

Minutes of Greenport Growth Programme Board

17.00 27 June 2012

Present: Alan Menzies (AM), Mark Jones (MJo), Tim Rix (TR), Bill Walker (BW), Matt Jukes (MJu)

In attendance: Claire Watts (CW), Doug Kendall (DG), Adrian Shaw (AS),

		Action
1.	Apologies	
1.1	All Board members were in attendance	
2.	Minutes of last meeting	
2.1	The minutes were approved as a correct record.	
3.	Verbal update on Delivery Strands	
	<p>Business Support.</p> <p>AS gave a verbal update on the revised Business Support Strand without funding being provided by ERDF. It was clear from the presentation that with the reduced contribution from ERDF the private sector would be required to contribute. TR asked if this may cause a problem with take up, AM suggested it may, however, take up would not be known until the project was underway. AM suggested that a partial take up of ERDF may be a way forward to give the flexibility to deal with any take up problem. MJ said he was happy for the scheme to go forward on that basis as long as ERDF added richness to the project not reach.</p> <p>It was agreed to approve the strand as presented but with the option to go for ERDF funding at a later stage.</p>	
4	Business Grants Update	
	<p>Following a request from the last board meeting for the grants scheme to become a loan scheme, the management team had investigated the possibility and found that our contract with BIS would not allow this to take place. MJ also added that there was a surplus of loan schemes on the market with very little take up so the decision had been to go for a grants scheme to help with take up.</p> <p>It was agreed the Business Grants scheme should proceed as a grants scheme.</p>	

5	Board Revised Terms of Reference	
	<p>A long discussion on the merits or disadvantages of increasing the number of the board members to 7, whilst there no objection to the proposal, TR raised a situation where someone, if not able to attend could there be a delegated replacement it was agreed that a named delegated replacement for each board member would be put forward, anyone put forward to delegate would need to have the same level of decision making as the original board member.</p> <p>MJ put forward a name of a possible new board member but it was agreed that the terms and conditions with the addition of the delegated powers section should be approved and that would allow the option to co-opt up to 2 further board members at a later date.</p>	All Board Members to nominate delegated replacement
6	Approval Of business Plans	
	<p>Business Grants, Up-skilling and Business Support business plans were discussed and approved. Service Level Agreements will now be developed for each of the approved strands.</p>	DK
7.	Programme Update	
	<p>CW gave a brief update of the programme, the business plans for the R&D strand can now be progressed after agreement with Hull on the management of the project (submission of revised business plan expected by 17/06) and the business plan for Inward Investment will be distributed electronically for approval within next few weeks.</p> <p>The Service level agreements are in process and should be agreed this month, the partnership agreement between Hull and ERYC is almost complete and should also be completed this month.</p>	Board to approve Inward Investment strand by written procedure once circulated
9	AOB	
	<p>AM reported that with the RGF funds in the bank the interest is amassing at a rate of £700 per day and all the money would be available for the programme at a later date.</p> <p>MJu Updated the board on the progress with planning and confirmed that the Maritime Management Organisation (MMO) had approved the Green Port planning application and it was now with Eric Pickles for approval. MJu also informed the meeting that there was to be a walk through the Green Port site with representatives of the government soon.</p>	
9.1	No other business raised	
7	Date and time of next meeting 17.00 Wed 25 th July 2012, County Hall, Beverley	