

**Minutes of Greenport Growth Programme Board
17.00, 14th May 2014**

Present: Tim Rix (TR), Bill Walker (BW), Alan Menzies -part (AM), Mark Jones (MJ), Simon Brett (SB)

In attendance: Sarah Clark (SC), Colin Harris (CH) BIS, Michael Romagnoli (MR) BIS, Neil Berry (NB) Minutes

Pre-briefing attendees – Bob Ferraby, Guy Hembury, Pauline Wade, Dawn Hall, Matthew Whittingham

	<u>Pre Meeting Briefing 17.00-17.40</u>	
	<p>SC explained the purpose of updating strand leads on the Siemens project progress. An overview was provided by MJ, SB and AM as follows:</p> <ul style="list-style-type: none"> • Current state of play is a statement of intent from Siemens/ABP – contracting expected over next few months • Master planning for both sites to follow in near future, Siemens currently mapping operational requirements – GPH is subject to delay while completed • Project split into 3 key components – Assembly Plant, Energy Services, Blade Manufacturing • There will be significant opportunities but significant challenges remain • Statutory agencies working very closely together to deliver requirements, e.g. Highways Agency and Police • Finbarr Dowling and Ross Dean have been appointed by Siemens to lead development of Green Port Hull. MJ and AM held initial meeting early May with the key message that Siemens are eager to maximise local supply/UK content • Meetings scheduled with Siemens in June to discuss skills and supply chain requirements – more details will be provided as soon as known • A meeting is planned with residents, councillors and other local stakeholders in Hedon, Preston and Paull on 23rd May • The idea of a local presence in Hull City centre to coordinate local relations and recruitment/skills has been raised by Siemens • Opportunities in local engineering, manufacturing, composite materials, logistics plus the positive secondary effects – may also see local displacement and wage pressures emerging • Some key opportunities likely from Oil and Gas synergies and in fabrication, e.g. composite development is key to developing the technology and cost reduction – cross sector mapping will be beneficial • There will need to be many more ancillary services at the port • Confidentiality is paramount – the scale, details and complexity are continually evolving 	

	AM left meeting at 17.30 to attend another engagement Additional attendees left meeting at 17.40	
1.	<u>Apologies</u>	<u>Action</u>
1.1	Apologies received from Alan Menzies – in attendance until 17.30. Apologies received from Marie Therese-Clayton.	
2.	<u>Minutes of the previous meeting</u>	
2.1	The minutes were agreed as a true and accurate record of the meeting.	
3.	<u>Matters arising from the minutes</u>	
3.1	There were no separate updates to matters arising from 9 th April 2014	
4	<u>Declarations of Interest</u>	
4.1	There were no declarations of interest.	
5	<u>Siemens announcement - update</u>	
5.1	<p>In addition to the discussion at the pre meeting briefing, a few additional matters were discussed.</p> <p>CH asked for clarification on the project timeline and expectations so that he can manage the ministerial updates. MJ confirmed that he recently met with colleagues at DCLG (Paul Spooner) about progress on Enterprise Zones and the critical path relating to these. MJ agreed to share this with CH. MJ also confirmed that DCLG are supporting the Programme Management to help get the project over the line, e.g. managing the message and engaging with community.</p> <p>Action: MJ to provide details of recent update to DCLG and maintain regular updates as they occur.</p> <p>MR asked for additional clarity over purpose of the proposed office in Hull. It was confirmed that the programme is seeking a presence, probably above a shop to place the Skills team into an area the public can easily access, to provide a 'mini jobcentre' for opportunities available for individuals to access and a place for businesses to meet and again access any available opportunities. The GPGP office will also raise the profile of the Programme as well as provide office space to hire and information on the development at Green Port Hull will also be on show. The Board approved the idea in principle subject to confirmation of a suitable venue and costings.</p> <p>Action: To pursue the office idea and provide further information as and when a suitable venue and associated costings have been identified.</p>	<p>MJ</p> <p>SC</p>

6.	<u>Strand updates</u>	
6.1.1	<p>The Board update regarding the Chamber activity was discussed during the pre-meeting as PW was in attendance. The Board approved the planned activity as outlined in the update.</p> <p>Action: PW to continue with recommendations as outlined.</p> <p>The remainder of the update was received and noted.</p>	PW
7.	<u>Financial statement</u>	
7.1	The update was received and noted.	
8	<u>BIS Update</u>	
8.1	<p>CH provided an overview of his background as one of the original case officers for this Programme. BIS are keen to ensure that the intended contract variation reflects a realistic picture of future programme activity and expectations. To that end, they accept that it may take some months for this picture to stabilise. SC confirmed that current intention is to draft the revised year 3 programme plan by July, although based on some of the wider discussions in the meeting, this deadline is still dependent on other matters still to be resolved. CH accepted that the final version may take a while longer to be signed off.</p> <p>SB confirmed that the current timeline for the main project was to have a conditional agreement in place for Alexandra Dock by July, with the agreement for Paull following on after. There are many planning issues still to be resolved which will have a bearing on the timeline.</p> <p>Action: Continue working towards agreed timeframe and manage through ongoing monitoring visits.</p>	SC/MC/CH
8.2	On the wider point following the discussion on additional activity at the previous Board meeting, CH confirmed that while the delivery time can be more flexible in light of the developments since the original contract was signed and there is flexibility in moving money between strands, the main focus of the Programme remains which is to support businesses and individuals access the opportunities the Siemens investment will bring as this was subject to ministerial approval of the GPGP application at the outset.	SC/MC
8.3	A discussion about the delivery timing for the RGF4 project at Paull took place. It was agreed that these discussions would continue separately between ABP and BIS.	SB/CH
9	<u>AOB</u>	

<p>9.1</p>	<p>SC provided an update to the additional work that was proposed at the last meeting. Following further discussion, it was agreed to separate the proposal into 2 components. The footpath enhancement works matches activity proposed within the Site Assembly strand and an update to this element is attached to these minutes. Final costings are being worked on and will be circulated electronically to the Board when available. Work on the Roundabout continues to be investigated and a further update will be provided as the detail is clarified.</p>	
<p>9.2</p>	<p>CH asked whether the accountant report for last year was available. NB confirmed that the audit had been completed and without issues and we await the final signed letter which will be forwarded as soon as possible.</p>	
<p>9.3</p>	<p>Next meeting – the proposed date for the next meeting was not possible for all members, it was agreed to cancel the June meeting.</p> <p>Meeting closed 18.20.</p>	
	<p>Date and time of next meeting: 5pm, 9th July 2014, Room 1, County Hall, Beverley.</p>	