

Meeting Minutes

Meeting title	GFIRST LEP Board Meeting
Date/time/venue	04/10/2016 @ 08:30 to 10:30, Hartpury College - Gordon Canning Meeting room
Attendees	<i>Members:</i> Diane Savory (DS) (<i>Chair</i>), David Owen (DO), Neill Ricketts (NR), Stephen Jordan (SJ), Mike Warner (MW), Adam Starkey (AS), Claire Mould (CM) & Roman Cooper (RC). <i>In attendance:</i> Lynn Stacey (Minutes), Pete Carr (PC), Mally Findlater (MF), Nigel Riglar (Nigel R), Sarah Danson (SD) & Ben Watts (GCC) for item 8
Apologies	Mark Hawthorne, Rob Loveday, Matthew Burgess, Katie Jenkins & Stephen Marston. Claire Mould left at 9:15 am

No.	Item	Action	By
1)	<p><u>Welcome & Introduction</u></p> <p>DS welcomed all Board Members/Guests and asked for feedback on last month's Annual Review. Positive feedback was received by all with a request of doing this more than once a year.</p> <p>DS gave thanks to all, for making this year's review a success.</p>		
2)	<p><u>Minutes of Last Meeting 9 August 2016 & Matters Arising</u></p> <p>The minutes were approved as a true and accurate record of the meeting on 9 August.</p> <p>Updates from PC:</p> <p><u>Post-16 Area Review</u> – the group would like to arrange interviews with employers and PC will coordinate this with Kathryn Wagstaff. Employers invited will include representatives of the LEP Business Groups and employers that the colleges are already working with.</p> <p><u>Growth Deal 3 submission</u> – the business cases have been published with the main submission on the LEP website.</p> <p><u>Lessons learned from management of current Growth Deal</u> – Neil Hopwood who is part of the Programme Management Team (GFirst & GCC staff) has met with and gathered feedback from a selection of project promoters. This feedback will be reviewed by the PMG.</p> <p>NR stated he wants future (AEM) Sector Group Meetings to pick up one topic at a time. His view is that it is better to focus on one subject area and get it right than have 5-6 themes per meeting.</p>	PC PC	
3)	<p><u>Declarations of Interest (see standard record)</u></p> <p>NR confirmed he no longer has any links with SGS multi academy trust.</p>		
4)	<p><u>Growth Deal spend profile</u></p> <p>MF updated the Board on the process, with an update on the current underspend for 2016 /17. MF explained the challenges ahead and is working with the Accountable Body, where we are receiving good support.</p>		

	<p>PC confirmed GCC has completed an audit report on our Growth Deal processes. The feedback is very positive and GCC will share a copy of this with PC shortly. PC will then make this available to BEIS colleagues as part of the wider assurance work on our Growth Deal.</p> <p>Decision: The Board approved the following:</p> <ul style="list-style-type: none"> ➤ The revised spend profile (September 2016), noting the underspend in 2016 /17 of £1.032m. This represents 2.85% of the cumulative allocation to the end of 16/17 (£36.25m). ➤ Agreed to delegate the day to day management of the spend profile to the LEP team, working closely with the PMG, in particular the Finance officers, ensuring all changes to the profile are agreed by both the LEP and the Accountable Body. Also, to add the condition that any significant issues identified by this group be escalated to the Board at the earliest opportunity. <p>Growth Deal performance Covered in above and further update will be given in next Board Meeting.</p> <p>European funding update PC gave an update on plans for investments and confirmed the ESIF Committee will have an input and will give a further update in the next Board Meeting. Government has now confirmed that contracts signed before the Autumn statement will be honoured in full. PC is also working with the various departments to confirm investments for ERDF, ESF & EAFRD post-Autumn statement.</p>	MF PC	13/12/16 13/12/16
5)	<p>Growth Hub Network Centre Procurement SD gave an update on the process and the next steps. This led to a discussion on the 5 proposals, and it was agreed SD will continue with her work and keep the Board updated.</p> <p>Points raised:</p> <ul style="list-style-type: none"> ➤ SD confirmed the branding guidelines are being looked at. ➤ Concern was raised on the impact on the digital structure on the proposed 31 tier centres, but it was confirmed the new Project Manager is aware of this and this will be supported by other businesses. This will be a gradual role out so there will be opportunities to test the model. ➤ SD to arrange meetings with Stakeholders, including Board Members (NR in particular with Forest of Dean) ➤ This process is to look at the geography and niche, but some proposals are combing both. ➤ We may need to look at capital ask and cap this if necessary. <p>Decision: The Board approved the funding for Gloucestershire Libraries and Tewkesbury Borough Council and agreed to proceed as per the recommendations set out with further business case development, due diligence and final sign off prior to funding agreement development. SD to give further update at next Board Meeting.</p> <p>Heads of terms for Growth Hub DO stated that the project promoter for the Growth Hub Expansion (UoG) and the Growth Hub Network (GFirst LEP) have committed to working collaboratively to ensure the success of the projects and that the outputs and deliverables are achieved. In support of this, the LEP has drafted a Heads of Terms agreement to set out the obligations of both parties. This has been shared with UoG to support discussions with regards to agreeing the key components of the projects and how these will operate effectively together. The resulting Heads of Terms</p>	SD SD SD SD	Ongoing 13/12/16

	<p>agreement will be referenced within the funding agreements for both parties.</p> <p>Decision The Board approved the draft agreement and AS to be added to the sub-group to support and progress the agreement discussions with UoG.</p>		
6)	<p><u>2050 vision</u></p> <p>DO gave an update of a recent meeting of experts and the next steps. This includes a session to be arranged with 11 year olds on their input as they will be potential leaders in the County in 2050. It was highlighted this would be a great PR exercise, especially on how we are engaging with children. DO to arrange Jennie Evans to give an update at next Board Meeting.</p>	DO	13/12/16
7)	<p><u>Employment & Skills Board</u></p> <p>PC gave an update and confirmed consultants (AMEO) are working with GCC to sound out possible business representatives for this Board. Feedback was requested on the draft Terms of Reference and membership of the Skills Board, plus any recommendations for the Chair for this Board.</p> <p>Points raised:</p> <ul style="list-style-type: none"> ➤ Terms of office are crucial and the Board requested to change the terms of office for business and local authority representatives so that individuals didn't stay on the Board for too long. Also they requested that "supply side" college and university representatives only stayed 1 year on the Board and then look to rotate with representatives from another university/college with the need to rotate the Board members. ➤ Ensure we have transparency and the public know what is discussed ➤ How do we remain sector specific? ➤ Induction is required for members <p>Decision: the Board approved the Terms of Reference subject to clarification on the timing of period of office, rotation of membership by college and university representatives and transparency to be highlighted. PC to give update at next Board Meeting.</p>	PC	13/12/16
8)	<p><u>Local Transport Plan</u></p> <p>Ben Watts gave a presentation, which included an overview of Gloucestershire's Local Transport Plan, how the Local Growth Fund schemes fit into the LTP and the Rail Strategy summary.</p> <p>This led to a discussion on the lack of car parking at rail stations, transport priorities for the county and the need to look further in the future instead of a 15 year plan. This included linking the 2050 visioning work more closely with the Local Transport Plan.</p> <p>Ben will forward his presentation to LS for onward transmission to the Board.</p>	BW/LS	
9)	<p><u>Investment Panel</u></p> <p>DO gave an update about the Investment Panel Meeting 20 September 2016.</p> <p>Gloucestershire Infrastructure Investment Fund (GIIF)</p> <p><u>New proposal</u></p> <p>DO provided details of a new outline business proposal requesting loan support from GIIF. The Investment Panel had fully considered the outline business case and made a recommendation to the LEP board that the scheme promoter should be asked to move to full business case as soon as possible.</p> <p>Decision: The Board agreed that the scheme promoter should prepare the full business case and that the due diligence process should be enacted. The Board would ensure, subject to timely preparation of the business case and the appropriate due diligence process and reports, that the full business case would be considered at the December LEP Board Meeting.</p>		

	<p><u>Gloucestershire Local Growth Deal</u> <u>Metz Way to Abbeymead Avenue improvements scheme</u></p> <p>DO confirmed the due diligence and business case assessment report had been completed and reviewed by the Investment Panel. The Panel had recommended that the LEP Board should fund the scheme in full.</p> <p><u>Decision:</u> the Board approved the following in relation to the Metz Way to Abbeymead Avenue improvements scheme:</p> <ul style="list-style-type: none"> ➤ Formal funding award of £0.5m, post due diligence and business case assessment. ➤ Authorise GCC as the Accountable Body to prepare the final Heads of Terms for the release of the funding, in line with the Delegated Scheme Agreement between the LEP and GCC and noting the conditions and recommendations in the LEP Board paper for this Agenda item. <p>Other transport projects were discussed:</p> <ul style="list-style-type: none"> ➤ A40 bus lane project – The Promoter is doing further work on the Full Business Case. Alex Chalk MP, to be invited to relevant LEP Board Meeting, when this project goes to the Board for a funding decision. ➤ PC/Nigel to discuss how to make it clearer where each project is in the due diligence and project approval process. 			DO PC/ Nigel
10)	<p><u>Key messages from Board meeting:</u></p> <ul style="list-style-type: none"> ❖ Positive comments on Annual Review ❖ Approval on Metz Way funding ❖ A40 promoters will do further work on the Full Business Case. ❖ Approval given on revised spend profile and LEP team & PMG to manage the programme within this profile ❖ Approval of SD to progress with the Growth Hub Network funding with regular reviews ❖ SD to arrange meeting with NR on the Forest of Dean proposal ❖ Employment & Skills Board – TOR approved with some changes ❖ New Growth Deal business case proposal under item 9 approved. 			
11)	<p><u>AOB</u> <u>Growth Deal 3</u> – DO will inform the Board on the outcome of our bid, once this has been confirmed by BEIS. <u>Decision:</u> the Board agreed DS will have delegated authority for the Board to work with the LEP team to negotiate with BEIS over the funding and package of projects included in our Growth Deal 3.</p>			
12)	<p><u>Closed session for GFirst LEP CiC directors only</u></p>			

Dates of Next Meetings:

- Tuesday 13th December 2016 @ 08:30 - Gloucestershire College - Gloucester Campus
- Tuesday 14th February 2017 @ 8:30
- Tuesday 25th April 2017 @ 8:30
- Tuesday 20th June 2017 @ 8:30
- Tuesday 8th August 2017 @ 8:30
- Tuesday 10th October 2017 @ 8:30
- Tuesday 12th December 2017 @ 8:30