

# Meeting Minutes

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|------------------------|---|---|-----------|
| <b>Meeting title</b>   |   | <b>GFIRST LEP Board Meeting</b>   |           |
| <b>Date/time/venue</b> |   | <b>6/10/2015 @ 10:30 – Harrison Clark Rickerbys in Cheltenham</b>   |           |
| <b>Attendees</b>       |   | <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) &amp; Rob Loveday (RL)</p> <p><u>In attendance:</u> Lynn Stacey (Minutes), Pete Carr (PC) &amp; Geoff Wheeler (GW)</p> |           |
| <b>Apologies</b>       |   | Nigel Riglar, Stephen Marston, Matthew Burgess, Mark Hawthorne, Katie Jenkins, Mike Wiltshire & Roger Mortlock  |           |
| <b>No.</b>             | <b>Item</b>   | <b>Action</b>   | <b>By</b> |
| 1.                     | <p><b><u>Welcome &amp; Introduction</u></b><br/>           DS welcomed all Board Members and introduced Geoff Wheeler, who is joining the Board as the observer for the Gloucestershire Economic Growth Joint Committee</p>   |   |           |
| 2.                     | <p><b><u>Minutes of Last Meeting 25.8.15 &amp; Matters Arising</u></b><br/>           Minutes were agreed.<br/> <u>Declarations of Interest</u> – any updates to be given to LS.<br/> <u>Hartpury College STEM project</u> – email decision record. The incorrect amount was stated on the version circulated and should be £700,000, as the agreed funding. Email to be resent.</p>  | ALL<br>LS   | ASAP      |
| 3.                     | <p><b><u>ESIF Update (See ESIF commissioning and calls overview paper)</u></b><br/>           PC gave an update and discussed the ESIF commissioning and calls overview paper, proposed by DCLG. PC went through the changes in funding and issued an updated spreadsheet. PC is to inform NR which Minister is involved with this project.</p> <p>A discussion took place on the reduced funding figures and the fact the exchanged rate has an impact. PC to investigate whether or not future calls can be in Euros.</p> <p>PC to push back to DCLG on the decision to reduce SME competitiveness funding and to keep the Board updated, as and when changes are made.</p> | PC<br><br>PC<br><br>PC  |           |
| 4.                     | <p><b><u>Update and overview of Growth Deal projects (See Growth Deal Implementation Plan September update and Project Reporting spreadsheet)</u></b><br/>           PC provided an update on the projects and those where a Due Diligence Report is being prepared. PC will keep the Board informed and will provide another update in December's meeting.</p> <p>DO stated that Sarah Danson has been promoted to the new Senior Growth Hub Network Project Manager. Government is unable to confirm funding beyond one year, so project promoters are made aware of this risk.</p>   | PC  | Ongoing   |

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|    | The Blackfriars, Green Project and Infrastructure projects were all discussed. This also included the Pipeline Growth Deal projects and PC will provide an update in December's meeting.   | PC                | 15/12/15 |
| 5. | <p><b><u>Cyber Skills Centre: update on initial due diligence and undertaking of full due diligence (see covering paper and initial due diligence report)</u></b></p> <p>An initial Due Diligence Report has been completed, which has not raised any issues. A full Due Diligence Report will be prepared as soon as possible.</p> <p><b>Decision:</b> the Board agreed to the recommendations in the covering paper:</p> <ol style="list-style-type: none"> <li>Note the due diligence submission, and the assessor's initial response.</li> <li>Approve in principle that the project should be funded, subject to receipt of the assessor's full due diligence assessment which will be circulated by email to all Board members when received.</li> <li>Delegate to a Panel of Board members (namely, the Chair, the Chief Executive, Rob Loveday and Neill Ricketts) authority to consider that full due diligence assessment on behalf of the Board and recommend to the Board whether the project should be given final approval.</li> </ol> |                   |          |
| 6. | <p><b><u>Transport schemes verbal update: Cinderford; Berkeley Bridges; Gloucester Transport Hub; A40</u></b></p> <p>Update was provided.</p>  |                   |          |
| 7. | <p><b><u>Verbal update on Devolution</u></b></p> <p>DO stated that he had received some positive feedback for the Economy &amp; Growth section of the bid. He also has further meetings arranged w/c 12/10/15 with policy leads, where he expects further information about which aspects of the bid will be taken forward. DO to give the Board an update, after that.</p> <p>Governance is raising some questions, but DO confirmed a paper is being prepared.</p> <p>GW stated that local authority feedback had asked for climate change, energy management and sustainability to be considered as part of the devolution deal. PC and DO to discuss this with policy leads.</p>   | DO<br><br>PC & DO |          |
| 8. | <p><b><u>AOB</u></b></p> <p>MW and DO updated on feedback they had received about the Joint Core Strategy.</p> <p>GCHQ – SJ gave an update on initial expansion plans.</p>   |                   |          |

**Date of Next Meetings:**

- Tuesday 15<sup>th</sup> December 2015 @ 08:30 (SJ & Nigel R to leave at 10:00)
- Tuesday 16<sup>th</sup> February 2016 @ 08:30
- Tuesday 19<sup>th</sup> April 2016 @ 08.30
- Tuesday 21<sup>st</sup> June 2016 @ 08:30
- Tuesday 9<sup>th</sup> August 2016 @ 08:30
- Tuesday 4<sup>th</sup> October 2016 @ 08:30
- Tuesday 13<sup>th</sup> December 2016 @ 08:30