

## Meeting Minutes

<b>Meeting title</b>	GFirst LEP Board Meeting
<b>Date/time/venue</b>	20/02/2018 @ 08:30 to 10:30. Oxstalls Campus - Download
<b>Attendees</b>	<p><u>Members:</u> Diane Savory (DS) (Chair), Adam Starkey (AS), Roman Cooper (RC), Steve Jordan (SJ) Mark Hawthorne (MH), Rob Loveday (RL), Russell Marchant (RM), Jenny Raymond (JR) &amp; Deborah Potts (DP)</p> <p><u>In attendance:</u> David Owen (DO), Lynn Stacey (Minutes), Dev Chakraborty (DC), Katie Jenkins (KJ), Nigel Riglar (Nigel R), Mally Findlater (MF), &amp; Neil Hopwood (NH) for items 6 &amp; 7</p>
<b>Apologies</b>	Mike Warner, Stephen Marston, Neill Ricketts & Steve Lydon

No.	Item	Action	By
1)	<p><b><u>Welcome &amp; introduction</u></b></p> <p>DS welcomed all Board Members including an introduction to new Board Member, Deborah Potts. Apologies as noted above were given.</p> <p>It was highlighted that Steve Lydon is an observer and is no longer the Leader of Stroud District Council and therefore, his participation in future Board meetings needs to be reviewed.</p>	DO	17.4.18
2)	<p><b><u>Minutes of last meeting 12<sup>th</sup> December 2017, written procedure ARRC project &amp; Matters Arising (minutes attached).</u></b></p> <p><u>Minutes of the last Board meeting on 12<sup>th</sup> December 2017</u> - were approved as a true and accurate record.</p> <p><u>Minutes of the written procedure re the ARRC project</u> – were approved as a true and accurate record. MF confirmed that, as a result, the indicative funding has been withdrawn and added to the funds available for reallocation. SJ noted that SL was not a voting member, and although he received the papers would not be eligible to vote.</p> <p><u>Conflict of interest</u> – DO provided a reminder of Board member responsibilities with regard to conflicts of interest. He also noted that SM has objected to the statement in the minutes regarding a conflict of interest on the ARRC project. However, DO confirmed advice was sought (from BEIS) which informed his advice to the Board and subsequent section of the minutes including the following (re SM's email to the Board): ‘...such contact is deemed a conflict of interest, with a Board Member using their privileged position to pre-empt a Board discussion’ The Board confirmed their approval of the minutes as they stand without amendment.</p> <p><u>Cheltenham Growth Hub Plans</u> – DO gave an update and confirmed that the project under consideration for Cheltenham is no longer commercially viable due to issues with the building concerned. The promoter is currently seeking an alternative building, and intends submitting a revised proposal. GFirst have received interest from other parties, with alternative proposals. Following advice from the Accountable Body, to ensure we are transparent in our process, and that all potential projects are considered this opportunity will go out for tender on 12th March. A further update will be given In June's Board meeting.</p> <p><u>Growth Hub Expansion interiors and finishing scheme at Oxstalls</u> – DO informed the Board that there is a potential shortfall of funds to deliver the final fit out of the</p>	DO	5.6.18

	<p>facilities in the Growth Hub Expansion building at Oxstalls. Revised budgets appear to exceed the funds available by £52K (to be confirmed) note: existing furniture is being used in the new building where possible. The Board gave approval for the LEP team to investigate the situation and to seek a satisfactory way forward. They delegated responsibility to DS to act on behalf of the Board, if necessary, to reach a satisfactory resolution.</p> <p>DO asked for feedback on the new Board paper template. No comments were received.</p>	DC/MF	31.3.18
3)	<p><b><u>Declarations of Interest (standard record attached).</u></b>  <b>Please declare any pecuniary or personal interests relating to specific matters on the agenda.</b></p> <p>DC highlighted again the importance of the Register of Members' Interests Forms, which must be completed and online before 28 February. Whilst it is the responsibility of Board members to ensure accuracy, the section 151 officer is now required to sign them off. The forms from NR &amp; MW are outstanding. Following the Ney Review, a number of changes have been made to ensure we follow best practice. The GFirst LEP website has been updated. This includes updated versions of the whistle blowing policy, the code of conduct and confidential reporting. DC asked the Board to review these documents under LEP Governance on the GFirst LEP website.</p> <p>SJ and RH both declared an interest for agenda item 5</p> <p>KJ confirmed the role of the S151 Officer will be enhanced and new guidance will be issued (the current officer has been involved in these discussions at a national level).</p>	NR/MW  ALL	28.2.18
4)	<p><b><u>Update on LEP Review, Local Industrial Strategy, Future Board Agenda Items, DEFRA 25 Year Plan</u></b></p> <p>DO provided an update on the following:</p> <p><u>LEP Review</u> – DO confirmed that the Government LEP review report has been delayed, and is now expected after the May local elections. MH gave an update on various meetings and confirmed a joint meeting is taking place on the 15<sup>th</sup> March with the LGA and LEP network to discuss collective shared messages to Government.</p> <p><u>Local Industrial Strategy (LIS)</u> – DO gave an update on an LEP Chief Executive meeting he recently attended and confirmed the submission of LIS's will be phased. The first to be submitted in March 2019. Gloucestershire is unlikely to be in the first phase. LIS's will be a collaborative exercise with locality partners and co-authored with Government departments. DO confirmed a draft 2 page summary will be produced by this summer. This will cover what is special about our county (including cyber security) locally, nationally and (potentially) internationally, and Gloucestershire's 'asks' to Government. This will ensure we are in a strong position to start early conversations with Government departments. Nigel R suggested the LIS should include connectivity plans with the wider area, and an element of co-production with other LEP's. DO confirmed Government plans for the Shared Prosperity Fund are in development. Early confirmation of detail is not expected.</p> <p><u>DEFRA 25 Year Plan</u> – DO confirmed DEFRA have set up a Local Delivery Group, with the objective to establish how this plan will be rolled out locally and ensure local delivery through LEPs and Local Nature Partnerships. DO is</p>		

	<p>representing the LEP Network on the Local Delivery Group and liaising closely with LNP colleagues.</p> <p><u>Future Board Agenda Items</u> – A small selection of key organisations delivering Growth Deal projects will be invited to give the Board an update on the progress and impact of their investment. Tours of a wider selection of projects for the Board and staff will be arranged this summer and autumn,</p> <p><u>Vision 2050 – Big Launch</u> - MH confirmed this event had a good turnout and he is meeting SM this Thursday to discuss the consultation and next steps. DS confirmed the Board will have a view on this, including its role within the Local Industrial Strategy. A report will be produced by July covering the consultation and the proposed Governance and delivery structures. MH asked if the LEP would promote this as we need the general public to understand what is happening next and how they can get involved. DP asked how we get young people more involved and MH confirmed this was part of the plan and schools were approached. It was agreed it would be good to get feedback from SM in a future Board meeting.</p> <p>DC confirmed the LEP is arranging a Glos 2050 GFirst event on the 17<sup>th</sup> April and details will follow.</p>	<p>MF DC</p> <p>DC</p> <p>DO</p> <p>DC</p>	<p>17.4.18</p>																				
<p>5)</p>	<p><b><u>Reallocation of funds – New Projects: Sub group recommendation</u></b></p> <p>SJ and RM have an interest and left the meeting whilst the discussion took place (note, SJ/RM did not receive the board paper with the agenda on this item).</p> <p>MF gave an update on the Dragons Den process and confirmed that this provided full clarification on all 9 projects for the Board Sup-Group, resulting in their assessment of the priority order, and their recommendation to the full Board for indicative funding allocation (below). The level of funding available has increased, which means that 4 of the 9 projects can be offered indicative funding.</p> <table border="1" data-bbox="180 1261 1254 1541"> <thead> <tr> <th>Project</th> <th>18/19</th> <th>19/20</th> <th>20/21</th> </tr> </thead> <tbody> <tr> <td>Gloucester Railway Station Improvements*</td> <td></td> <td></td> <td>£3.750m</td> </tr> <tr> <td>Gloucestershire Airport – Anson Park Development</td> <td></td> <td></td> <td>£1.885m</td> </tr> <tr> <td>Hartpury College ‘Tech to Plate’ Agri-Tech Centre</td> <td>£300K</td> <td>£700K</td> <td></td> </tr> <tr> <td>Merrywalks Centre Re-development, Stroud*</td> <td>£3m</td> <td></td> <td></td> </tr> </tbody> </table> <p>Two projects (Gloucester Railway Station Improvements and Merrywalks Centre Re-development) have been allocated less than they requested. Dransfield (promoters for Merrywalks) have confirmed that they will seek a GIIF loan for the £1m shortfall. Gloucester City (promoters for Gloucester Station Improvements) will redeploy funds to cover their shortfall (£550K). MF confirmed that the preference of the sub group would have been to fund the project in full, and therefore, if extra funds become available, the amount allocated to the project would be increased up to a maximum of £4.3m as requested.</p> <p>The projects that were not successful are:          Brimscombe Port          A419/J13 Improvements for Eco-Park          Cinderford Northern Quarter Site Preparation works          Cirencester Enterprise Quarter Enabling Works          Gloucestershire Engineering Training (GET) Expansion of Engineering Technician Training</p>	Project	18/19	19/20	20/21	Gloucester Railway Station Improvements*			£3.750m	Gloucestershire Airport – Anson Park Development			£1.885m	Hartpury College ‘Tech to Plate’ Agri-Tech Centre	£300K	£700K		Merrywalks Centre Re-development, Stroud*	£3m				
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	<p>The LEP will meet with all these promoters to provide feedback. MF confirmed that these projects will be offered the opportunity to be added to the combined LEP and GEGJC pipeline which is in development.</p> <p><u>Impact on spend profile:</u> MF informed the Board that the recommendation for allocation, when combined with the current programme spend profile, results in an over commitment in 2019/20 of £1.116m, which would not be acceptable to the accountable body. Work is underway with GCC and the accountable body to resolve this. Nigel R confirmed that this is the case, and there is every confidence that this will be resolved satisfactorily by financial year end.</p> <p><b><u>Decision:</u></b> The Board approved the priority order of projects recommended by the reallocation sub-group.</p> <p>The Board approved the allocation of funds as recommended in the board paper (see above).</p> <p>The Board agreed to instruct the LEP programme management team to adjust the detail of the allocation if necessary, as work progresses, as long as the adjustments fully represent the approved priority order of projects as agreed. This includes the commitment to increase the allocation to the Gloucester Station project up to a maximum of £4.3m if funds become available within the programme.</p> <p>The Board noted the challenge to the spend profile in 2019/20, and also the comments by Nigel R that provided reassurance that it would be resolved.</p>	<p>MF</p> <p>MF</p>	
<p>6)</p>	<p><b><u>Gloucester South West Bypass funding approval</u></b> MH left the meeting whilst the discussion took place. NH gave an update on this project, in particular the planning permission and demolition work that is required and the benefits to the county. The recommendation from the investment panel, based on the due diligence report and business case, is for the LEP Board to approve the funding of £2m for the Gloucester South West Bypass (Llanthony Road) Improvements.</p> <p>This investment is part of a £7.3m scheme. GCC Cabinet approval is needed to confirm GCC's commitment to their element of the scheme funding, the funding of any cost increases and future ongoing maintenance.</p> <p><b><u>Decision:</u></b> The Board approved the offer of a formal funding award of £ 2M, post due diligence and business case assessment, for the Gloucester South West Bypass (Llanthony Road) Improvements project.</p> <p>The Board approved the preparation of the final funding agreement for the Gloucester South West Bypass (Llanthony Road) Improvements project.</p> <p>The Board noted and approved the special conditions to be associated with the funding agreement in line with the recommendations set out in the Board paper:</p> <p>Planning permission and demolition consents must be in place ahead of the release of any LEP funding If listed building consent is required for elements of the scheme to be implemented, this must be in place ahead of the release of any LEP funding The environmental appraisal, as well as subsequent permits or approvals (if required) will be included as milestones within the funding agreement</p>		

	GCC cabinet approval (as above) must be confirmed before any LEP funds are released.		
7)	<p><b><u>Risk Register</u></b>  NH presented the risk register in full, as this is the first time that it has been reviewed by the Board. The intention in future would be to focus Board involvement to issues that are of significant concern, where mitigating action may not be sufficient to resolve the risk.  The Board was asked to familiarise themselves with this register and seek clarification/re-assurance where required. Board members are also recommended to highlight any additional concerns that they do not feel are represented currently.</p> <p>Board members were reminded that they carry a level of accountability for risks associated with governance and decision making.  The LEP programme management and senior management teams manage all risks on the Board's behalf. They will make Board members aware of any concerns that could impact on them individually or collectively.  SJ questioned the risks in red and it was confirmed that in these cases, the ability of the LEP to mitigate is limited, but there could be an opportunity to influence.</p> <p>The risk register was discussed, and Board members asked for it to be revised to balance LEP organisational risks with programme level risks. This will be informed by a workshop with volunteers from the Board (RM, JR and AS) and LEP team (DC, MF &amp; NH) A revised risk register will be created and circulated to the Board for comment.</p> <p>It was agreed to look at lessons learnt from the management of previous risks. MF will provide a brief report for the workshop. The intention is for the revised risk register to be completed before the projects tour in the early summer. KJ observed that risks represent events or challenges, which can be both positive as well as negative and we should explore these more.</p>	All	
8)	<p><b><u>Gloucestershire Connects - Martin Revill (Systra) and Ben Watts (GCC)</u></b>  Nigel R introduced this presentation and explained that road and rail connectivity benefits are not limited to the standard transport economic benefits usually assessed for transport schemes; they have a broader economic value to the county. This approach is being developed by GCC and the transport authority to inform future strategic planning. Martin Revill briefed the Board on the approach and findings of an evidence based report that is part of this work.</p> <p>A discussion took place on the connectivity for businesses and how LEP's can support this idea in relationship with the skills audit.</p> <p>Nigel R has the full report, and will distribute to all when this has been finalised.</p>		Nigel R
9)	<p><b><u>AOB</u></b></p> <p><u>A417 Missing Link</u> – the consultation (15 Feb – 15 March 18) on options for the A417 Missing Link and the preferred solution is taking place. MH asked if the LEP would encourage businesses to join in. DO confirmed he is attending a Highways England event planned for next week. DC to promote the A417 Missing Link consultation, including the event to be held with Highways England at the Growth Hub on 14<sup>th</sup> March.</p> <p><u>Joint working</u> – MH stated they are very close to a political agreement with the West of England Combined Authority, which looks very positive. DO stated the LEP is also having good discussions with other LEP's (in particular West of England and Swindon &amp; Wiltshire), on shared priorities and Nigel R stated the</p>		DC

	<p>likely sub national transport body for our area will include also the West of England.</p> <p><u>Annual conversation</u> – KJ stated a letter from Stephen Jones will be issued shortly on the outcome of the annual conversation with the Department for Business, Energy &amp; Industrial Strategy (BEIS). This will include an indication of how GFirst LEP compares to other LEP's but confirmed we are in a good place. The letter also identifies the risks and how to work together.</p> <p><u>Core funding and Growth Hub funding</u>–Confirmation has been received from Government for LEP Core funding and Growth Hub funding for the next two years.</p> <p><u>Projects Tour</u> – two bus trips will be arranged to enable Board members, the accountable body and other interested stakeholders to visit the projects that have received investment. Details of the itinerary and dates to be confirmed</p>	DC	
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**Dates of Next Meetings:**

- Tuesday 17<sup>th</sup> April 2018 @ 8:30
- Tuesday 5<sup>th</sup> June 2018 @ 8:30
- Tuesday 11<sup>th</sup> September 2018 @ 8:30
- Tuesday 4<sup>th</sup> December 2018 @ 8:30