

**Minutes of Greenport Growth Programme Board  
17.00, 9<sup>th</sup> July 2014**

**Present:** Bill Walker (BW), Alan Menzies (AM), Mark Jones (MJ), Simon Brett (SB)

**In attendance:** Sarah Clark (SC), Paul Bell (PB), Marie Therese-Clayton (MTC) DCLG, Andrew Morris (AM) BIS, Neil Berry (NB) Minutes

<b>1.</b>	<b>Apologies</b>	<b>Action</b>
1.1	Apologies received from Tim Rix – Bill Walker chaired meeting. Apologies received from Michael Romagnoli.	
<b>2.</b>	<b>Minutes of the previous meeting</b>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
<b>3.</b>	<b>Matters arising from the minutes</b>	
3.1	5.1 SC confirmed that the assessment of an office for Green Port in the city is continuing. 6.1 PW is continuing with activity in line with agreed approach. 8.1 SC confirmed that the programme is working toward a revised Year 3 Programme plan by end of July. 8.3 SB confirmed that the matter is resolved.	
<b>4</b>	<b>Declarations of Interest</b>	
4.1	There were no declarations of interest.	
<b>5</b>	<b>Siemens announcement - update</b>	
5.1	An update was provided by MJ, SB and AM. Overall, all stakeholders continue toward resolving the reserved matters and commercial negotiations. MJ confirmed that for the plans at Alexandra Dock, they are using full consultation route. BW asked whether there was more risk with this. MJ confirmed this was the case – the open consultation does allow for potential challenges to matters previously agreed but in light of the overall reputational risks, this was considered the best approach. In the meantime, there is a joint plan with HCC/ABP and Siemens to manage communication around the project.  At an operational level, meetings continue with the partners on developing plans such as around skills and the supply chain. These are expected to continue for several months and more specific details will emerge over time.  SB confirmed that key focus continued around planning and logistics and toward receiving the Master Plan from Siemens. Expected dates continue to be challenging	

	<p>but it is understood that the quality of the end result is vital. Following the announcement of the Local Growth Fund monies, the impact of the proposed flood defence money allocated to areas around Paull was discussed, and AM explained that there was limited flexibility in how this can be utilised in other areas as it had been included as part of the Strategic Economic Plan.</p>	
<b>6.</b>	<b><u>Programme Plan</u></b>	
6.1	<p>SC provided an update and confirmed that DCLG had provided feedback on the revised plan. It is now apparent that the plan and contract variation will need to be done in 2 phases. The first will pick up underspend to date and best estimates of activity for year 3. A further version will be needed once more detailed requirements emerge.</p> <p>The plan will require Board approval, so once the draft is finalised and approved at DCLG/BIS, this will be distributed electronically for review and agreement.</p> <p>AM asked whether the revised plan would benefit from being sent to respective Cabinet members for approval. AM and MJ agreed it could be used as a useful programme update to Cabinet and indicate current and future impacts. It was confirmed this did not need to happen before the Board agreement was provided.</p> <p><b>Action:</b> SC to distribute plan to DCLG and Board members for electronic approval.</p> <p>ERYC/HCC to arrange to update respective Cabinet members with plans – timetable to be confirmed.</p>	<p>SC</p> <p>SC</p>
<b>7.</b>	<b><u>Strand Update Report</u></b>	
7.1	The update was received and noted. The Board discussed the following:	
7.2	Business Directory – the new Green Port Hull business directory has now been launched and over 40 companies are already registered. SC recommended that all members should review this. The site address is - <a href="http://gph.fredsite.co.uk/">http://gph.fredsite.co.uk/</a>	
7.3	Inward Investment – Internationalisation. SC requested approval to the request from PW to continue progressing actions in line with the update paper. This was agreed. In addition, the Board wished to express congratulations to PW on the excellent Inward Investment visit arranged in June.	
	<b>Action:</b> PW to progress recommendations.	PW
7.4	R&D Update – SC highlighted that AL had requested to update Board at the September meeting. This was agreed, however, the Board also requested additional information ahead of this, especially about the companies and opportunities	

	<p>identified in the update. This can be an electronic update.</p> <p><b>Action:</b> BW to update AL on Board request, AL to provide additional detail.</p>	<b>SC</b>
7.5	<p>Park and Ride: AM updated the Board that the Dept. Of Transport had not agreed to fund in the initial allocation of the Local Growth Fund, however, there would be an invitation to tender for future funding rounds. This is seen locally as a key strategic development and even more so in light of the wider Green Port development. It was agreed to progress to Phase 2 planning to enable a more robust business case to be presented.</p> <p><b>Action:</b> HS to follow up with feasibility activity.</p>	<b>HS</b>
7.6	<p>Business Grants: SC highlighted that in light of the additional funding allocated to the Growing the Humber RGF3 pot through the Local Growth Fund, this will impact on the current planned timing of the GPGP Business Grants strand, of which in excess of £5m is currently allocated. Following discussion, the Board agreed to leave the allocation as it is – at this time there is insufficient information about how much of this Strand will be required by inward investors and developments in the sector will drive growth and future opportunities for the area. MTC confirmed that she would look into the practicalities of what action would need to occur if the Board decide to re-allocate funds from this Strand in the future.</p> <p><b>Decision:</b> No change in strategy for time being.</p> <p><b>Action:</b> MTC to confirm what would be necessary if future change is identified.</p>	<b>MTC</b>
7.7	<p>General: MJ raised an ongoing issue around public information flow and the potential for ongoing reputational and contractual risk. It was agreed by Board that this was both unhelpful and potentially damaging, although for various reasons, it is not possible to directly intervene to prevent this. BW asked what could be done. It was agreed that AM and MJ would continue to influence through existing channels as appropriate.</p> <p><b>Action:</b> AM/MJ to influence as far as possible through all existing channels.</p>	<b>AM/MJ</b>
<b>8</b>	<b><u>Financial and Output Statement</u></b>	
8.1	The update was received and noted.	
8.2	SC confirmed that the Audit for last year had been finalised and provided a clean opinion.	
<b>9</b>	<b><u>DCLG Update</u></b>	
9.1	MTC advised that she was very happy with the Year 3 Programme Plan draft and that the intention is to sign this off during July. On this basis, MTC confirmed that the aim	

	is to finalise the Contract Variation by September.	
<b>10</b>	<b>AOB</b>	
10.1	As 2 members are away for the planned August meeting, it was agreed to review nearer the time whether the proposed meeting was necessary.	
	<b>Date and time of next meeting: 5pm, 13<sup>h</sup> August 2014, Room 1, County Hall, Beverley.</b>	