

**Minutes of Greenport Growth Programme Board
17.00, 31st July 2013**

Present: Tim Rix (TR), Bill Walker (BW), Alan Menzies (AM), Mark Jones (MJ), Mike Sellers (MS) (deputising for M Jukes)

In attendance: Sarah Clark (SC), Claire Watts (CW), Paul Bell (PB), Dawn Hall (DH), Helen Stinson (HS), Bob Ferraby (BF)

<u>1.</u>	<u>Apologies</u>	<u>Action</u>
1.1	Matt Jukes(MJu), MS deputising.	
<u>2.</u>	<u>Introductions</u>	
2.1	CW introduced SC as the newly appointed Programmes Manager for the Green Port Growth Programme and ERDF funded Humber Technical Assistance phase 2 project. DK was acting as Interim Programme Manager and will no longer be involved in GPGP.	
<u>3.</u>	<u>Minutes of the previous meeting</u>	
3.1	The minutes were agreed as a true and correct record of the meeting.	
<u>4.</u>	<u>Matters arising from the minutes</u>	
4.1	There were no matters arising.	
<u>5</u>	<u>Report on the 1st year of Operation of the Skills Strand</u>	
5.1	Interest was declared by TR.	
5.2	<p>The Report by BF, circulated to Board Members prior to the meeting, was presented by BF at the meeting. The 6 recommendations (shown below) requested within the report were agreed by the Board. Recommendation 5 was enhanced to include that if an employer was based outside the Hull and East Riding Local Authority boundaries, the Board's decision would be sought as to whether assistance would be granted.</p> <p>Recommendations agreed:</p> <ol style="list-style-type: none"> 1. It is recommended that the provision of wage subsidies within the parameters described in the Report discussed at the 31/7/13 Board meeting continue throughout the remainder of the Greenport Growth Programme. 2. It is recommended that the provision of training subsidies within the parameters described in the Report discussed at the 31/7/13 Board meeting continue throughout the remainder of the Greenport Growth Programme. 3. That the Disadvantaged Groups Wage Subsidy be made available to employers in the maritime sector of the offshore wind supply chain. 	

<p>5.3</p> <p>5.4</p>	<p>4. That the initial training of individuals recruited under this scheme be funded from Engineering Up-Skilling funding.</p> <p>5. That the funding be restricted to employers based within the Hull and East Riding local authority boundaries. In addition, it was agreed that any exceptions to this rule will be brought before the Board on a case by case basis for a decision to be made as to whether assistance can be granted.</p> <p>6. That the individuals recruited under this proposal, described in the Report discussed at the 31/7/13 Board meeting, be resident within the Hull and East Riding local authority boundaries.</p> <p>The Board was advised that a Local Benefit Test was in the process of being developed to be utilised by all Strands, as appropriate.</p> <p>The Board also agreed that due to the success of this Strand, case studies are to be developed and subsequent press releases issued. SC to work with BF and Press Office to develop.</p>	<p>SC/BF</p>
<p>6. Report on Exhibitions and Marketing Activity</p>		
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>The Report by HS, circulated to Board Members prior to the meeting, was presented by HS at the meeting. Working in conjunction with the Humber LEP and RGF 3, the 3 UK exhibitions recommended in the Report (shown below) were agreed by the Board, with conditions attached to the Exhibition in Barcelona. Expenditure will be paid for by RGF3 to utilise spend in RGF3 prior to the end date in 2015. A reciprocal agreement will be offered for expenditure in subsequent years.</p> <p>Recommendations agreed:</p> <ol style="list-style-type: none"> 1. The 3 UK exhibitions specified in Appendix B (All Energy, Renewable UK Global Offshore Wind, Renewable UK Annual Conference) will be subsidised for North Bank businesses. GPGP representatives will also attend to provide support to the attendees. 2. The exhibition in Barcelona (EWEA Annual Conference) will be subsidised for North Bank businesses. Requests for support to any further overseas exhibitions need to be presented to the Board on a case by case basis for a Board decision. GPGP representatives will not attend the exhibition in Barcelona. <p>BW asked how [REDACTED], one of the examples on Appendix A of the company feedback from previous exhibitions, were related to the renewables sector. HS explained that [REDACTED] production processes are sustainable and environmentally responsible, and who are continuing to develop green engineering innovations.</p> <p>The Hull & Humber Chamber is in the early stages of developing a programme of activity which will, by exploiting its unique chamber to chamber relationships, result in the establishment of Green Port Hull Desks located within existing international markets. The Board have agreed that a representative of the Chamber attends the</p>	<p>HS/SC</p> <p>HS</p> <p>HS</p> <p>H&H Chamber</p>

	next Board meeting to provide an update.	
7.	<u>Small Business Grants approval</u>	
7.1	DH attended the meeting to provide an overview of the small business grants and to provide clarity that the smaller businesses further down the supply chain are being supported as part of a wider package of business support. No business can apply for a grant in isolation to the wider package of support.	
7.2	DH had also previously submitted a grant application for [REDACTED]. TR stated that small businesses towards the end of the supply chain are the types of businesses that should be supported through this Strand, and the grant was approved.	DH
7.3	MJ asked that wherever possible local suppliers are used by the grant recipient. In addition, requested that a tally be kept on whatever is being purchased by the grant recipient to ascertain the value of expenditure being made locally.	DH
8.	<u>Strand updates</u>	
8.1	<u>Skills</u> - A report on the Skills Strand was presented earlier in the meeting, please see above. Achievements last quarter are 14 apprentices and 14 up skilling.	
8.2	<u>Business Support</u> - To date the strand has had 43 enquiries, enrolled 37 companies, offered 101 reviews to companies and completed 33 full reviews with Action plans being developed for 4 companies. The small grants procedure has been agreed and the application form and information is now completed. Grant offers could be made as early as August, possibly electronically, the grant agreement is in the final stages of being signed off. This month the project has achieved : <ul style="list-style-type: none"> • 7 Enquiries • Enrolled 8 companies • Offered 6 reviews • Commissioned 4 reviews • Completed 3 reviews • Action Plan developed with 1 company 	
8.3	<u>Site Assembly</u> - The RGF4 bid for the Paull site infrastructure project has been successful but with conditions that need to be fulfilled by 10 th September. Discussions with ABP are on-going to this end.	
8.4	<u>Inward Investment</u> - The web site is set up as a consultation site and all the strand leads are reporting back so the site can go live in August. The Chamber are looking at ways in which they can develop a chamber presence in some of the European centres using existing contacts and chamber links.	

<p>8.5</p> <p>8.6</p>	<p>A report on Exhibitions and Marketing Activity was presented earlier in the meeting, please see above.</p> <p>Research and Development - The Service Level Agreement has now been agreed and signed by all parties. The operation of the knowledge fund and the way it is accessed is still to be finalised.</p> <p>Business Grants - All the systems are now in place although the grants are still being prioritised to run with RGF 3 to ensure their expenditure is completed by the closure date of 2015.</p>	
<p>9.</p>	<p>AOB</p>	
<p>9.1</p>	<p>Association for Public Service Excellence (APSE) Awards - CW advised that Green Port Growth Programme has reached the finals of the Awards in the category of 'Best Renewable Energy & Energy Efficiency Initiative'.</p> <p>The ceremony takes place on the evening of 5th September in Liverpool and Board Members were asked if they would like to attend. SC to email Board Members to collate the list of attendees to book.</p>	<p>SC</p>
<p>10.</p>	<p>Date and time of next meeting: <u>5pm, Wednesday 21st August 2013, Room 1 County Hall, Beverley</u></p>	