

**Minutes of Greenport Growth Programme Board
17.00, 18th December 2013**

Present: Tim Rix (TR), Bill Walker (BW), Alan Menzies (AM), Mark Jones (MJ)

Quorum not formed as MS gave apologies. (Although understood to be an error in the approved documentation, the latest TOR (April 2013) states membership of 5 and quorum of 5 members. An agenda item at this meeting amends the future quorum requirement.

In attendance: Paul Bell (PB), Sarah Clark (SC), Marie Therese-Clayton (MC) DCLG, Linda Mayers (LM) DCLG, Neil Berry (NB) Minutes

| <u>1.</u> | <u>Apologies</u> | <u>Action</u> |
|------------------|---|----------------------|
| 1.1 | Apologies received from Mike Sellers. | |
| 1.2 | Apologies received from Michael Romagnoli (BIS). Marie confirmed that Mike is unlikely to attend on a regular basis. | |
| <u>2.</u> | <u>Minutes of the previous meeting</u> | |
| 2.1 | The minutes were agreed as a true and accurate record of the meeting. | |
| <u>3.</u> | <u>Matters arising from the minutes</u> | |
| 3.1 | SC provided updates to matters arising 20 th November 2013 as follows: 3.1 Michael Romagnoli will be offered a visit to the area when a suitable time can be agreed. For now the action will be on hold. 5.1 Agenda item 7. 6.1 Agenda item 6. 7.1 Agenda item 8. 7.2 On hold until further information is available on this concept. 8.4 To be returned at future meeting – still collating feedback. 9.1 SC confirmed that delivery plan and re-profile is underway. 10.1 Agenda item 7. | |
| <u>4</u> | <u>Declarations of Interest</u> | |
| 4.1 | TR declared interest relating to agenda item 5. | |
| <u>5</u> | <u>Board decision required on</u> [REDACTED] | |
| 5.1 | There was a wide ranging discussion, reflecting the public and private sector aspects of this request. The primary focus of the programme and the funding scheme is local growth/diversification and local capacity building, therefore maximising local benefits from the investment. It was also suggested that [REDACTED] could pursue other funding schemes closer to the residential base of the other 4 applicants, if such | |

| | | |
|-----------|--|----------|
| | <p>funding schemes exist.</p> <p>Decision and Action</p> <ul style="list-style-type: none"> The Board approved funding support for 8 applicants that reside within the Yorkshire and Humber region. Support for the 4 individuals who reside outside the Yorkshire and Humber region will not currently be supported by the Green Port Growth Programme. Skills to respond to [REDACTED] with decision and to clarify that the Board welcomes future skills applications from [REDACTED] where the individual(s) training is eligible for support and where the individual(s) reside within the Yorkshire & Humber region. Suggest [REDACTED] identify whether additional funding could be sourced from other schemes outside the Yorkshire and Humber Region for the other applications. | BF |
| 6. | <u>Research and Development Director post</u> | |
| 6.1 | <p>BW provided a verbal update.</p> <p>Following last update, second round interviews have been undertaken and one outstanding applicant has been identified. The applicant has a strong business focussed background in R&D and in the renewables sector.</p> <p>Package negotiated:</p> <ul style="list-style-type: none"> Average 3 days per week as a sub-contracted consultant. Performance related pay based on 70% flat fee and 30% on meeting agreed KPIs. 3 month rolling contract, notional 3 year programme but retaining flexibility to respond as the programme develops. <p>The board all agreed that this was a good outcome.</p> <p>The only outstanding issue relates to the issue of VAT on the consultants fees. AM suggested an investigation in to whether an alternative arrangement could be identified that would avoid this liability to the fund as this detracted from monies being available to scheme beneficiaries.</p> <p>Decision and action</p> <ul style="list-style-type: none"> The Board approved the appointment Investigate the possibility of whether an alternative arrangement is possible to avoid the VAT implications to the programme. Secure appointment subject to outcome of above action. | SC BW |
| 7. | <u>Future Board composition and advertising for new members</u> | |

| | | |
|-----------------------|--|--------------------|
| <p>7.1</p> <p>7.2</p> | <p>The revised Terms of Reference was discussed and agreed.</p> <p>Following further discussion, it was agreed that it would be most transparent to issue a Press Release in relation to filling additional ‘non-core’ opportunities on the Board. The release will be circulated in press and through business networks, such as the Bondholders and will outline the programme, key responsibilities and skills requested and invite Expressions of Interest with CVs that can be considered and shortlisted candidates invited to interview. Although initially considering up to 4 members, this leaves flexibility to respond to the changing programme needs.</p> <p>It was decided that whilst this approach is the most appropriate to obtain additional Board members, that the process be put on hold until sometime in the future when the Board deem the timing is right.</p> <p>Decision and Action:</p> <ul style="list-style-type: none"> • A press release will be prepared in conjunction with Press Office in readiness for when the Board deem the time is right. | <p>SC</p> |
| <p>8.</p> | <p><u>Strand updates</u></p> | |
| <p>8.1</p> | <p>SC provided updates from the report. Of particular note:</p> <p>Inward Investment Strand:</p> <ul style="list-style-type: none"> • Skills Capacity Building Centre. Work is progressing to deliver this project. Hull City Council has contracted the project development. • East Hull Park and Ride Design. The brief has been prepared to procure the feasibility study by Christmas. <p>Skills Strand:</p> <ul style="list-style-type: none"> • NEETS Project. Development work has commenced with the project expected to commence shortly in to the New Year. <p>Action</p> <ul style="list-style-type: none"> • An update to be provided to the next board meeting. | <p>HS & BF</p> |
| <p>9.</p> | <p><u>Financial and output statement</u></p> | |
| <p>9.1</p> | <p>SC presented an updated programme statement. Whilst this reflects that the project remains behind the contract schedule, members wished to reflect that this was in the context of the awaited investment decision. AM and MJ both commented that despite this, the programme was already delivering an impact. Around 200 apprenticeships have commenced, local businesses are receiving support, potential infrastructure has been prepared for future investment and the programme has developed intelligence that will be an asset as activity escalates.</p> | |

| | | |
|------------|--|--|
| 10. | DCLG Update | |
| 10.1 | MC confirmed that she had spoken at length with Heidi Bridger. For the time being, both agreed that the programme is where expected given the broader context. Progress will be reviewed throughout 2014. | |
| 11. | AOB | |
| 11.1 | It was agreed that owing to the short time between this meeting and the first meeting of 2014, proposed meetings, the meeting scheduled for 8 th January would be cancelled. The meeting closed at 5.45pm. | |
| 12. | Date and time of next meeting: 5pm, 12th February 2014, Room 1, County Hall, Beverley. | |