

Minutes of Greenport Growth Programme Board

16.00 23 May 2012

Present: Alan Menzies (AM) (left 17.30), Mark Jones (MJo), Tim Rix (TR), Bill Walker (BW), Matt Jukes (MJu)

In attendance: Claire Watts (CW), Doug Kendall (DG), Bob Ferraby (BF), Richard Lowther (RL), Adrian Shaw (AS), Helen Stinson (HS), Stephen Kelly (SK), Chris Ladley (CL), Pauline Wade (PW)

		Action
1.	<u>Apologies</u>	
1.1	All Board members were in attendance	
2.	Minutes of last meeting	
2.1	The minutes were approved as a correct record Update to 4.3 – Acom has been appointed by the Crown Commissioners to a £20k investigation of environmental mitigation land.	
3.	Delivery Strands	
3.1	Presentations (circulated with minutes) were delivered by each of the strand leads	
3.2	Through a Q&A session with each of the strand leads, the following issues were raised for further discussion by the Board <ul style="list-style-type: none"> ★ Ensuring a prompt July start for the Engineering Apprenticeship element of the skills strand ★ The level of delegated authority to the Business Investment Grant panel and Board representation on the panel ★ Request for site investigation funding from the site assembly strand for the Paull site ★ Indicative salary for the ‘engineer’ in the RD&I strand ★ Target number of businesses, use of ERDF and business contributions within the Business Support Strand 	
3.3	Following the presentations TR thanked the presenters, the strand leads left the meeting and the Board considered the issues raised.	
3.4	Skills – It was agreed that the Apprenticeship business plan could be approved by written procedure once a satisfactory appraisal had been completed on the revised business plan. There should be a break clause in the agreement after year one with continuation subject to a positive Siemens decision.	BF/DK/ Board
3.5	Business Grants – It was agreed that RL should investigate the possibility of operating the scheme as a revolving loan fund, rather than a grant scheme. The Board wish all awards to come back to them rather than agreeing any delegation level. It was suggested that there should be Board representation on the panel, AM was suggested as this would also give Accountable Body representation.	RL
3.6	Business Support – It was agreed that a revised proposal should be brought back to the next Board meeting. This proposal should reduce the target number of businesses, remove the requirement for ERDF funding and include an element of private sector contribution	AS

3.7	Inward Investment – this element was supported as presented, with the following recommendations <ul style="list-style-type: none"> ★ It will be important to benchmark against Bremerhaven & Esbjerg ★ A strong Chamber brand will be important continentally ★ Communicating the proactive approach to Westminster is critical ★ Activity must be focused to avoid deflections and poor quality events ★ Key for senior representatives to act in ambassadorial role 	HS/PW/MJ/ CL
3.8	Site Assembly – it was agreed that delivery of the Paull site is the main issue for this strand. Site infrastructure costs are prohibitive for the usual ‘first in pays’ model. It was agreed that £150k should be allocated to site investigation and advice on establishing a suitable delivery vehicle for the site subject to the submission and satisfactory appraisal of a written business case. MJu agreed to provide details of the contribution ABP are already making to the investigation of the site (e.g. environmental studies) in order to demonstrate their financial commitment to the development.	CL/MJu
3.9	RD&I – it was agreed that this strand had improved significantly since initial appraisal. There was some concern that the salary level for the ‘engineer’ post was possibly too low to attract someone of sufficient calibre. Hull City Council will be accountable for the administration of the knowledge fund, with awards needing to be endorsed by the Board in the same way as the Business Investment Grants. The business case for this strand now needs to be resubmitted reflecting the revised delivery proposal.	SK/GH
4.	Programme Update	
4.1	Following a change in RGF guidance in Round 3 it may be possible to use some RGF to support Programme governance. The Board agreed to consider using some of the interest generated for this purpose but did not want to see any of the original £25.7m redirected from project activity. A report will be brought to a future meeting detailing the options	CW
4.2	The Councils’ legal teams are currently working on the required legal agreements for the Programme. This may result in some proposed changes to the Board’s Terms of Reference. These will be tabled at a future meeting if this is the case.	DK
4.3	It was agreed to provide a quarterly progress report to the North Bank Partnership on the same schedule as DCLG monitoring.	CW/TR
5.	Next Steps	
5.1	All to respond to circulation of Apprenticeship Business Plan as soon as possible once circulated to facilitate the prompt start of this activity in July	Board
6	<u>AOB</u>	
6.1	No other business raised	
7	<u>Date and time of next meeting</u> 17.00 Wed 27 June 2012, County Hall, Beverley	