

**Minutes of Greenport Growth Programme Board
17.00, 3rd December 2014**

Present: Tim Rix (TR) Bill Walker (BW), Alan Menzies (AM), Mark Jones (MJ), Simon Brett (SB)

In attendance: Sarah Clark (SC), Paul Bell (PB), Marie Therese-Clayton (MTC) DCLG
Kathryn Batty (KB) Minutes

Alan Lowdon (AL) University of Hull for agenda item 4. Dawn Hall (DH) for agenda item 5.

<u>1.</u>	<u>Apologies</u>	<u>Action</u>
1.1	None received.	
<u>2.</u>	<u>Minutes of the previous meeting and matters arising</u>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
2.2	6.2 SC circulated a report from Bluestorm, provided by HS, showing web usage and explained that the Green Port Hull and GPGP sites will be merged into one and the reporting process much more enhanced. 7.6 [October 14 meeting minutes] MTC confirmed that changes to strands will be addressed through the individual strand delivery plan reviews which are due to take place by the programme team early next year. 12.1 See agenda item 12. 13.1 See agenda item 4.	
<u>3.</u>	<u>Declarations of interest</u>	
3.1	None.	
<u>4.</u>	<u>R&D Strand – Concept to Commercialisation, Dr Alan Lowdon</u>	
4.1	AL provided a presentation which outlined the concept to commercialisation process in relation R&D and the support provided to GPGP beneficiaries through this delivery strand. The presentation formed part of a GPGP interactive workshop which had been delivered by AL earlier in the week to 12 GPGP beneficiaries, all of whom were at various stages of the concept to commercialisation journey.	
<u>5.</u>	<u>Business Support Strand – Grant Applications</u>	
5.1	DH outlined the process for grant applications, confirming the journey from the initial enquiry stage to a fully worked up grant application. DH explained that there are at least 468 areas identified within the renewables supply chain where businesses can now be engaging.	

5.3	<p>The Board were provided with a flow chart illustrating the grant application process (attached).</p> <p><u>M.B. Roche & Sons Ltd</u></p> <p>DH provided an overview of the application. They are a civil engineering company and have identified that by implementing Building Information Modelling (BIM) technology they will have access onto more frameworks for works in the renewable sector. They are seeking £1,984.44 of grant towards a cost of £3,969 to fund this activity.</p> <p>The application was approved for funding by the Board.</p> <p>Grant application document to be enhanced to ensure a measurable impact on the renewables supply chain is clearly highlighted within future grant applications.</p>	DH
<p>6. <u>Siemens and ABP investment – progress update</u></p>		
6.1	<p>SB confirmed the relocation of the Siemen’s blade manufacturing facility from the original planned site of Paull to Alexandra Dock. They are now working through a change management process and meeting with HCC to agree a plan which will allow them to move forward with the existing planning consent arrangements. They now face a challenge to meet the planned build timetable but ultimately they still have the same deadline to deliver the project.</p> <p>Meetings are taking place with other potential investors interested in the Paull site.</p>	
<p>7. <u>Renewables sector days grant request</u></p>		
7.1	<p>The board approved the grant request from HEBP for the renewable sector days.</p> <p>MJ asked if the HCC skills team could be made aware. SC confirmed that HEBP have been working with the Skills team.</p>	
<p>8. <u>Exhibition grant request</u></p>		
8.1	<p>The Board approved the grant request from SHE Knows Ltd for H&S industry specific events they wish to exhibit.</p>	
<p>9. <u>GPH Denmark Investment Promotion Desk Proposal</u></p>		
9.1	<p>A discussion was held about the purpose of the desk. MJ explained that previous inward missions by HHCC have proved extremely successful, particularly the June inward mission from Denmark</p> <p>The Board approved option 3 of the proposal for an initial period of 6 months. In turn the board asked for management information reports to be provided by HHCC detailing the successful outcomes as a direct result of the desk being in place and HHCCs proposals for the future.</p>	

10.	<u>GPGP Board membership</u>	
10.1	<p>TR stated that he is happy to continue to chair for the immediate future and would like to see the Board widen representation.</p> <p>A discussion took place about how additional seats at the Board would be selected. AM suggested that the vacancies would be advertised and members would be selected through an open application process.</p> <p>All agreed that the application would need to be by an individual representing an organisation and that replacements for meetings would not be accepted.</p> <p>SC to draft application process for additional board members and circulate to the Board for approval. Once approved the advert will be placed in appropriate business focussed publications and online.</p>	SC
10.2	<p>KB provided an overview of the changes to the GPGP Board Terms of Reference which form part of the annual review of the ToR. These were approved by the Board.</p>	
11.	<u>Strand update and financial and output statement</u>	
11.1	<p>The strand update report was received and noted.</p> <p>SC provided an update, highlighting the commencement of the GPGP workshops that were now being rolled out by the Business Support strand, of which three have already taken place and received positive feedback.</p> <p>A discussion was held about the success of the UKTI Conference which took place on 2nd and 3rd December.</p>	
11.2	<p>The financial and outputs statement was received and noted.</p>	
12.	<u>DCLG/BIS Update</u>	
12.1	<p>MTC confirmed that the Yr3 GPG Programme Plan has been received from SC and is now awaiting approval. Once the programme plan and contract variation is approved the profile of expenditure and outputs will be brought back in line with actual performance and the programme is expected to be downgraded from a red to an amber rating.</p> <p>MTC stated that she has called a meeting with DECC, BIS, ERYC and Siemens to discuss current grant funding allocations and implications for state aid. The purpose of the meeting is to share current best practice with Siemens, programme governance systems and processes deployed by ERYC, to assist with the ongoing monitoring and to ensure systems are in place to prevent any double counting of programme outputs of both the DECC funding to Siemens and the RGF2 GPGP funding.</p>	

13.	AOB	
13.1	Guest speakers are to be reminded to keep presentations to a maximum of 10 minutes, prior to the commencement of any future guest agenda items.	SC
	Meeting closed at 18.35	
	Date and time of next meeting: 5pm, 14 th January 2015, Room 1, County Hall, Beverley.	