

Minutes of Greenport Growth Programme Board

17.00, 17th April 2013

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

In attendance: Paul Bell (PB) Doug Kendall (DK) Dawn Hall (DH)(for presentation)

1.	Apologies	Action
1.1	None	
2.	Minutes of last meeting	
2.1	The minutes were agreed as a true and correct record of the meeting.	
3.	Matters arising from the minutes	
3.1	AM clarified that a report on the feedback from exhibitions attended by companies, who have been supported, will be reported to the June Board meeting after the All Energy Exhibition in Aberdeen and the Renewables UK conference, Manchester, in June 2013.	H Stinson
4.	Business Support Presentation	
4.1	<p>DH gave an update and verbal report on the Business Support Strand, 30 pilot companies who had been audited by 3 consultants, (Team Humber Marine Alliance, Renewables Network, Page Consulting) it was highlighted that some of the companies had implemented the findings of the audit prior to the business support feedback meetings being held. Feedback meetings had now been held with 26 of the companies and the remaining four companies are being kept up to date with developments and opportunities. Two case studies were discussed that demonstrated the benefits of the audits and also how a small business grant as a final piece in any funding jigsaw would be beneficial to some companies.</p> <p>Business Support is also providing a regular news letter to companies to make them aware of the potential opportunities available within the renewable sector. The newsletter will include links to present news, funding opportunities and events which will be gathered from the myriad of publications available. Many companies have been steered toward other funding streams including Manufacturing Advisory Service and Growth Accelerator wherever practical, to ensure the project adds value rather than repeating support already available.</p> <p>MJ made the point that the report identified very few companies are signed up with trade associations and he would like to make sure that all other consultants employed in the programme were providing impartial advice. DH confirmed that all the new consultants in the proposed framework were being procured on that basis.</p> <p>The Board endorsed the Business Support Strands actions and would like to see a report back in 2 months' time on companies that had been audited and their subsequent development.</p> <p>A variation form to allow the Business Support to distribute small loans up to a total project cost of £50,000 was approved by the board and signed by the chair.</p>	DH / DK
5	Membership Of the Board.	
5.1	The Board considered a report on alterations to the structure of the board by increasing the membership by 2 and amendments to the Terms of Reference (ToR). It was agreed that the current membership should remain at 5 with the increase in board membership being revisited in 6 months' time.	

	<p>Recommendations 1 and 4 of the report were accepted,</p> <ol style="list-style-type: none"> 1 That a senior officer from the accountable body is to be present at all board meetings. 2 Item 10 of the ToR to cover temporary board member replacements had been added. 	
6.0	Year 2 Delivery Plan	
6.1	<p>DK reported on progress with the Year 2 Plan and that a meeting had been held with DCLG to finalise the content of the plan.</p> <p>The out puts and profiled spend had been agreed with DCLG at £2,267,640 for year 2.</p> <p>The finalised delivery plan will be brought to the board for approval at the May meeting.</p>	DK
7.0	Working Across the Humber Group	
7.1	<p>It was reported that a further meeting had taken place with all the RGF programme leads in Barton upon Humber. The Humber LEP and North East Lincolnshire round 3 RGF announced that they had received 101 expressions of interest for business grants.</p> <p>The following applications from companies have been approved to go to the next phase, 34 from ERYC area, 40 from Hull, 23 North East Lincolnshire and 4 from North Lincolnshire.</p> <p>It was agreed at the last joint Humber meeting that the meeting would be held on a quarterly basis with the next meeting on the 20th June.</p>	
8	APSE awards Submission.	
8.1	<p>As a matter of information the board were updated about the submission of a joint application for an Association for Public Service Excellence (APSE) award. The APSE award is for the Best Renewable Energy and Efficiency Initiative Category. The Submission is to be circulated to all board members.</p>	DK
9	Strand updates and year end report.	
	<p>A report on the year one out turn was circulated. The Year One budget profile was £498,905 of RGF funds. Our actual year one reported figure will be £410,886. This apparent shortfall is due to the delay in the way our accounting has been done in line with DCLG accounting dates which are a quarter behind our actual spend. The actual spend for the full calendar year will be £570,608.</p> <p>Skills</p> <p>The Skills strand is still seeing a good uptake on apprentices with over 100 apprenticeships being created in over 70 companies in Year 1. The apprentices have come from all areas of the North Bank and beyond. The up skilling element has also exceeded its target for the year with over 30 people taking up a wide range of courses.</p> <p>Business Support</p> <p>A framework of consultants to cover the needs of businesses which have emerged from the pilot audits is being tendered and new companies are coming forward on a daily basis to request audits.</p> <p>If, as a final element of support to a company, a small grant is required then this can be provided by the Business Support strand using the main grants policy and approval systems.</p>	DK

	<p><u>Site Assembly</u> The site assembly strand has now submitted an RGF4 bid for the Paull site infrastructure project. Several sites are also now being approved by ERDF which will allow works to commence. The ERDF funding is a part of the RGF as other public sector funding being levered in to the area by RGF programme.</p> <p><u>Inward Investment</u> The web site and all the marketing information for each strand is currently being up dated and new brochures are being designed based on the original Green Port folders. The up take for the remaining exhibitions is good with 10 companies signed up to participate in the All Energy Exhibition in Aberdeen on May 13.</p> <p><u>Research and Development.</u> The Service level agreement has been agreed by the University's legal department and is now being assessed by ERYC and Hulls legal sections. The main SLA is to be completed by the end of April. The University is ready to advertise for the engineer once the Service Level Agreement is completed.</p> <p><u>Business Grants</u> All the application forms and advice documents are now being up dated to allow on line applications via the revised web pages and show a similar process to the other grant and loan schemes that are currently being on offer across the Humber Sub Region.</p>	
	<p><u>AOB</u> MJ reported that he had been in contact with senior civil servants regarding the round 4 RGF bid, where he had stressed the importance of the site with regard to the Siemens decision.</p> <p>MD informed the board that there were still problems with Natural England with regard to the Paull Site.</p>	
9	<u>Date and time of next meeting</u> 17.00 Wednesday 15 th May 2013	