

**Minutes of RGF Green Port Growth Programme Board Meeting
 5.00pm, Wednesday 14th March, 2018**

Present:

Board Members: Tim Rix (TR) Chair, Alan Menzies (AM), Scott Yates (SY), David West (DW), Paul Bell (PB), Dave Richards (DR), Deborah Gray (DG)

In attendance: Sarah Clark (SC), Kathryn Barmby (KB) minutes

In attendance for agenda item 5: Helen Stinson (HS), Steve Silvester (SS), Dawn Hall (DH), Bob Ferraby (BF), Richard Lowther (RL), David Wells (DW)

NB Some sections of these minutes have been removed due to commercial sensitivity.

1	Welcome, introductions and Apologies	Action
1.1	Apologies were received from Paul Bell (PB), David Morriss (DM), Mark Jones (MJ), and Nicola Comer (NC)	
1.2	Deborah Gray (DG) representing MJ.	
2	Minutes of the previous meeting and matters arising	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
2.2	SC confirmed all actions from the previous meeting had been completed.	
3	Declarations of interest	
3.1	To be declared under each item of the agenda.	
4	Opportunity for support/investment	
4.1	AM advised of a recent announcement of a potential deal.	
5	Year 7 Deliver Plans	
5.1	Each of the strand leads presented a summary of their year 7 delivery plans, highlighting; successes to date and plans for the final year of delivery including exit strategy and legacy plans. <u>Decision:</u> The Year 7 Delivery Plan (Programme Plan and Strand delivery plans) were approved by the Board.	
5.2	The Board discussed the success of the Programme to date and TR thanked the strands for their achievements. AM advised that the Pathways to Employment project presented an excellent case study, given the high number of individuals gaining employment as a direct result of the Programme's intervention.	
5.3	RL provided an update as to the current position with the Business Grants strand.	

	An application has been received from a company requesting £105k which is 20% of total capital costs towards new premises. Given that all the Business Grants allocation has been committed, the Board agreed to consider the application subject to grant being reallocated.	
6	ICE 200 Album	
6.1	<p>SC explained that further to the email sent to Board members in January regarding GPH featuring in the ICE200: The Bicentenary of the Institute of Civil Engineers, further information has been requested by St James House.</p> <p>The Board discussed the opportunity and the type of information that could be provided in order to ensure long lasting promotion of the work of the Programme.</p> <p><u>Action:</u> TR to provide quotes for the album and HS to provide images from the GPH image library showing GPH development on Alexandra Dock.</p>	TR/HS
7	Green Port Impact Assessment Study	
7.1	<p>DR discussed a suggestion to widen the scope of the GIA Study to encompass other investments.</p> <p><u>Decision:</u> The Board agreed to this, subject to the integrity of the original scope being maintained.</p>	
8	GPGP Board Terms of Reference annual review	
8.1	<p>SC outlined two minor changes made to the GPGP Board ToR during the annual review.</p> <p><u>Decision:</u> The changes were agreed by the Board.</p>	
9	DCLG/BEIS Update	
9.1	No update from DCLG/BEIS	
9.2	SC advised that the Programme is still waiting for a decision from DCLG/BEIS regarding the contract extension request.	
10	AOB	
10.1	None	
	Meeting closed at 6.10pm	
	<p>Date and time of next meeting: 5pm, Wednesday 11 April, Room 1, County Hall Beverley</p> <p><i>*to be confirmed pending agenda items coming forward *</i></p>	