

Minutes of Greenport Growth Programme Board

17.00, 19th June 2013

Present: Tim Rix (TR), Bill Walker (BW) Alan Menzies (AM)

In attendance: Doug Kendall (DK) Deborah Gray, (DG) (deputising for M. Jones), Marie Clayton (MC) DCLG, Claire Watts (CW)

1.	<u>Apologies</u>	Action
1.1	Mark Jones (MJo) Paul Bell (PB Matt Jukes(MJu)	
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	There were no matters arising	
4.	Year 2 Delivery Plan	
4.1	<p>DK reported that DCLG and BIS had not approved the year two plan but following a meeting with Marie Clayton DCLG it had been agreed to re-profile the spend to give BIS comfort that we will spend the funding whatever happens. MC confirmed that DCLG and BIS do not want a scatter gun approach but to continue with the programme as it is but with options to widen the remit if required.</p> <p>An options and re-profiled year two report will be ready by Monday 24th June and will be presented to the next board meeting.</p>	MC / DK/DG
5	Site Assembly Business Plan	
5.1	<p>The appraisal and report on the Site Assembly strand was submitted for approval, this was the last strand BP and included the ERDF and EZ sites in Hull and East Riding. BW asked for clarification of the Centre for Digital Innovation sites. DG provided further clarification.</p> <p>All the sites need to be development ready for both ERDF and possible investment requirements and the EZ sites need to be developed by 2015.</p> <p>The board accepted the Business Plan.</p>	
6.0	Strand updates.	
6.1	<p><u>Skills</u></p> <p>This is the slowest period for applications for apprentices as the exams are taking place. This financial year has started with 20 applications for apprentices, 10 of which are already approved. The up skilling element is also moving forward with a further 10 applications, 2 of which are enrolled on courses and we are working closely with a specialist training provider who is providing Siemens specific courses. The skills strand is working up possible crew training programmes for boat crews for offshore maintenance. We are considering bringing forward the disadvantaged workers wage subsidies element and possibly using slightly wider supply chain criteria than purely engineering.</p>	
6.2	<p><u>Business Support</u></p> <p>To date the strand has had 43 enquiries, enrolled 37 companies and completed 33 reviews.</p>	

6.3	<p><u>Site Assembly</u></p> <p>The Business Plan appraisal which is with the board shows proposed expenditure if the site assembly strand move forward with the ERDF sites and the special purpose vehicle proposals for the Paull site. A decision is awaited on the RGF4 bid for the Paull site infrastructure project.</p>	
6.4	<p><u>Inward Investment</u></p> <p>The web site is in the process of being updated and the strand marketing information has been updated. New brochures are completed and have been used for the Manchester conference.</p>	
6.5	<p><u>Research and Development.</u></p> <p>The Service level agreement has now been agreed and it is with the University for signing.</p>	
6.6	<p><u>Business Grants</u></p> <p>All the application forms and advice documents are now being up dated to allow on line applications via the revised web pages and share a similar process to the other grant and loan schemes that are currently being offer in the Humber Region.</p> <p>The grants are being prioritised to run with RGF 3.</p> <p>BW had been informed that some of the RGF application forms for funding grants were so complicated even with help companies were finding it very difficult to complete the forms, he asked if our forms were simpler - DK agreed to circulate forms for comments.</p>	DK
7.0	<u>AOB</u>	
7.1	AM asked if any RGF 4 funding that is approved would be managed by this Board and it was confirmed that is current thinking.	
7.2	It was confirmed that a report on the first year of operation by the Skills Strand Apprentices project will be provided to the next board meeting. AM also asked for a good news story on its success to be done with possible ministerial input.	DK
7.2	AM confirmed that the LDO for the Paull Site was not to be called in by the Secretary of State so it can be taken to Council on the 23 rd July for full implementation.	
7.3	<u>Date and time of next meeting 17.30 Wednesday 31st July 2013</u>	