

**Minutes of RGF Green Port Growth Programme Board Meeting
 5.00pm, Wednesday 13th June, 2018**

Present:

Board Members: Tim Rix (TR) Chair, Alan Menzies (AM), Paul Bell (PB), Bill Walker (BW), Katy Swaby (KS)

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

In attendance for agenda item 5: Austin Lillico (AL), Barry Holleman (BH) and Fiona Cox (FC)

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 Scott Yates (SY), David West (DW) and Dave Richards (DR)	
1.2	Bill Walker (BW) representing Dave Richards (DR)	
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	MJ requested that item 7.1 (Mar 18) be picked up during the meeting regarding the scope of the GIA Study.	
3	Declarations of interest	
3.1	To be declared under each item of the agenda.	
4	Opportunity for support/investment	
4.1	AM advised that ergo is now open.	
5	Showcase of Green Port successes	
5.1	AL gave a presentation outlining key achievements of the Green Shoots of Opportunity project, outlining performance against expenditure and output targets to date and a range of case studies.	
5.2	TR stated that the project appears to be meeting the desired outcomes and requested that an evaluation to be undertaken at the end of the project to show value for money across each contractor. AM remarked on the successful job entry rate being very good for this type of project. MJ stated that the project had been a great success in getting closer to communities in need and requested that a cohesive case study be produced highlighting the success of the project as a 'work programme.' AM added that	

	<p>this should include both the employment and health related benefits.</p> <p>KS thanked the Board for their support in providing a flexible programme that providing people with an opportunity to improve their lives, and stated that a step change is needed in engaging with employment agencies.</p> <p>TR stated that he was happy that the money had been spent well and stated that if we can be set apart as an example we should do it, using evidence to build the case.</p> <p>NC advised that MHCLG are collecting case studies to inform the UK Prosperity Fund and that ministerial meetings are starting next week.</p> <p>TR added that the message needs to be that this type of programme needs to be done on a local level, and needs to be flexible.</p>	
5.2	<p>BH and FC provided an update on the GIA Study, defining the methodology, key indicators and the work package that make up the study. BH stated that they are now focusing on headline impact figures with very targeted recommendations based on work package findings. FC added that the study will also provide qualitative information through case studies, benefits and GPH wider impact.</p> <p>TR requested that lessons learnt to also be highlighted in the study. BW stated a huge amount of learning can be taken in terms of the positioning, nature and flexibility of the support and delivery.</p> <p>NC advised that she will be sharing the study to relevant government bodies.</p> <p>AM added that the feedback is that we are hitting targets and achieving outcomes.</p>	
5.3	<p>SC provided an update on the UTC, in the absence of a UTC representative, but stated that they will be invited to a future Board meeting. SC advised that the UTC is proving to be extremely successful with the business community.</p>	
6	Business Support Grant Application	
6.1	<p>SC outlined a grant application from Windserv Ltd looking to expand their business in establishing a prominent, proximate and visually well positioned office and training facility. They will be offering safety induction training to contractors and port users, offshore personnel transfer hospitality facilities, Windfarm Installation Vessel load out consultancy and pre-assembly port logistics and support services. They are requesting £18,824.50 of grant against a total cost of £37,649.</p> <p><u>Decision:</u> The Board approved the application.</p>	
7	ICE 200 Album - Green Port's involvement in the bicentenary	
7.1	<p>Following the update at the March Board meeting SC advised that she has reviewed the entry for the album and we are now awaiting the final draft for approval.</p>	

8	Programme Performance Update	
8.1	The Board noted the report.	
9	DCLG/BEIS Update	
9.1	NC confirmed that case studies are being collected for the UK Prosperity Fund.	
10	AOB	
10.1	SC advised that this will be her last Board meeting. The Board thanked SC for her contributions and wished her all the best for the future.	
	Meeting closed at 6.20pm	
	<p>Date and time of next meeting: 5pm, Wednesday 12th September, Room 1, County Hall Beverley</p> <p><i>*to be confirmed pending agenda items coming forward *</i></p>	