

Minutes of Greenport Growth Programme Board

17.00, 15th May 2013

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

In attendance: Doug Kendall (DK) Deborah Gray, (DG) deputising for MJu, Marie Clayton (MC) DCLG

1.	Apologies	Action
1.1	Mark Jones (MJu) Paul Bell (PB)	
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	<p>TR – provided feedback from an audit undertaken by the Business Support Strand. The audit had been carried out by ██████████ and it transpired that the auditor had only been trained as an auditor several days prior to the visit and did not provide the level of knowledge and experience that was anticipated. TR suggested that more industry experienced personal should be employed. He recommended a marine expert who carried out many audits.</p> <p>DK assured the board that the new framework will rectify any of the problems associated with the companies who carried out the pilot audits and would pass the name of the consultant to the strand manager. All agreed that this was useful feedback.</p>	DK and Dawn Hall
4.	Year 2 Delivery Plan	
4.1	<p>DK reported that DCLG and BIS had highlighted that year two would be critical with regard the level of spend outlined in the Offer Letter. Due to the continued delay in any investment decision from Siemens the profiled spend was initially below that set out in the Offer letter. It was clear that if the decision comes in the next few months then spend would not be a problem and the profiled spend in the offer letter would be achieved. MJu provided an update regarding Siemens negotiations, reaffirming that progress was being made and that the highest level discussions were ongoing with HM Government & Siemens.</p> <p>It was agreed that the Board would receive a report on potential project that could be brought forward at its June meeting. The report will provide options and relevant financial information.</p>	MC / DK
5	ERDF Schemes linked to Site Assembly	
5.1	<p>The Board were updated on the progress of several development projects that were included in the original RGF programme bid under the site assembly strand and were currently in the European Regional Development Fund (ERDF) programme.. Many of the developments are being delayed awaiting the decision from Siemens; however should the Siemens decision come then the site would be required almost immediately. Issues regarding the ERDF process have lead to schemes falling out of the ERDF Project pipeline.</p> <p>The Board discussed the proposed developments at the Paull site (which is the subject of an RGF4 bid) and the establishment of a Special Purpose Vehicle (SPV) to deliver the site. It was agreed that this funding would be encompassed by the Site Assembly Business Plan which is currently being prepared.</p>	

	<p>To allow some of the developments pre-construction works to take place RGF2 funding may be required to un lock these developments ready for construction to commence. These issues will be included in the report referred to at 4.1 that will be presented to the June Board meeting.</p>	
6.0	New Web Site and hand outs.	
6.1	<p>The new Green Port Hull and Green Port Growth marketing material, hand outs and folders were circulated. The literature is aimed at prospective inward investors and will form part of the marketing information at exhibitions. The Board said they were pleased with the results. The new Green Port and Green Port Growth web site is being developed the two sites will have a common front facing screen but will split in two separate URLs depending in the type of enquiry. All the expressions of interest forms and other enquiry forms will be on the web for companies to apply direct. The information will then populate Evolutive so Strand leads can access the information immediately.</p>	DK
7	Strand updates.	
7.1	<p><u>Skills</u> The Skills strand is having a slow uptake this month because of the examination period. It is anticipated that by the end of June take up will increase. This financial year has started with 6 apprenticeships being created in 6 new companies. There are already 21 new companies registered for the new intake from June, July. The up skilling element is also moving forward with a further 8 enrolled on courses and we are working closely with a specialist training provider who is providing Siemens specific courses.</p>	
7.2	<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 will align with other schemes that are currently on offer in the Humber Region. The majority of applications are being directed to RGF3 in the first instance to meet with Round 3 shorter spend profiles, providing the opportunity for RGF2 grants to be most effective once the Siemens announcement has been made.</p>	
7.3	<p><u>Research and Development.</u> The Service level agreement has now been broadly agreed by the University's legal department and has been completed. A revised business plan has been submitted today and once this has been appraised we will be signing the SLA and the strand will commence. The SLA will need to include the outputs from the Business Plan.</p>	
7.4	<p><u>Business Support</u> Has received 43 enquiries, enrolled 37 companies and offered 10 reviews to companies completed 33 full reviews.</p>	
7.5	<p><u>Inward Investment</u> The web site and all the marketing information for each strand is has been updated and new brochures have been printed. The up take for the remaining exhibitions is good with 10 companies signed up to participate in the All Energy Exhibition in Aberdeen - May 13.</p>	
	<p>Our representation at Biz Week is being planned with a separate event in Scunthorpe to</p>	

7.6	<p>publicize the GPG offer to companies; the main speaker will be the founder of the Bank of Dave.</p> <p><u>Site Assembly</u> As reported earlier 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 and the RGF funding may be used to allow works to commence.</p>	
8.0	<p><u>AOB</u> There was no AOB</p>	
	<p><u>Date and time of next meeting 17.00 Wednesday 19th June 2013</u></p>	