

**Minutes of RGF Green Port Growth Programme Board Meeting
5.00pm, Wednesday 8 March, 2017**

Present:

Board Members: Tim Rix (TR) Chair, David Richards (DR), Katy Swaby (KS), David West (DW), Alan Menzies (AM), Scott Yates (SY), Mark Jones (MJ).

Guests: Helen Stinson (HS), Dawn Hall (DH), Bob Ferraby (BF), Richard Lowther (RL), Jo Dooley (JD), Eleanor Carter (EC).

Officers: Paul Bell (PB), Sarah Clark (SC), Felicity Clayton (FC) minutes.

NB Some sections of these minutes have been removed due to commercial sensitivity.

| 1 | Apologies | Action |
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| 1.1 | Apologies were received from Simon Brett (SB). NB. <i>SB announced his last attendance at the December meeting, a replacement ABP representative is still being sought.</i> | SB |
| 2 | Minutes of the previous meeting and matters arising | |
| 2.1 | The minutes were agreed as a true and accurate record of the meeting. | |
| 2.3 | TR reported that the meeting Lord Haskins hosted at Westminster to promote the Humber was hailed as a success. Eight or nine CEOs of large companies were present along with three MPs (Greg Clark MP, Nick Hurd MP and Andrew Percy MP). Discussions regarding UK green energy polarised around the key role of the Humber in this sector and the importance of delivering support to the industry and its suppliers. | |
| 3 | Declarations of interest | |
| 3.1 | To be declared under each item of the agenda. | |
| 4 | Year 6 Strand Delivery Plans – All Strand leads in attendance | |
| 4.1 | SC reported that overall the Programme was on target to achieve spend targets. Spend to date plus commitments to date brought the expenditure value for the Programme slightly over the contract value to the end of Year 5. | |
| 4.2 | Each of the strand leads presented a summary of their year 6 plans, highlighting; progress to date, forward plans and considerations for the Board. The RDI strand delivery plan is still in development and will be brought to a future Board meeting for approval. | |
| 4.3 | Decision: The Year 6 Delivery Plan (Programme Plan and Strand delivery plans) were approved by the Board, with the exception of the RDI delivery plan. The Board thanked the strand leads for their attendance. | |

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| 5 | Opportunities for support/investment | |
| 5.1 | AM reported that there may be an opportunity for Green Port investment in a potential project, he will have more information for the Board in around a month's time. | AM |
| 6 | Business Grant potential application | |
| 6.1 | <u>KREATE Centre - Mark Jones (Hull City Council)</u> Hull City Council are seeking grant funding of up to £250,000 to expand the office premises by a further 260 sq m, based on the demand evidenced in the current offer. Located approximately 1 mile from the Port Estate in East Hull and is ideally placed to serve the needs of both the Renewable Energy and Transport and Logistics sectors. Short lease business accommodation is required due to the cyclical nature of these businesses. | |
| 6.2 | The Board queried why 40 computers were needed. MJ clarified that they were looking at a 'plug-in and play' set up but there was a feeling that most businesses would bring their own hardware. MJ said there was room to look at whether this was included. MJ also confirmed that the premises would be ready by September 2017 due to the current high demand. | |
| 6.3 | Decision: Approved, subject to the following conditions: 1) A detailed business plan. 2) Detailed costings for the project and clear management arrangements for the programme of works. 3) A detailed project plan including Gantt chart. | |
| 7 | Programme Update Report | |
| 7.1 | DR updated the Board on the current status of the RDI Strand. DR acknowledged the great work done by Alan Lowdon on setting up the RDI Strand and developing the key contacts and relationships required to take the Strand forward. At this stage in the Programme the University recognised that a different route is now required to take the strand forward and deliver against the agreed outputs and original aim of the strand. | |
| 8 | DCLG/BEIS Update | |
| 8.2 | A new senior Officer at BEIS will begin in post soon following Katy Day's change in role to a different area of BEIS. AM suggested an invite is offered to Katy's replacement to visit the GPGP team to discuss the programme and its legacy. EC agreed this would be a positive step and would arrange with SC. | EC/SC |
| 9 | AOB | |
| 9.1 | The Board discussed the importance of this project being the legacy for the GPGP providing a platform to continue the very successful elements of the programme. It was agreed that with two years left of the programme discussions should take place soon with BEIS and the Humber LEP about the legacy of the overall programme. | |
| 9.2 | DR informed the Board that a new Vice Chancellor of the University would be | |

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| | announced by the end of the following week. | |
| | Meeting closed at 6.35pm | |
| | Date and time of next meeting: 5pm, Wednesday 12 April 2017, Room 1 County Hall, Beverley. | |