

Meeting Minutes

Meeting title		GFirst LEP Board Meeting	
Date/time/venue		14/02/2017 @ 08:30 to 10:30. Headspace/Oxstalls Campus	
Attendees		<p><u>Members:</u> Diane Savory (DS) (<i>Chair</i>), David Owen (DO), Neill Ricketts (NR) Roman Cooper (RC), Stephen Jordan (SJ), Mike Warner (MW), Adam Starkey(AS), Claire Mould (CM), Stephen Marston (SM) & Mark Hawthorne(MH)</p> <p><u>In attendance:</u> Lynn Stacey (Minutes), Mally Findlater (MF), Nigel Riglar (Nigel R) Sarah Danson (SD), Katie Jenkins (KJ), Dev Chakraborty (DC) & Jonathan Davies (JD) for item 5.1</p>	
Apologies		Rob Loveday & Matthew Burgess	
No.	Item	Action	By
1)	<p><u>Welcome & Introduction</u> DS welcomed all Board Members/Guests.</p>		
2)	<p><u>Minutes of Last Meeting 13 December 2016 & Matters Arising</u> Matters arising: Item 3 – MF and KJ confirmed there are no issues of LEP ownership of assets.</p> <p>The minutes were approved as a true and accurate record of the meeting on 13 December.</p>		
3)	<p><u>Declarations of Interest (see standard record)</u> No changes or additions were given to this list. ALL to ensure LS is updated on any changes.</p>	ALL	
4)	<p><u>Assurance Framework:</u> <u>4.1 Approval of revised and updated Assurance Framework (see supporting paper).</u> MF confirmed that the programme management group have revised the GFirst LEP Assurance Framework based on national guidance from BEIS. The supporting annexes will also be updated in line with the changes in the main document and the Board will receive copies of these</p> <p><u>Decision:</u> The Board noted and approved the revised and updated Assurance Framework as outlined in the supporting paper. The revised Assurance Framework will be published on the LEP website</p> <p><u>4.2 GCC request for LEP Board meeting to be held in public</u> DO outlined the proposal/request from GCC Full Council Meeting, where a motion was passed for LEP Board meetings to be held in public. This led to a discussion on how this would affect future meetings and how to ensure appropriate levels of accountability and transparency without impacting on the ability of the Board to debate freely.</p>	MF MF	

	<p><u>Decision:</u> as part of the Assurance Framework, the robust processes for transparency are explained including the commitment to publish minutes on our website. The Board agreed that we do not intend to open these meetings to the public, but will review our decision annually</p>	DO	
5)	<p><u>Growth Deal current projects:</u> <u>5.1 Cheltenham Growth Hub</u> MF provided programme level information that should be taken into account when making the decision on this agenda item:</p> <p>If agreed, this will include the instruction that the retail entrepreneurship project should be added to the Cheltenham Growth Hub project, and become an integral part of it. If not agreed, the retail entrepreneurship project will cease to be viable, and be removed from the programme, releasing the £400k for reallocation.</p> <p>If agreed, this increases the commitment in 17/18 for the Network project. This is possible within a revised spend profile, but would limit the opportunity for any other projects to bring forward funding.</p> <p>The capital expenditure on the lease would be subject to conditions regarding use and future obligations.</p> <p>The Accountable Body have not been involved with the development of the proposal to date.</p> <p>JH confirmed he has amended the project report, which reflected the Board comments from December's meeting.</p> <p>A discussion took place on the process, sponsorship funding, location and any risk/liability of LEP owning this asset. A business case will cover this, which will include KPI's. It would also cover the value for money aspect and whether there is enough substance to the proposal. Once this has been completed, the project will be required to go through the usual due diligence process.</p> <p>DO confirmed the Board are not asked to make a final decision to fund until after the Due Diligence Report has been circulated, which will then need approval. Nigel confirmed the Accountable Body will ensure that due process is followed.</p> <p><u>Decision:</u> the Board agreed that the retail entrepreneurship project should be added to the Network project, and to be integrated within the Cheltenham Growth Hub. It was also recognised that this would necessitate an increase to the funding for the Network in 17/18, and subsequently a reduction in the ability to bring forward other projects. JH will develop a comprehensive Business case. A Sub Group will be formalised to advise on the Business case and assess whether it is robust enough proposition to progress to due diligence. The decision to proceed will be subject to securing sponsorship funding, a positive business case, circulation of a due diligence report to Board Members recommending proceeding with the investment and approval of Board Members. Sub Goup: RL, SJ & RC Approval was given by the majority:</p>	JH MF	

	<p>Agreed – 6 No -2 Abstained– 1</p> <p><u>5.2 Growth Hub Network update (see supporting paper)</u> SD introduced the paper on this project and confirmed further work is required on the Growth Hub App and explained the current expenditure.</p> <p>The geographical coverage was also discussed and SD is working with NR on the link to the Forest of Dean. Hartpury and RAU are also in joint discussion.</p> <p><u>5.3 Growth Hub Expansion expenditure adjustment (see supporting paper)</u> MF introduced her paper on this project and for the Board to be aware of the extra costs identified by the UoG. SM confirmed full planning has now been approved for the new building and gave an update on the planning approval for student accommodation on the Blackfriars Site.</p> <p>Decision: the Board agreed to note the extra costs identified and agreed by the sub group and that the UoG will consult the Board of any significant future changes. MF to instruct the Accountable Body to this effect.</p>				MF
6)	<p><u>Cyber Skills Project – expenditure adjustment</u> (see supporting paper) MF introduced her paper and explained the reasons for the expenditure adjustments.</p> <p>A short discussion took place on the extra spend requirement on the building structural problems, which was agreed is crucial to the security of the cyber facility. MF confirmed the Programme Management Group is aware of the issues and has seen this report.</p> <p>Decision: the Board noted the changes to the project budget from those originally estimated within the funding agreement and approved them.</p>				MF
7)	<p><u>Growth Deal 3</u> DO gave an update on the new proposed announcement date.</p> <p>A discussion took place on the Gloucestershire College Cinderford Campus Project, and the need for reassurance that this project will be in a position to proceed should GD3 investment be confirmed.</p> <p>(SM declared his interest and the Declarations of Interest Record has been amended)</p> <p>Decision: the Board fully supports this project and agreed to move quickly, as soon as the position with regard to GD3 is known.</p>				DO
8)	<p><u>Update from Business Groups</u> (see supporting paper) DO confirmed all Sector Groups have been updated on the way forward with these groups.</p> <p>MH stated the Building Trade would like to set up a forum and it was agreed there is an overlap with Land Based and Construction Sector Groups. DC to take this forward.</p>				DC

	MW informed the Board of a training and development programme that C&I are developing with Cotswold District Council to raise awareness of planning issues. It's then hoped it will roll out to all local authorities. MW will ensure the Board receive a copy.	MW	
9)	<p><u>AOB</u> SJ gave an update on JCS (Glos, Chelt & Tewkesbury) including changes related to the Twigworth and Ashchurch areas.</p> <p>KJ highlighted the need to ensure we are clear on how the LEP is engaged with the SME's, and who represent us in this area. DC to arrange our website to be update with RC's details.</p> <p>KJ gave an update on the Industrial Strategy and GFirst received good feedback from the round table discussion with Simon Ridley (Director General Decentralisation & Growth).</p>	DC	

Dates of Next Meetings:

- Tuesday 25th April 2017 @ 8:30
- Tuesday 20th June 2017 @ Away Day in RAU – details to follow
- Tuesday 8th August 2017 @ 8:30
- Tuesday 10th October 2017 @ 8:30
- Tuesday 12th December 2017 @ 8:30