

Meeting Minutes

Meeting title		GFirst LEP Board	
Date/time/venue		02/07/2019 @ 8:30 to 10:30 Mitsubishi Motors, Watermoor, Cirencester, Gloucestershire. GL7 1LF	
Attendees		<p><u>Members:</u> Adam Starkey (AS) (Chair), Neill Ricketts (NR), Rob Loveday (RL), Deborah Potts (DP), Mike Warner (MW), Ian Mean (IM) & Jim Grant (JG)</p> <p><u>In attendance:</u> David Owen (DO), Lynn Stacey (minutes), Claire Edwards (CE), & Oliver Hindle (OH)</p>	
Apologies		Russell Marchant, Steve Jordan, Mark Hawthorne, Jenny Raymond, Doina Cornell, Diane Savory, Dev Chakraborty & Katie Jenkins	
No	Item	Action	By
1)	<p><u>Welcome & introduction</u> AS welcomed all Board Members and apologies as noted above were given.</p>		
2)	<p><u>Minutes of:</u></p> <ul style="list-style-type: none"> • <u>last LEP Board meeting 26 March 2019 & matters arising</u> - were approved as a true and accurate record. • <u>BEIS CLoG data submission for Q4 of financial year 2018-19. 9.5.19 written procedure</u>- were approved as a true and accurate record. • <u>GFirst Delivery Plan 2019-20 – LEP Board approval. 1.5.19 written procedure</u> - were approved as a true and accurate record. • <u>Approval for developing the Funding Agreement for the Stroud Growth Hub. 17.5.19 written procedure</u> - were approved as a true and accurate record. 		
3)	<p><u>Declarations of interest available on the GFirst LEP website</u> - https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/ Please declare any pecuniary or personal interests relating to specific matters on the agenda</p> <p>AS reminded Board Members to ensure their declarations of interest on the GFirst LEP website is updated and checked on a regular basis.</p>	ALL	Ongoing
4)	<p><u>Board membership</u></p> <p><u>Re-Appointment of Directors</u> (NR left the room) The Board was asked to approve the re-appointment of Neill Ricketts to the Board of GFirst LEP for a final period of three years. DO explained the procedure and confirmed a discussion had taken place with the Chair and Neill who expressed an interest in being re-appointed to the Board of GFirst LEP.</p>		

	<p><u>Decision:</u> The Board approved of the re-appointment of Neill Ricketts.</p> <p><u>Appointment of New Directors</u> (NR returned to the room) In line with GFirst LEP procedure, a recruitment panel consisting of the Chair, one existing Private Sector Board Member (Rob Loveday), and a senior officer from the Local Authorities (Jon McGinty, Gloucester City / Gloucestershire County) interviewed five shortlisted candidates from initial interest of around fifty candidates.</p> <p>The recommendation of the recruitment panel is as follows:</p> <ul style="list-style-type: none"> • Appoint Lorrin White, Managing Director of Bamboo Technology for three years as the Diversity and Equality Champion. • Appoint Ruth Dooley, Partner at Hazlewoods for three years as the Risk Champion. <p>In line with the new assurance framework, the Board are now able to co-opt additional members for a period of up to twelve months where they believe specific skills or development potential exist. In light of this, it's recommended a third candidate, Emma Hanby who has expertise in Agri-tech / food and drink to co-opt to the Board.</p> <p><u>Decision:</u></p> <ul style="list-style-type: none"> • The Board approved appointment of Lorrin White and Ruth Dooley. • The Board approved to co-opt Emma Hanby to the GFirst LEP Board for a period of 12 months. <p><u>General discussion:</u> A discussion took place on the role of Board Members and what was expected of the Members. It was recognised it takes the Board Members time to get an understanding on the complexities of bidding and Government policies etc.</p> <p>Board Member recruitment and the diversity of the Board Members was also discussed. It was agreed as a collective there is a need to discuss how we approach advertising and encouraging good candidates to apply. In the meantime, the Board are in a position to co-opt any suitable personnel for a board meeting.</p> <p>It was suggested we do more PR on our website and this should include a blog from Board Members (IM volunteered to be first). DO to discuss this with GFirst LEP Marketing Manager to discuss how we take this forward.</p>	DO	ASAP
5)	<p><u>Local Industrial Strategy (LIS)</u></p> <p>DO gave a verbal update that included the following highlights:</p> <ul style="list-style-type: none"> • The Challenge Panel met up recently and was broadly happy with the evidence we have received. • All local authorities have been invited to a 1:1 engagement session with DO and Dev Chakraborty. • Youth engagement responses has been good and more discussions / encouragement is taking place with the assistance of Participation People (a youth participation specialist company). DP 		

	<p>stated Participation People has not contacted Active Gloucestershire and Music Works. DO to check.</p> <ul style="list-style-type: none"> • Polly Barnfield's Maybe* team is assisting us with the youth survey by using her AI platform. • Oxford/Cambridge/Milton Keynes/West of England are due to publish their LIS before the summer recess. • Gov't are looking for the remaining LEPs to launch their LIS in September, pre Xmas or March – we're still aiming for March 2020. • Our baseline evidence is currently being analysed. • The team are aiming to have a (printed) 'Consultation document' ready to share at our Annual Review on Thursday 19th September. • DO confirmed Highways England will see our draft LIS. • Following the March Board Meeting, DO gave an up update on the Wider Collaboration and his positive discussions with Gloucester City Council. 	DO	Done
6)	<p><u>A40 Innsworth Gateway Scheme</u> (NR declared an interest)</p> <p>CE gave an outline of this project, which consists of capacity improvements to the A40 Longford Roundabout and provision of a new roundabout on the A40 Gloucester Northern Bypass. This would enable delivery of housing at Innsworth and Twigworth. It also includes a new access road connecting this new roundabout to Innsworth Lane as part of the scheme. The scheme seeks to reduce delays along the A40 corridor and facilitate housing development without adversely impacting the existing road network.</p> <p>The benefit cost ratio is very good and includes travel time savings for users of the scheme. The large portion of the scheme costs which are entirely developer funded (covering the cost of the access road) also contribute to the indicated very high value for money of the scheme.</p> <p>This project was originally under Tewkesbury Borough Council but the proposal is to transfer the scheme promoter role to Robert Hitchins Ltd. CE stated this is a new delivery model, where the risk is taken on by Robert Hitchins. This will be a good test case.</p> <p>A general discussion took place on further integrating possible enhancements to cycling/bus lanes, to reflect the Green Infrastructure Pledge. DO confirmed this project is based on the original SEP proposal, which is before the pledge and therefore, we cannot put extra conditions in at this late stage. This sort of issues will be included in the LIS.</p> <p>An issue was raised about the financial standing of Robert Hitchins Ltd (RHL), and whether they have enough cash flow if the scheme falls behind. CE confirmed the risk on them is not part of the transport assessment report but could be considered as part of a separate Due Diligence Report on this aspect. CE confirmed that RHL are keen to progress with the scheme and will have undertaken their own risk analysis as regards their delivery capability. Decision:</p> <ul style="list-style-type: none"> • The Board approved the offer of a formal funding award of £4.53m, post due diligence and business case assessment, for the A40 	CE	

	<p>Innsworth Gateway Scheme.</p> <ul style="list-style-type: none"> • The Board approved the preparation of the final funding agreement for the A40 Innsworth Gateway Scheme. • The Board confirmed the special conditions to be associated with the funding agreement in line with the recommendations set in the A40 Innsworth Gateway Scheme Board paper dated 2nd July 2019. • The Board approved the transfer of the Scheme Promoter role from Tewkesbury Borough Council to Robert Hitchins Ltd. 		
7)	<p><u>GIIF - Bakers Quay</u> No papers were distributed for this scheme as the LEP Investment Panel only met last week. Papers will be issued shortly, which are Commercial in Confidence.</p> <p>The GFirst LEP Board originally approved the Investment Panel recommendation for a GIIF funding award of £1.75m on 5th June 2018, subject to a number of pre-conditions in the funding agreement. A new proposition has been put forward, which needs to be reviewed and considered. CE/DO suggested moving this exercise into a sub group formation to consider the detail and iron out any issues raised. IM, JG and MW volunteered to be part of this sub group.</p> <p>Decision: The Board approved the formation of a sub-group to consider the investment potential of the revised Bakers Quay scheme and to seek a formal Board decision as regards GIIF funding by written procedure.</p> <p>ission</p>	LS	ASAP
8)	<p><u>AOB</u> DO confirmed the December Board meeting date.</p> <p>IM highlighted the issue on our county colleges in regards to apprenticeships and we need to bear this in mind for LIS.</p> <p>IM highlighted the positive activities in the Berkeley area.</p>		

Dates for 2019:

- Tuesday 8th October 2019 @ 8:30
- Tuesday 10th December 2019 @ 8:30