

**Minutes of Greenport Growth Programme Board  
17.00, 8<sup>th</sup> October 2014**

**Present:** Tim Rix (TR) 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, Kathryn Batty (KB) Observer, Neil Berry (NB) Minutes

<b><u>1.</u></b>	<b><u>Apologies</u></b>	<b><u>Action</u></b>
1.1	AM was not present at beginning (Full Council Meeting) – arrived 17.10. Apologies received from Michael Romagnoli (BIS).	
1.2	SC introduced Kathryn Batty to members. Kathryn is the new Programme Coordinator who will be replacing Neil Berry.	
<b><u>2.</u></b>	<b><u>Minutes of the previous meeting</u></b>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
<b><u>3.</u></b>	<b><u>Matters arising from the minutes</u></b>	
3.1	6.1 SC confirmed that BIS provided additional feedback on the plan and as a result it is being updated. 7.3 PW is continuing with activity in line with agreed approach. 7.4 AL circulated additional feedback. SC asked for confirmation that this satisfied members queries. MJ and SB confirmed it did. 7.5 HS continues to progress this. 7.6 MTC to confirm at next meeting. 7.7 No further update at this time.	<b>MTC</b>
<b><u>4.</u></b>	<b><u>Declarations of Interest</u></b>	
4.1	There were no declarations of interest.	
<b><u>5.</u></b>	<b><u>Siemens announcement - update</u></b>	
5.1	SB confirmed that contracts were signed on 25 <sup>th</sup> September and construction contracts were signed at the same time. The construction work at Alexandra Dock is being undertaken by Graham Construction and Lagan Construction (Joint venture). A press announcement is being planned once a suitable date is confirmed for all parties, including the Secretary of State but mobilisation works commence on 13 <sup>th</sup> October so it will become obvious very soon anyway.  Key project milestones: Week 36 - Siemens start building facility Week 100 – Operational Berth – end of Sep 16 partial operations commence	

	<p>Week 119 – Full handover Jan 17.</p> <p>Work to progress the link road and roundabout is due to commence around December 2014.</p> <p>Paull site – Work to consider flood defences is being progressed and the Site Assembly strand is supporting some of the initial borehole testing.</p> <p>The timings at Paull are to run simultaneously with the works at Alexandra Dock. The planning application is expected around December although this timetable and overall construction of this site are extremely challenging particularly with the impact the purdah period will have as to when planning committees are able to meet</p> <p>MJ also confirmed that Siemens are commencing local recruitment and are due to take a lease on a local office imminently. A Siemens Supply Chain event is planned for 6<sup>th</sup> November and activity for tier 1/2/3 supplier work will be ramping up significantly in coming weeks. MJ also updated the Board members on large sites around the Green Port facility and confirmed that with recent activity, available land is now at a premium.</p> <p>TR asked whether there was any requirement or restriction on using local suppliers. SB confirmed it was not a requirement but that using local suppliers had been encouraged. It is also recognised that some of the construction capacity needed is not available locally.</p> <p>TR concluded that this was great news and thanked all the people involved for all the significant work that had been undertaken in reaching this point.</p>	
<p><b>6.</b></p>	<p><b><u>External Communication</u></b></p>	
<p>6.1</p> <p>6.2</p>	<p>SC confirmed that there has been an increase in the number of case studies and press articles in recent weeks and this will continue. The website has also been updated and continues to include additional publically available information, such as Board minutes, financial achievements by strand and direct and indirect outputs achieved as a result of the GPGP.</p> <p>TR asked whether there is any indication of usage and feedback on the site traffic. SC confirmed that Bluestorm have been tasked with obtaining and monitoring this intelligence. Feedback to be provided to future Board meetings.</p> <p><b>Action</b> – HS to task Bluestorm with reporting web usage and activity as part of strand update reporting process.</p> <p>Discussion was held re recent communications from a local private sectors membership network. A meeting is scheduled on 13<sup>th</sup> October with MJ and SC attending. TR also confirmed he would attend this meeting if possible</p>	<p><b>HS</b></p>

	<p>(subsequently confirmed).</p> <p><b>Decision:</b> In the meantime, it was agreed by members that the website would continue to be developed with as much publically available information as possible for all to access.</p> <p><b>Action:</b> SC/HS to continue to develop the website content with Bluestorm, including summary level financial profiles, over the coming months.</p>	<b>SC/HS</b>
<b>7.</b>	<b><u>R&amp;D Business Support Application for support</u></b>	
7.1	<p>SC started by thanking board members for their speedy response when this application was circulated electronically and acknowledged that it was a new type of application for the Board to consider.</p> <p>TR confirmed he was happy to support this and emphasised that this is the type of application that the Programme should be supporting through the R&amp;D Strand. SB confirmed his concern was whether the activity/benefit would be localised. It was confirmed that the development is currently based in Bridlington and that when the planned manufacturing facility is developed the facility would be based in Hull or the East Riding. It was also confirmed that should the facility be set up outside of this area a clause within the contract had been included to clawback the approved funding.</p>	
<b>8.</b>	<b><u>Apprenticeship framework expansion</u></b>	
8.1	The previous decision made electronically was ratified.	
<b>9.</b>	<b><u>Inward Investment Exhibition Programme</u></b>	
9.1	The previous decision made electronically was ratified.	
<b>10.</b>	<b><u>Strand update</u></b>	
10.1	<p>The report was received and noted. The Board discussed the following:</p> <p>R&amp;D – SC confirmed that AL would attend the next Board meeting to facilitate a broader discussion on activity and the concept commercialisation route, using the recent application as a case study. All agreed this would be beneficial.</p>	
10.2	Business Grants – the strand is almost ready to proceed. TR confirmed it was most advantageous to utilise the Growing the Humber fund first, with GPGP funds being used later.	
10.3	SC presented the ‘Heat Map’ to the board. This provides a visual representation of activity on the programme, anonymously highlighting where business and individuals are benefitting from the programme spend. All agreed this was an excellent	

	representation of activity to date. SC confirmed that the document would be updated after each quarterly claim to DCLG and added to the website.	
<b>11.</b>	<b><u>Financial and output statement</u></b>	
11.1	The statement was received and noted.	
11.2	AM asked why the programme is still red flagged. MTC confirmed that this reflects the programme being underspent against the original contract which is now more than 2 ½ years old. MTC advised that SC and MTC are working on a contract variation to bring the profile of expenditure and outputs still to achieve up to date. MTC added that the status does not reflect the way the programme is being managed, which DCLG and BIS are very happy with.	
<b>12.</b>	<b><u>DCLG/BIS Update</u></b>	
12.1	MTC confirmed that the contract variation and Programme Plan were being finalised and that a deadline for this to be completed by has been set of 31 <sup>st</sup> October. BIS were not able to sign off either until additional information had been added to the Plan and this is in hand.  <b>Action:</b> SC to finalise Year 3 Programme Plan and submit to DCLG by 31 <sup>st</sup> October.	SC
<b>13.</b>	<b><u>AOB</u></b>	
13.1	The November Board date was not possible for several members of the Board. It was agreed to consolidate the November and December Board meetings in to one, with the revised date being confirmed as 3 <sup>rd</sup> December.  <b>Action:</b> SC to confirm AL availability to present on 3 <sup>rd</sup> December.	SC
	Meeting closed at 18.10	
	<b>Date and time of next meeting:</b> <b>5pm, 3<sup>rd</sup> December 2014, Room 1, County Hall, Beverley.</b>	