

Minutes of Greenport Growth Programme Board

21st March 2012

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

In attendance: Deb Gray (DG).

		Action
1.	<u>Apologies for Absence</u>	
1.1	Claire Watts (ERYC Programme Management)	
2.	Minutes of the Previous Meeting & Matters Arising	
2.1	The minutes of the meeting of 24 th February were approved.	
2.2	Matters arising: <ol style="list-style-type: none"> I. AM reported on the positive meeting with CLG (19/03/12) which focussed on a better understanding and alignment of the current ERDF programme and the Green Port Growth RGF programme. II. The RGF offer letter has been signed and returned to BIS. The North West ERDF Team have contacted AM. A meeting will take place with the team on 18th April when it is anticipated the delivery plan will be analysed and approved. 	AM/MPJ/ DG/CW
3.	Declarations of Interest	
3.1	None	all
4.	Programme Update	
4.1	DG provided a progress update: <ol style="list-style-type: none"> I. An Advisory Panel has been established. This panel is made up of legal and finance officers from Hull & East Riding Councils and programme management leads. This group will advise on partnership and contracting arrangements with delivery partners and financial arrangements. The panel will remain in place for the length of the programme. II. A half day workshop will take place in April for all delivery partners. This will enable partners to discuss each strand and look for opportunities to work together and avoid potential duplication. III. The Programme Delivery Plan is currently in draft form but needs to be approved before the first claim is due in June 2012. IV. Procurement processes are underway to set up the necessary frameworks for the skills and business support strands. 	
5.	Project Appraisals	
5.1	DG introduced a report produced by Regeneris Consulting and explained that BIS had asked that Green Book Principles be applied to project delivery – this includes option appraisal; value for money and additionality.	DG/CW
5.2	Regeneris undertook an appraisal of each strand and produced a report on the strengths and weaknesses in each strand business case. This was based on the Green Port Growth Programme Appraisal Criteria approved at the February meeting of the Programme Management Board. The Board agreed to endorse the progress of the six project strands and encouraged further development.	
5.3	There will be direct feedback on appraisal findings to strand leads from	

	Regeneris.	
5.4	<p>There was a general discussion and agreement around:</p> <ol style="list-style-type: none"> I. The imperative to ensure the programme remains investor led and that the focus on employer requirements. II. This need to ensure each strand's primary aim was to maximise local benefit. III. State aid levels IV. The need to ensure the programme was as simple as possible in terms of bureaucracy V. AM confirmed that RGF funds could not be used for any programme management and administration costs. VI. Value for money in terms of cost per job. 	
5.4	It was agreed that in light of current enquiries from Tier I suppliers and the timescales for Siemens final investment decision, alongside Government EZ timescales, it was imperative that the programme remained flexible at this stage ensuring it was appropriate to meet the needs of investors.	
5.5	The Board agreed to develop and include an infrastructure element to the programme which could be included within the site assembly strand. This new element would be focussed around highways issues, travel patterns and site infrastructure and would be deployed if timescales were appropriate.	
6.	Next Steps	
6.1	<p>The Board agreed priorities going forward for strand deployment as:</p> <ul style="list-style-type: none"> • Skills • Business support • Infrastructure & Site Assembly 	all
7.	<u>Any Other Business</u>	
	There was no other business	
8.	<u>Date and time of next meetings</u>	
	4pm, 25 th April 2012. County Hall, Beverley	