

Minutes of Greenport Growth Programme Board

17.00, 12th December 2012

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

In attendance: Paul Bell (PB) Doug Kendall (DEK) Maria Clayton (MC)

		Action
1.	<u>Apologies</u>	
1.1	Alan Menzies (AM)	
2.	Minutes of last meeting	
2.1	The minutes were approved as a correct record.	
3.	Matters arising from the minutes	
3.1	There were no matters arising from the minutes.	
4.	Report from the Humber Education Partnership	
4.1	The presentation by Humber Business Partnership has been deferred until the January meeting	DEK/ SC
5	Report on the Paull works need to continue development.	
5.1	<p>(MJu declared an interest and did not vote on the proposal)</p> <p>The revised report presented to the November board was circulated and following discussion the following items were approved</p> <p>1 Feasibility study at £10,000</p> <p>3 L.D.O. works £150,000.</p> <p>4 Technical study to support the re drafting of the ERYC core strategy £30,000</p> <p>6 Consultation and engagement £15,000</p> <p>Total funds now approved £205,000.</p> <p>MJo queried the cost of Master Plan and from which area it was being funded from. DK confirmed that it was to come from the Inward Investment Strand as it was identified as a core part of their Business Plan.</p> <p>The presentation by the ABP team was deferred to the January meeting due to work commitments.</p>	MJu/SS
6	Note on Exhibition Glasgow	
6.1	<p>A further briefing note on the Glasgow exhibition was tabled, which outlined the companies funded and the local authorities' contribution. There was also a feedback matrix which demonstrated that the companies would be happy to attend any other exhibitions. The overall feedback highlighted that organisation was good but the location of the stall was poor.</p> <p>This will be taken into consideration when organising the next exhibition.</p>	DEK/HS/ DG
7	Verbal report on Strand Progress.	
7.1	<u>Update report on strands.</u>	
	Skills	

<p>Up-take of apprenticeships is still good and we have exceeded our target for the year.</p> <p>We have made an alteration to the apprenticeship programme to take into account those apprentices who had already achieved level 2 qualification. The amendment will enable employers will be paid for both years instead of only the second year as this decision inadvertently discriminated against apprentices who under their own volition had achieved a level 2 qualification.</p> <p>Business Grants The grant application forms are out for consultation with the economic development sections of both councils it was noted that the levels of due diligence and loan application information needs to be constant across all the differing grant and loan application processes, with a deadline of the end of January to respond.</p> <p>Research & Development A revised expenditure profile has been submitted, with no change to the approved budget. Draft SLAs have been sent for approval by Hull and these have been approved by the University. However, it was noted that the RGF Programme Manager had not received any feedback on the appointment or the recruitment criteria for the proposed engineer as discussed at the October meeting.</p> <p>Business Support All 30 businesses have been commissioned and audits will be completed by Christmas. On a positive note, new enquiries are now starting to come through the system and further audits linked to other strands are being included. The feedback from the businesses is providing the evidence base on which the next framework will be planned and that will be procured in January.</p> <p>MJo asked if a report preferably undertaken by the university could be produced outlining the outcome of the Audits in terms of gaining a full understanding of the issues and challenges facing the businesses.</p> <p>Inward Investment Attended the Glasgow conference. 10 companies contributed and each of the 5 LA's contributed £2k each. Feedback forms have been circulated.</p> <p>Site Assembly The Paull site revised costing was approved as set out above for works required to progress activity on site.</p> <p>Joint data base Evolutive is now up and running with training completed for staff in both authorities and the University.</p>	<p>DK/GH/D H</p>
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	<p>Working across the Humber</p> <p>A meeting was called by DCLG and hosted by ERYC in order to forge links with the other two RGF 3 funded programmes. Accountable Body representatives from N.E. Lincolnshire, North Lincolnshire, Hull and the Humber LEP meet on the 12th December. This meeting and working together was generally welcomed but it was noted that care should be taken with information as in some aspects the North Bank is in direct competition with the South Bank.</p>	
8	<u>AOB</u>	
	MJu updated the board on the Paull Site and progress on the Green Port and Siemens proposals.	
9	<u>Date and time of next meeting</u> 17.00 Wednesday 16 th January 2013	