathryn Batty (KB) minutes, Eleanor Carter (EC) DCLG

*In attendance for agenda items 5 and 8:* Dawn Hall (DH) Business Support strand, Bob Ferraby (BF) Employment and Skills strand, Helen Stinson (HS) Inward Investment strand, Pauline Wade (PW) Internationalisation for the Inward Investment strand, Alan Lowdon (AL) RDI strand, Richard Lowther (RL) Business Grants strand, Steve Silvester (SS) Site Assembly strand.

1	Apologies	Action
1.1	Apologies received from Katy Swaby.	
2	Minutes of the previous meeting and matters arising	
2.1	<p>The minutes were agreed as a true and accurate record of the meeting.</p> <p>Item 9.1 [Mar 16 meeting] AM confirmed that a response had been sent to North Lincolnshire Council confirming the GPGP support available across the Yorkshire and Humber region.</p>	
3	Declarations of interest	
3.1	TR and SB declared an interest in the Business Support Grant Application.	
4	Investment update – Siemens and ABP, update on other potential investments	
4.1	<p>SB provided an update on the works at Alexandra Dock; now five months away from the next stage of handover with the site due to go fully operational from 1<sup>st</sup> September, 2016.</p> <p>Siemens recruitment going well. Training is taking place in Denmark and more recently now in Hull, with training now taking place on site. The next set of training aids – blade moulds - are due to arrive at Alexandra Dock in May 2016.</p>	
4.2	ABP are currently running with two potential investor enquiries.	
5	Year 5 Delivery Plans	
5.1	<p>Each of the strand leads presented a summary of their year 5 plans, highlighting; progress to date, forward plans and considerations for the Board.</p> <p><b>Decision:</b> The Year 5 Delivery Plan (Programme Plan and Strand delivery plans) were approved by the Board.</p>	

	TR and SC reiterated that the coming year will be absolutely critical in terms of activity across the whole programme, highlighting the importance of the strands achieving their planned expenditure and outputs and outcomes in year 5 and beyond.	
<b>6</b>	<b>BIS Health Check Update</b>	
6.1	<p>SC confirmed that meetings have now taken place between BIS/DCLG and all strand leads where the strands presented progress made to date and detailed their forward plans for their respective strands. The BIS representative will now report back his findings from these meetings to his BIS colleagues and a full report and any recommendations are expected to follow in the next few weeks.</p> <p>TR requested that the full report be distributed to the GPGP Board once received.</p> <p><b>Action:</b> SC to distribute the final report to the Board</p> <p>EC thanked the ERYC Programmes Team for all of their help with the efforts and help with the arrangements over the last few days.</p>	SC
<b>7</b>	<b>Ron Dearing UTC - update</b>	
7.1	<p>SC explained that this is the first update report that has been received from the UTC, and thus it has been shared with the Board.</p> <p>The Board noted the report and highlighted the volume and type of businesses engaging in the activity.</p>	
<b>8</b>	<b>Strand update report highlights, recommendations</b>	
8.1	<p><i>Covered following agenda item 5 by strand leads.</i></p> <p>A number of items were highlighted by the strand leads.</p> <p>HS highlighted the success of the first trade mission in November, which has resulted in a potential joint venture between a Danish company and a business from the East Riding. Two further local companies are also engaged with a Danish company. In addition, as a result of the mission, Danish airline SUN-Air, a franchise partner of British Airways, is due to open a new route between Humberside and Aalborg and Billund on the 15th April 2016. The new route will support the growing wind power industry in the Humberside area, connecting two major wind power hubs in the UK and Denmark whilst also attracting tourism to the area. The cost of the service is unknown at this stage - the first tickets are to go on sale online in the coming weeks. Another inward mission is due to take place early next week.</p> <p>HS also explained that a number of Danish companies have expressed an interest in the idea of a 'Danish House' to provide managed workspace for Danish companies who are interested in exploring inward investment opportunities in the Humber.</p> <p>PW provided an update on the RFQ for GreenPort representation in Northern</p>	

8.2	Germany; two organisations have responded and these applications are currently being evaluated. The cultural workshops continue to be well received. PW has received a letter from Siemens expressing their thanks for the support.	
8.3	<p>RL requested that the Board consider opening up the eligibility criteria for the Business Investment Grant offer. There is currently a start-up pharmaceutical company looking to set up in the local area who would require financial assistance.</p> <p>The Board held a discussion regarding the request, and questioned the relevance of the company’s activities to the renewables sector and whether or not the Programme was able to support such a request.</p> <p><b>Decision:</b> The Board agreed to receive a presentation from the company at a future Board meeting with a view to understanding more about the company and the request for funding and how this links in with the renewables sector.</p> <p><b>Action:</b> RL to invite representation from the company to attend a future Board meeting.</p> <p>PB requested that the original application and BIS Offer Letter be reviewed in light of the request.</p> <p><b>Action:</b> SC to liaise with EC (DCLG) to review the eligibility criteria for support.</p>	
8.4	<p><u>Business Support Grant Application – Danbrit Shipping Ltd</u></p> <p>The company offers a broad spectrum of services including Cargo solutions &amp; Chartering, Ships Agency, Stevedoring &amp; Port Logistics and General/Heavy &amp; Abnormal Load Haulage. Having recently seen an increase in orders from the On/Offshore Wind Sector covering Turbine Transportation, Installation and O&amp;M they are now supplying various services ranging from heavy shipping and haulage, to crew changes and vessel provisions. It has been identified that an upgrade to the current Ship Management system (including SQL Server) and Microsoft Cloud/Office 365 is required to achieve a more efficient working platform and allow employees to work, remotely, more readily - both will benefit the company in the short and longer term, within the Renewable sector, along with the implementation of a CRM system to allow the company to manage their customer enquiries and more efficiently. The company is seeking £10,523.30 of funding against an investment of £21,046.60.</p> <p><b>Decision:</b> Approved.</p> <p>Decision confirmed with DH at the meeting.</p>	
9	<b>DCLG/BIS Update</b>	
8.1	No update	
10	<b>AOB</b>	
10.1	None	
	Meeting closed at 6.10pm	

	<p><b>Date and time of next meeting:</b> 5pm, Wednesday 11<sup>th</sup> May 2016, Room 1, County Hall, Beverley.</p>	
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