

**Minutes of Greenport Growth Programme Board
17.00, 16th October 2013**

Present: Tim Rix (TR), Bill Walker (BW), Alan Menzies (AM), Mark Jones (MJ), Mike Sellers (MS) (current replacement for M Jukes)

In attendance: Paul Bell (PB), Sarah Clark (SC), Eleanor Carter (EC) DCLG, Neil Berry (NB)
Minutes

<u>1.</u>	<u>Apologies</u>	<u>Action</u>
1.1	No apologies (MS joined meeting at 17:15).	
1.2	Full introductions were made as two new attendees present. NB is newly appointed Programmes Coordinator for the Green Port Growth Programme and ERDF funded Humber Technical Assistance phase 2 project. EC is attending on behalf of DCLG while Marie-Therese Clayton is absent.	
1.3	MJ advised that Helen Stinson will hopefully return in a few weeks.	
<u>2.</u>	<u>Minutes of the previous meeting</u>	
2.1	The minutes were agreed as a true and correct record of the meeting.	
<u>3.</u>	<u>Matters arising from the minutes</u>	
3.1	SC provided updates to matters arising 31 st July 2013 as follows: 5.4 Press release has been issued. The case study relating to female apprentice is progressing. 6.1 and 6.3 will be discussed as part of meeting. 7.2 Grant agreement issued. 7.3 Process to capture the detail has been set up by the Business Support strand. 9.1 Although the programme was awarded finalist status at the Annual APSE awards, GPGP was not the eventual winner. This went to Preston City Council.	
<u>4</u>	<u>Future Board Composition</u>	
4.1	On behalf of the board, TR expressed thanks to Matt Jukes for his commitment to the programme. There was collective agreement that a letter of thanks be drafted to send to MJ.	SC
4.2	MS joined meeting (17:15). MS confirmed that recent changes at ABP were still embedding. John Fitzgerald is now the Port Director and there is a confirmed commitment to the successful development of Green Port. Decision: For the time being, MS will represent ABP.	

4.3	<p>Members discussed the current composition and explained that some of the reservation about extending current membership was connected to broader commercial sensitivities of the programme. There was, however, general consensus that it is now appropriate to review the structure so that the board is fully prepared when other changes come online. At this time, a list of suggested new members are to be considered so that the new composition will be 7/8 members, with a quorum of 5. The aim is to have new membership in place by early 2014.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. AM and MJ to suggest a list of names (4 private sector and 2 public sector) that could be approached. 2. Discuss and agree, at next board meeting, who will be approached. 	<p>AM/MJ</p> <p>All</p>
<p>5. Report from Pauline Wade on Chamber Activity</p>		
5.1	<p>Pauline was unable to attend the meeting to present the paper, owing to an out of town prior commitment. The board reviewed the paper and it was agreed that it was a fair summary overall but that there are some elements that need reviewing as new information emerges.</p> <p>Decision:</p> <p>The board agreed with the key recommendation of the paper that <i>'until there is commitment from Siemens, it is recommended that the Chamber conducts ground work and gathers information on the pathway to the supply chain and key markets for inward investment activity...'</i></p> <p>Action:</p> <ol style="list-style-type: none"> 1. The paper be updated to reflect developments over the coming months 2. The board will invite Pauline to attend a future meeting (probably Jan/Feb 2014) to present the updated paper for further discussion and to agree next steps. 	<p>PW</p>
<p>6. DCLG Liaison</p>		
6.1	<p>SC provided an update to members on current DCLG feedback. The programme is red flagged (under contract profile) and we had been asked to demonstrate how we will address this as a programme. (Some proposals were brought forward for consideration by board – see 8.3 for additional detail).</p>	
6.2	<p>AM responded that it was more beneficial to develop 'investment' than simply spend money at this stage. As government policy is the key lever, this needs to be clarified before private sector make their decisions. AM also confirmed he had held similar conversations with government re the Enterprise Zone investments.</p>	
6.3	<p>It is anticipated that there will be developments in the coming weeks which will provide broader assurance and that scale of delivery will follow once the investment</p>	

	<p>decision is made, for example, activity will be simultaneous and not sequential. One recent trend has been a significant increase in planning applications for housing developments. Although not directly linked to the programme, they demonstrate a broader confidence in the local economy and an expectation of future demand. These ‘softer’ measures should support the programme deliverables in a wider context and of the wide ranging impact in the local economy throughout the supply chain.</p> <p>6.4 MJ also confirmed he had been holding regular discussions with senior officials within BIS and DCLG whom are aware of the reasons why it has not yet been appropriate to spend to the original profile, in light of the delays of the final investment decision.</p> <p>6.5 EC responded that DCLG are satisfied that the programme is being well managed, despite being under profile. Although it is red flagged, and as such, reported to ministerial level, it is understood why. It was confirmed that the budget and profile issues are manageable through ongoing dialog between DCLG and GPGP. EC also confirmed that Chris Mee of BIS had reported a positive outcome of the meeting held with SC and Claire Watts on 10th October. SC reported that during this meeting an invitation had been made to Chris to spend some time in the area and meet those involved in the programme, which Chris accepted. SC to organise in the near future.</p> <p>Decision:</p> <ol style="list-style-type: none"> 1. There will be regular and increased dialog with DCLG (anticipated visits monthly) and DCLG will attend board meetings when possible so they continually receive programme updates at the highest level. 2. SC to arrange a 2 day visit for Chris Mee to experience the activity in the area. 3. The programme will work to the Year 2 delivery plan profile, taking all reasonable steps to increase spend beyond this profile where the activity adds value to the broader aims of the programme, see 8.3. 	<p>SC</p> <p>SC</p>
<p>7.</p>	<p><u>Strand updates</u></p>	
<p>7.1</p> <p>7.2</p>	<p>SC provided updates:</p> <p>Skills – Activity to date is good and there are positive outcomes in both apprenticeships and upskilling. To date, there has been limited response to wage subsidies and this will need managing for the overall programme impact.</p> <p>Business Support – Since the last board, the small grant process has been finalised and is now being implemented. The first 5 successful grants are in process. TR asked whether this would be a quick process. It was confirmed that once we have evidence of payment on the applicant’s part and a signed agreement, we will be making swift payments to the companies.</p> <p>There was a broader discussion about the suitable level of marketing activity as this is still being held back. MJ suggested that an increase in marketing activity should be driven by the timing of the Green Port Hull investment decision.</p>	

	<p>Decision: It was agreed that increased marketing activity will follow but that it is appropriate to hold back for the time being.</p> <p>7.3 Site Assembly – The Due Diligence exercise for the ABP RGF4 bid is underway and expected to be complete by 22nd October.</p> <p>7.4 Inward Investment – The renewables exhibition in November is now fully subscribed.</p> <p>7.5 Research and Development – BW confirmed that the additional paper was withdrawn. The question that needed raising was whether it was approved to progress with the proposed engagement with the recruitment agency to search and hire the Director for this strand.</p> <p>Decision: It was agreed that the process could continue on the basis that the role remained in scope of the plan approved previously.</p> <p>7.6 Business Grants – Although most activity is on hold currently, owing to priority in the spend profile of the RGF3 fund, opportunities are being considered to increase spend profile.</p> <p>7.7 Green Port Growth and Green Port Hull websites are under development/being refreshed currently.</p>	
<p>8.</p>	<p>AOB</p>	
<p>8.1</p> <p>8.2</p>	<p>A grant application was submitted just before the meeting. It was not considered appropriate make a quick decision without full consideration of the grant application.</p> <p>Action: The record will be distributed to members electronically following the meeting so that a considered decision can be reached. Email voting records will be appended to the file and the record returned to the next meeting to be signed off.</p> <p>The future reporting needs of the board were discussed. SC asked whether the strand updates, in current form, continued to be appropriate. It was also asked whether a more targeted programme summary would be beneficial, to report forecast, actual and remedial action needed.</p> <p>Decision: It was agreed that both a summary and the strand updates would be beneficial for the board to provide clear oversight of activity.</p>	

<p>8.3</p> <p>8.4</p>	<p>Action: SC to work with delivery team to develop ‘dashboard’ style summary to report KPIs.</p> <p>SC updated board that officers had given consideration to a number of activities to expand the scope of the programme, both to maximise impact and to support delivery expectations. This paper was not ready prior to the meeting. A brief discussion was held and TR asked for clarity that the activity proposed was eligible. This was confirmed.</p> <p>Decision: As the options need careful consideration, it was agreed to distribute the paper electronically after the meeting to canvass opinions and feedback and then to bring back to next meeting.</p> <p>Action: SC to distribute paper and then progress with strands for an updated paper at the next meeting.</p> <p>0</p> <p>Meeting closed at 18:30</p>	<p>SC</p> <p>SC</p>
<p>10.</p>	<p><u>Date and time of next meeting:</u> <u>5pm, 20th November 2013, Room 1, County Hall, Beverley</u></p>	