

**Minutes of Greenport Growth Programme Board
17.00, 20th November 2013**

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

Quorum not formed as MS gave apologies at short notice and withdrew from the Board. (Although understood to be an error in the approved documentation, the latest TOR (April 2013) states membership of 5 and quorum of 5 members. This will be addressed as part of the revised TOR when new members are proposed and appointed).

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

| <u>1.</u> | <u>Apologies</u> | <u>Action</u> |
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| 1.1 | Apologies received from Mike Sellers. | |
| 1.2 | Mike also sent an update to members explaining further operational changes within Port operations and his new role on the South Bank. As a result, from January 14 ABP will be represented at the Board by Simon Brett. | |
| <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 16 th October 2013 as follows: 4.1 A letter of thanks was sent to Matt Jukes on behalf of the Board on the 8 th November. 4.3 Agenda item 5. 6.5 CM invite has not been issued yet. MTC advised the Board that CM is no longer overseeing this programme at BIS, in future it will be Michael Romagnoli as the main BIS contact. MR will be invited to visit the area early in the new year. 8.2 In development although some information provided for meeting under Agenda item 9. 8.3 Agenda item 7 8.4 Meeting dates set for 2014 and invites issued. | SC |
| <u>4</u> | <u>Declarations of Interest</u> | |
| <u>4.1</u> | Additional agenda item for all future board meetings following audit report. | |
| <u>4.2</u> | TR declared an interest re skills related discussion on vessel crew training – Agenda Item 7. | |
| <u>5</u> | <u>Recommendations for future Board composition</u> | |

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| 5.1 | <p>MJ and AM had not yet had opportunity to discuss. This will be carried forward to action by the next meeting. In the meantime MJ and AM will meet to discuss.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. AM and MJ to suggest a list of names (4 private sector and 2 public sector) that could be approached. 2. Discuss and agree, at next Board who will be approached. | AM & MJ |
| <p>6. <u>Research and Development Director post</u></p> | | |
| 6.1 | <p>BW provided a verbal update. Prior to the Board meeting, first interviews have been undertaken and 2 candidates will be invited to 2nd interviews. The package to be offered to the chosen candidate will be in line with the salary scale agreed and likely to be based on a target focussed consultancy portfolio rather than an employee of the University.</p> <p>AM highlighted that as long as the University can demonstrate value for money and due process of the recruitment of the candidate, of which the supporting documentation and discussions contribute towards, then the University can continue inside these parameters.</p> <p>Everyone agreed that delivery is the key, with a business focussed approach and benefits focussed on growth and delivery of objectives. MJ asked who would be managing the individual and BW advised that they would be contracted to the University and report directly to him and therefore will be accountable to the Board. MJ asked what principal responsibilities included and in particular about how capacity development at the University would be included. BW provided a verbal confirmation. The key responsibilities from the post specification are included below:</p> <ul style="list-style-type: none"> • Provide R&D advice, intelligence, contacts and expertise to businesses seeking to engage in offshore wind energy and/or other renewables industries. • Identify new opportunities for businesses that can be realised through R&D. • Develop significant R&D implementation projects and programmes with businesses. • Support businesses in engaging, from an R&D perspective, with suppliers and customers within OSW supply chains. • Work in close cooperation with the other strands of the Green Port Growth Programme to ensure that any R&D is implemented in a coherent and cost-effective manner. • Supporting companies in securing external R&D financing. • Prepare with businesses requests to the GPG Investment Board for access to R&D finance via the Green Port Growth R&D Fund. • When businesses do not have appropriate internal R&D capabilities, facilitate access to the University and other appropriate R&D providers. • Establish relationships between the region and key renewables businesses and influencing organisations (inc. political) at UK and international levels in the context | |

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| | <p>of R&D and innovation.</p> <ul style="list-style-type: none"> • Develop and co-ordinate a Humber OSW R&D Forum for companies to work together to develop products and enter markets. • Ensure maximum value for money is returned from Green Port Growth funding. • Ensure that the additional expertise within the Green Port Growth R&D team is exploited for maximum impact by beneficiary businesses. • Ensure that the Green Port Growth R&D Support & Fund strand meets its targets. <p>Pre Board Decisions ratified (TR,MJ, AM):</p> <ul style="list-style-type: none"> • Approval to continue with interview process • Salary range provisionally approved • No final appointment or finalising of T&Cs without final board agreement <p>Action:</p> <ol style="list-style-type: none"> 1. BW to consider options on engagement, especially including incentive based engagement and as part of portfolio. 2. BW to update Board as more information is available. | <p>BW</p> <p>BW</p> |
| <p>7.</p> | <p><u>Additional activity proposals</u></p> | |
| <p>7.1</p> | <p>SC presented papers.</p> <p>Skills additional activity paper: there was agreement that all represented valuable opportunities. MJ expressed caution about extending the parameters of the programme too wide at this stage. MJ provided some context to this in relation to ongoing discussions that will require an element of funding for a specific local market intervention related to the investment decision.</p> <p>Decision and Action:</p> <ul style="list-style-type: none"> • A notional £2.5m will be ringfenced initially from the skills strand to a future potential commitment. • Board approved the NEETS pathway project to commence as soon as possible, maintaining focus on core programme objectives. • Preparatory work on the other 4 projects should be undertaken so that they are 'oven-ready' but not yet launched. | <p>SC</p> <p>BF</p> <p>BF</p> |
| <p>7.2</p> | <p>Inward Investment additional activity paper: The Board approved the specified activities relating to the Park and Ride and Skills Capacity. A broader discussion was undertaken around the Green Data Energy Centre. And whilst some understanding of the objectives was obtained through discussion, members did not feel they could make an informed decision without additional information. Examples of additional information needed were:</p> <ul style="list-style-type: none"> • More detail behind the idea, some expert input needed to clarify proposal. • How it relates to the bigger picture of Green Port Growth and renewables sector, and • Potential locations, given some of the exacting requirements that other | |

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| | <p>similar facilities have (e.g. large footprint, utilising land not fit for other occupation, energy needs etc).</p> <p>Decision and Action:</p> <ul style="list-style-type: none"> Board approved the Park and Ride and Skills Capacity Building Centre as outlined in the paper. Work specified within the paper to commence immediately. Green Data Energy Centre on hold awaiting further information. A member of HCC to attend the next Board meeting to provide further detail to enable a more informed discussion to take place by the Board. | <p>HS</p> <p>HCC to identify Officer</p> |
| <p>8.</p> | <p><u>Strand updates</u></p> | |
| <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> | <p>SC provided updates:</p> <p>Skills – Generally going well, especially in engineering apprenticeships and up-skilling. Less success so far with wage subsidies but with limited promotion, so some targeted promotion is planned.</p> <p>AM commented that although he supported this additional promotion, it is possible that the demand may not exist and therefore it may be necessary to divert activity into other schemes.</p> <p>Business Support – Activity has slowed, although that could be related to the time of year. The business directory is nearly complete and the online enquiry form is now live, which is also automatically directed to Evolutive, the client management system.</p> <p>Board members commented that the managing of enquiries, both specific to offshore but also broader renewables related activity was going to be critical in delivering maximum local benefit as activity increases.</p> <p>Site Assembly – AM confirmed a planning application for the highway connections is expected by the 29th November, which will be submitted by ABP.</p> <p>PB asked how the broader developments were dovetailing with the ABLE facility. AM mentioned that there remains some uncertainty on this due to an objection raised by the RSPB.</p> <p>Inward Investment – The recent exhibition and conference was well attended, although the majority of activity centred on day 2. 10 local companies were represented on the stand. The drinks reception hosted on the stand was well attended and some good connections were made. More detailed feedback is being collated and additional feedback will be provided to a later Board meeting.</p> <p>R&D – general update reflected in item 6.</p> | <p>HS</p> |

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| 8.5 | Business grants – A decision to bring forward activity in this strand is awaited once a clearer picture is evident from the LEP managed RGF3 grant fund, | |
| 8.6 | 'Growing the Humber'. It is understood that this is close to being fully committed. | |
| 8.7 | General – The online enquiry form is now live on www.greenportgrowth.com | |
| 9. | Financial and output statement | |
| 9.1 | SC confirmed that the programme is underspent to both contract and year 2 delivery plan. AM added that this mostly related to circumstances that are outside of the programme's direct control. A re-profiling exercise is underway and this will form part of the Year 3 delivery plan. This is an opportunity to adjust expenditure and output expectations over the remainder of the programme. | SC |
| 10. | DCLG Update | |
| 10.1 | Related to the conversation on 9 above, MTC commented that the delivery plans needed to include a contingency plan, should there be a decision not to invest at Green Port. Although the Board understand the reasons behind this request, there is no appetite to pursue this at this stage as it will detract attention from the primary delivery focus. MJ commented that this is a complex programme with engagement from BIS, DECC, Treasury and DCLG and that with BIS being such a large and diverse department, he can understand how challenging it is to ensure that all the conversations that are happening are clearly articulated to all parties. MJ provided MTC with additional information and BIS contacts at national level who are engaged on a regular basis. AM and MJ will also plan how to facilitate better connection between all the relevant interested parties. Decision: <ul style="list-style-type: none"> At this stage, MTC to make additional contacts with internal BIS contacts provided (Janice Mundy and Heidi Bridger). Plan B option deferred, at least for time being. Action: <ol style="list-style-type: none"> Following discussion with MJ, MTC to make further internal enquiries. AM and MJ to discuss how to connect the different parties to ensure that the whole picture is understood. | MTC AM/MJ |
| 11. | AOB | |
| 11.1 | None The meeting closed at 5.50pm. | |

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| <u>12.</u> | Date and time of next meeting: 5pm, 18th December 2013, Room 1, County Hall, Beverley | |