

**Minutes of Greenport Growth Programme Board  
17.00, 12<sup>th</sup> March 2014**

**Present:** Tim Rix (TR), Bill Walker (BW), Alan Menzies (AM), Deb Gray (DG)

**In attendance:** Paul Bell (PB), Sarah Clark (SC), Marie Therese-Clayton (MC) DCLG, Neil Berry (NB) Minutes, Dr Alan Lowdon (AL) - part

<b><u>1.</u></b>	<b><u>Apologies</u></b>	<b><u>Action</u></b>
1.1	Apologies received from Simon Brett and Mark Jones (DG attending for MJ).	
<b><u>2.</u></b>	<b><u>Minutes of the previous meeting</u></b>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
<b><u>3.</u></b>	<b><u>Matters arising from the minutes</u></b>	
3.1	<p>SC provided updates to matters arising 18<sup>th</sup> December 2013 as follows:</p> <p>5.1 Skills provided feedback to [REDACTED] and this work is progressing.</p> <p>6.1 Following extensive consultation about the potential issues that could arise (VAT, Legal, Procurement), it was agreed that the appointment would continue as is and VAT would be charged through the programme. The Board accepted this outcome. The University have now appointed Dr Alan Lowdon, agenda item 5.1 below.</p> <p>7.2 On hold for now.</p> <p>8.1 Agenda item 6.</p>	
<b><u>4</u></b>	<b><u>Declarations of Interest</u></b>	
4.1	None.	
<b><u>5</u></b>	<b><u>Dr Alan Lowdon – R&amp;D Director</u></b>	
5.1	<p>AL provided an overview of his background and outlined initial expectations. Focus will be directed towards identifying core competencies and available assets initially, shifting towards specific development projects in the near future. Projects will consider ‘productisation’ – including rapid prototyping to test feasibility and scale, IP structures, de-risking opportunities to enable investments. The challenges for the industry are well known – cost reduction is paramount, technology not fully proven and operational risk not adequately quantified. Solutions to these challenges will come from, amongst others, improved data and analytics, asset performance over time, optimisation of supply and distribution chains, logistics. AL stressed the importance of IP commercialisation and the critical timing of SME’s protecting their IP at an early stage.</p> <p>TR asked whether and how the programme would consider smaller enterprises/one-man bands and the treatment of in-kind contributions. SC clarified that the first port</p>	

	<p>of call for all sizes of enterprise including one man inventors should be the R&amp;D strand when inventions are at any stage and programme support can be provided through the entire process of turning an invention in to a commercial operation with the potential involvement of other strands of the Programme as required. Regarding in kind contributions, MC advised there is currently no clear guidance from BIS on the use and recording of in kind match, AM advised we should map our intention of how the programme will manage this. MC agreed with this approach and a proposal will be submitted to DCLG.</p> <p><b>Action: SC to prepare guidance note on how the programme will manage in-kind contributions, including time and pre-existing capital as private match.</b></p> <p>17.30 - AL was thanked for his attendance and he left the meeting.</p>	SC
<b>6.</b>	<b><u>Progress update on Internationalisation</u></b>	
6.1	The contents of the report were accepted. The recommendations will be progressed by the Chamber.	PW
<b>7.</b>	<b><u>Strand updates</u></b>	
7.1	The updates were accepted, with specific items discussed below.	
7.2	<p>SC introduced a summary request from Business Support to extend the agreement with ██████████ that was previously agreed in July 13. The terms remain as previously approved but the board unanimously agreed that this activity should be fully supported as it is creating jobs and opportunities.</p> <p><b>Decision: Extension on current terms up to 40 supported employees approved.</b></p> <p><b>Action: Business Support to make required amends to the Agreement.</b></p>	DH
7.3	<p>Skills – TR questioned why the previously approved NEETS related activity was not proceeding. MC confirmed that BIS have a restriction on RGF monies funding under 18s.</p> <p>AM suggested including a wider opportunity to create additional flexibility in to the Humber SEP which is currently nearing completion. As the offshore wind industry is a nascent industry, the proposal should be that we manage a sector specific pilot scheme to widen support, starting at 14 yrs+ to identify careers opportunities the renewables sector has to offer and as a pilot to assess impact over next 3 years. This proposal was agreed by all.</p> <p><b>Action: SC to arrange a form of wording to be included within the Humber SEP</b></p>	SC
7.4	Site Assembly – SC provided an update on the decision that the proposed feasibility works at Paull have been halted. Although this work is in the critical path of overall	

	<p>programme delivery, at this time the land owner is not ready to progress this work. TR questioned why this decision had been taken. DG confirmed that MJ had discussed further with the land owner. Work will continue to aim to progress at the earliest opportunity.</p>	
7.5	AM emphasised the importance of the Park and Ride feasibility study. This development is of strategic importance and includes a number of other parties, such as the Highways Agency.	
7.6	Additional feasibility and site investigation works are currently being considered around the Green Port Dock site footpath and the Northern Gateway roundabout.	<b>DG / SC</b>
<b>8.</b>	<b><u>Financial and output statement</u></b>	
8.1	The Board received the statement.	
8.2	AM advised that although there is a known underspend, this should not be considered an issue at this time and confirmed that commercial negotiations are continuing.	
<b>9.</b>	<b><u>DCLG Update</u></b>	
9.1	<p>MC thanked SC for preparing the Year 3 Delivery Plan, which sets to re-profile the programme in a more realistic schedule. DCLG/BIS will provide input in the next few days. This will be accepted as a baseline for the time being.</p> <p>It is acknowledged that there may be a future variation required as the outcome of ongoing negotiations becomes clearer but this can only be considered by the Board and Programme Team as these decisions are known.</p> <p><b>Action: MC to provide feedback on Y3 DP by 19<sup>th</sup> March.</b></p>	<b>MC</b>
<b>10</b>	<b><u>AOB</u></b>	
10.1	<p>None.</p> <p>Meeting closed 17.50.</p>	
<b>11.</b>	<p><b>Date and time of next meeting:</b>  <b>5pm, 9<sup>th</sup> April 2014, Room 1, County Hall, Beverley.</b></p>	