

Meeting Minutes

Meeting title	GFirst LEP Board Meeting
Date/time/venue	19/05/2015 @ 08:30 in Board Room, Oxstalls Campus
Attendees	<p><i>Members:</i> Diane Savory (DS) (<i>Chair</i>), Roman Cooper (RC), Mark Hawthorne (MH), Stephen Jordan (SJ), Stephen Marston (SM), Claire Mould (CM), David Owen (DO), Neill Ricketts (NR), Matthew Burgess(MB), Mike Warner (MW), Adam Starkey (AS) & Rob Loveday (RL)</p> <p><i>In attendance:</i> Lynn Stacey (LS - Minutes), Peter Carr (PC), Roger Mortlock (RM), Nigel Riglar (Nigel R), Katie Jenkins (KJ), Mally Findlater (MF), Jennie Evans (JE) – item 3 & Gareth Jones (GJ) – item 3</p>
Apologies	Mike Wiltshire of BIS & David Waters

No.	Item	Action	By
1.	<p><u>Welcome & Introduction</u> DS welcomed all Board Members in particular Rob Loveday who had recently been appointed to the Board.</p>		
2.	<p><u>Minutes of Last Meeting 27.01.15 & Matters Arising (minutes attached)</u> Minutes were agreed. Matters arising: item 8 – AOB. An amendment to 2nd paragraph wording: <i>It was highlighted the need for <u>more co-operation</u> with the Cinderford Generation Meetings. NR, MB & DO to discuss separately.</i></p>		
3.	<p><u>Growth Hub Spokes presentation</u> (see separate paper – Growth Hub Resource Centres: Summary of Findings) A presentation on Growth Hub Spokes was given by Jennie Evans & Gareth Jones which generated a discussion. Separate notes of discussion are to be produced for JE/GJ and they are to brief the Board on further updates and include a breakdown of those visiting TGH currently. The Board approved the LEP executive appointment of a Growth Hub Project Director to oversee the whole Project.</p>	LS JE/GJ	22.5.15
4.	<p><u>Growth Deal - Assurance Framework & Management Boards</u> (see separate paper for this item) PC gave an introduction which included the project approval and overall management process. LEP Board members approved the Assurance Framework and Growth Deal Project approval process. Special thanks were given to Nigel, Mally and the GCC on their work on this area. The final format of this will be made public on GFirst website (now on website – 19.5.15) The role of the Management Board was outlined and the Board was asked if they were interested in becoming a member, they were to contact DO/PC. DS asked MH and SJ in particular if they would like to be members.</p>	ALL	

5.	<p><u>Growth Deal - Funding profile</u> (see separate paper – Adjusted Spend Profile: GFirst LEP Board 19.5.15) DO explained how the spend profile is managed and asked the Board for approval to the funding profile and flexibility to keep projects moving as outlined in separate paper.</p> <p>MF explained the flexibility would only be given in exceptional cases and Project Sponsors must not think they can delay projects as we need to deliver. This will need to be raised again with this Board.</p> <p>It was highlighted the transport projects are very complex and can easily slip back and will be managed as best as possible.</p> <p>Declarations of interest was given by: SM & NR. MH abstained.</p> <p>LEP Board agreed that Gloucestershire County Council will manage a portfolio of delegated schemes, principally transport on their behalf. The details of this arrangement are to be set out in a service agreement between the LEP and Gloucestershire County Council.</p>		
6.	<p><u>Growth Deal - Project approvals</u> (see separate paper – Green Project. Due Diligence Report 13 May 2015) PC gave an outline on the Due Diligence Report. The Board concluded that it was unable to approve in its present format. It was agreed that further work was required and once completed an urgent Board Meeting is to be arranged. Key points of the discussion will be provided to PC.</p> <p>KJ confirmed all LEP's are going through the same process, so will investigate how they are dealing with this issue.</p> <p>Declaration of interest was given by: MB, SM, NR & SJ</p> <ul style="list-style-type: none"> • STEM – item to be carried forward • Gloucestershire Airport – item to be carried forward 	LS/PC KJ	20.5.15
7.	<p><u>Junction 10 and the Joint Core Strategy</u> DO thanked RC, MW and AS on their involvement with this strategy. DO confirm an agreement has been reached which has been submitted to the Inspector. DO to forward copy of letter to ALL.</p> <p>A new group will be formed to concentrate specifically on the development and how we take Junction 10 forward. Any interests please contact DO.</p> <p>Declaration of interest was given by MH.</p>	DO ALL	
8.	<p><u>AOB</u> A reminder was given of GFirst LEP Annual event on the 10th June and to confirm attendance if applicable.</p> <p>KJ is more than happy to have 1:1 meetings with the Board to discuss local growth policy as it develops, or any other relevant topics.</p> <p>MH highlighted a workshop which is being facilitated by Phil Swann on devolution.</p> <p>SM confirmed the Stroud Local Plan was resumed last week.</p> <p>PC/RM gave a quick update with regards to the work on Environment Protection with some possible new site opportunities. It was confirmed this</p>	ALL	

	<p>was not the same as the Northern Quarter process. Next meeting Tuesday, 25th August 2015 @ 08:30 in the Growth Hub Board Room, Oxstalls Campus, Gloucester</p> <p>NOTE: an extra Board Meeting will be held shortly and confirmation of date will follow.</p>		
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Date of Next Meetings:

- Tuesday 25th August 2015 @ 08:30
- Tuesday 6th October 2015 @ 10:30 (apologies given from: SM, MB, Nigel R & MH)
- Tuesday 15th December 2015 @ 08:30 (SJ & Nigel R to leave at 10:00)