

Meeting Minutes

Meeting title	GFirst LEP Board Meeting
Date/time/venue	05/06/2018 @ 08:30 to 10:30. Oxstalls Campus - Download
Attendees	<p><u>Members:</u> Diane Savory (DS) (Chair), Adam Starkey (AS), Neill Ricketts (NR), Stephen Jordan (SJ), Mark Hawthorne (MH), Russell Marchant (RM), Jenny Raymond (JR), Rob Loveday (RL)</p> <p><u>In attendance:</u> David Owen (DO), Dev Chakraborty (DC), Doina Cornell (Doina C), Mally Findlater (MF), Nigel Riglar (Nigel R) & Katie Jenkins (KJ), Orlagh Stoner (Minutes), Item 4: Sarah Danson (SD), Barry Bodin-Jones (BBJ)</p>
Apologies	Mike Warner (MW), Deborah Potts (DP)

No.	Item	Action	By
1)	<p><u>Welcome & introduction</u> DS welcomed all Board Members</p>		
2)	<p><u>Minutes of last meeting 17th April 2018 & Matters Arising</u></p> <p><u>Minutes of the last Board meeting on 17th April 2018</u> - were approved as a true and accurate record.</p> <p>DS and DO provided the following updates, and matters arising:</p> <ul style="list-style-type: none"> • The Board was informed of the sad news that Stan Jones passed away yesterday following cancer. Stan was David Owen's predecessor.(DO) • The GFirst LEP Annual Review will be on the 14th November 2018 @ Hartpury College (DS) • The National Cyber Awards 2018 will be held at Manor by the Lake Hotel on 14th November 2018.(DS) • Recommendations have been received from the Gloucestershire Federation of Universities and Colleges to fill the vacant LEP Board posts for Higher Education and Further Education. Russell Marchant will become the HE representative as Hartpury achieves University status, and Jim Grant (Cirencester College) will represent FE <u>Action:</u> DO will distribute Jim Grant's CV (DO) • GFirst LEP project bus trip to visit remaining projects is scheduled for 31st October 2018, including Stroud area as requested by Chair. (DS) • Merrywalks is progressing through the legal funding agreement process.(DO) • Stephen Jones – Director, Cities & Local Growth (BEIS) visited Gloucestershire on 16th May, with a tour of facilities at Berkeley and a round table strategic discussion with LEP executives. This was very useful, and was well received. (DO) • DO joined a subsequent visit arranged by Pete Bunguard (GCC) and Stephen Marston (UoG) to Stephen Jones in London to discuss the 2050 visioning work. • The Chief Executive of Homes England, Nick Walkley, visited Gloucestershire. He offered support if required to facilitate the release of land at the Ashchurch MOD site for housing and was particularly enthusiastic about the potential for housing linked to economic growth at the Cheltenham Cyber Park.(DO) • Gloucestershire 2050 consultation https://glos2050.com/ remains open until 31st July 2018.(DS) 	DO	12.6.18

3)	<p><u>Declarations of Interest (standard record attached).</u> Please declare any pecuniary or personal interests relating to specific matters on the agenda.</p> <p>The Board members have now completed and signed all Declarations of Interest forms, which are available on the GFirst LEP website. DS invited Board members to declare any new interests. None were declared.</p>		
4)	<p>Growth Hub Network – verbal update</p> <p>Sarah Danson (Growth Hub manager) and Barry Bodin-Jones (network project manager) provided a detailed update to the Board, to provide information on progress, to make the Board aware of changes and developments, to give advance notification of a decision to be made by written procedure and to ask for approval for a minor expenditure decision. Papers were not issued in advance, as the majority of the information covered was classed as a general update. The following are the key points presented to the Board:</p> <p><u>Growth Hub Network centre update</u></p> <ul style="list-style-type: none"> - Tier 3 Gloucestershire County Libraries [31] – All open and operational - Tier 2 Tewkesbury (opening June, formal launch Sept 18), - Forest of Dean (opening Dec18), Stroud (opening Feb19), Cheltenham (current proposal indicates Q2 2019 if successful) - Tier 1 – Cirencester (July18) <p><u>Change to the proposal for the Forest of Dean Growth Hub at Vantage Point:</u> The new proposed location is on the Ground Floor providing greater visibility for the Hub and full accessibility. The Board was asked to approve this change in principle and subject to the submission of new refurbishment plans and costings from Vantage Point.</p> <p><u>Cheltenham Growth Hub:</u> A proposal for the Growth Hub in Cheltenham is currently under review. A sub group of the Growth Hub management Board will be scoring the business case on 13th June. Following this, their recommendations (including any conditions) will be put to the Growth Hub Board by written procedure. If this procedure leads to a recommendation to proceed, this will be put to the LEP Board, also by written procedure.</p> <p><u>Delivery, Reporting and Monitoring</u> The digital infrastructure is functioning as it should be and delivering the required output. Next steps are to complete the delivery plans for Phase 2 and enrich the user experience.</p> <p>SD made the case for additional Project Management and web development services. This would be to successfully integrate the newly purchased business tools into the existing digital platform. The costs of this would be £15K, for which SD seeks approval from the LEP Board.</p> <p>ERDF contract outputs are slightly behind schedule, due to the delay in contract start. SD confirmed that team is performing well now and that contingencies including the appointment of an extra 1 FTE Business Guide role are in place. The ERDF funds provide the revenue to support the LGF capital investments in The Growth Hub expansion and network. There will be an opportunity to bid for an extension to the ERDF core funding to December 2022. This also provides an opportunity to review other ERDF funded projects that will have completed, to consider integrating some of their services into the core.</p> <p>In reply to questions from the Board, SD confirmed:</p>		

	<ul style="list-style-type: none"> - all network centres have committed to individual metrics, and performance will be closely monitored - service delivery (both customer facing and website) has been designed from the customer's perspective. She acknowledged and agreed with the advice from the Board that the service should be viewed from the perspective of a small business owner. <p>Work is underway to further populate the business directory. The aspiration to have a 'trip adviser' style rating function continues to be explored.</p> <p>Relocation of FoD Growth Hub Network Centre at Vantage Point <u>Recommendation:</u> To approve the change of position within the Vantage Point site that will allow for more visibility of the site and DDA compliance.</p> <p><u>Decision:</u> LEP Board approved the relocation of FOD Growth Hub within the Vantage Point site to a more suitable location with regards visibility and DDA compliance and subject to a resubmission of plans and associated costs.</p> <p>Launch dates for Growth Hub Network Centres <u>Action:</u> Diary invites to be extended to LEP Board members for all Network Centres launch dates over 2018 and 2019.</p> <p>Cheltenham Growth Hub Network Centre <u>Action:</u> Following the Growth Hub Management Board Sub Group review, if the decision is favourable, prepare a paper for review by written procedure by the full Growth Hub Management Board with a view to providing a recommendation to the LEP Board via written procedure for decision and approval to proceed to next stage of the procurement process (Due Diligence) The LEP Board noted the process including the forward notice of the written procedure</p> <p>£15k - Digital Infrastructure Capital <u>Recommendation:</u> To approve the use of £15k underspend in Digital Infrastructure Capital to be directed to two areas of need; a) additional website development and b) Project Management support.</p> <p><u>Decision:</u> LEP Board approved the appropriate use of £15k Digital Infrastructure Capital to support additional website development and and project management support</p> <p>ERDF revenue funding The LEP Board noted the progress to date and the future opportunity for a contract extension for the core funding.</p> <p>(KJ) reminded the Board that to adhere to accepted standards of transparency, where the Board is expected to make a decision or approve actions, a paper would have been issued in advance, rather than relying on a verbal update. This is the standard practice for GFirst LEP, and apologies were made to the Board for this exception to the rule.</p>	<p>SD</p> <p>BBJ</p>	<p>Subject to launch dates</p> <p>30.06.2018</p>
5)	<p>SEP Refresh – verbal update - MF SEP refresh has commenced with the economic intelligence gathering underway to inform an update of the data. The refresh will be undertaken over the summer, with consultation as appropriate with key stakeholders. Key strategic themes will flow through to the Local Industrial Strategy. The SEP update of economic intelligence will feed into the Local Industrial Strategy, building on the existing knowledge.</p>		

	<p>Local Industrial Strategy (LIS) – verbal update - MF</p> <p>Government guidance for the Local Industrial Strategy is due to be published when the results of the LEP review are known. This is scheduled to be before the government summer recess. Advice ahead of the guidance is that the local strategies should focus on areas of local, regional or national importance that are specific to a LEP area. GFirst will reference Cyber security in this context, and work is underway to further develop the approach and content. Consultation will be undertaken with key stakeholders over the next few months, but specifically with the LEP Board. Currently scheduled for the September Board away day.</p> <p>The LIS is not a bidding document but could provide a framework to guide future investment.</p> <p>The trailblazer submissions from selected LEPs will be submitted in March 2019, all others will have been submitted by December 2019. The date for the GFirst LIS submission is unknown.</p> <p>NR raised the importance of advanced engineering and aerospace as a strength of the county, and RM did the same for Agri-tech.</p> <p>MH highlighted that the Gloucestershire Story must be a niche and compelling one to reflect the guidance coming from government. Consequently, it will be necessary to be robust in deciding what won't be in the LIS, as well as what should be.</p> <p>The contributory role of the Gloucestershire 2050 vision was discussed, and it was agreed that some of the 'visioning' should inform the LIS. Consultation https://glos2050.com/ remains open until 31st July 2018 for Gloucestershire 2050.</p>		
6)	<p>Local Growth Programme 2017/18 year end update - MF</p> <p>The Board were provided with an update to Q4 17/18. To date we have 'out turned' £54.61m from a total of £101.7m. Actual spend to date is £45.94m. The lag between these 2 figures is where we have out turned funds to approved schemes with funding agreements under the delegated transport schemes arrangements with Gloucestershire County Council, e.g. the A419 Stonehouse Improvements scheme has out turned funds of £4.36m against an actual spend to year end of £460k. Expenditure will accelerate significantly on this scheme in 18/19.</p> <p>Confirmed jobs created to date are 1293 against a target of 2059, hence jobs outcomes are highlighted as 'amber' in terms of progress to date. The main reason for the shortfall is the declared jobs vs the expected profile from the Growth Hub activity.</p> <p>Total expected leverage for the programme is well above target both in terms of direct match confirmed to date and also 'follow-on' investment with a total leverage now expected in excess of £350m.</p> <p>Overall to date, delivery of the programme is good with most schemes progressing to plan through the construction phases. We are broadly spending to plan and achieved a zero variance for the 'spend' profile at the end of 17/18.</p> <p>The most significant challenge in terms of programme outcomes is clearly achieving the expected jobs outcomes in relation to the specific investments made, particularly the Growth Hub. The Growth Hub Management Board is directly responsible for monitoring Growth Hub outputs, and the LEP have the expectation that they are aware of the shortfall, and are seeking ways to address it.</p>		

	<p>It is possible that one of the outcomes from the programme may be an uplift in productivity rather than a direct increase in jobs, however further work will be required to establish this. Some more recent data is expected to be available as part of the SEP refresh to be completed over the next few months.</p> <p><u>Cheltenham Cyber Park</u> The de-retention by DfT of the Cheltenham Cyber Park scheme will occur within days. This puts the allocated funds into the main programme, which allows for extra flexibility to manage, but also has the potential to impact on the timely delivery of the programme. It is as yet unclear what the delivery mechanism will be for this scheme and the details of the transport interventions have yet to be defined. This scale of this scheme means that it will require significant dedicated resource from the eventual promoter and the relevant local highways & planning bodies and high level political support across all the relevant authorities.</p> <p>ESIF Programme update To date c£11.9m of the total of £14.4m available for ERDF schemes has been awarded to projects, leaving £2.5m to be allocated.</p> <p>It is anticipated that c£900k of this will be utilised by projects coming forward from two recent calls (providing SME’s export support and specialist manufacturing advice). Leaving the remaining £1.6m to be promoted in a final call due to be circulated in October for generic business support activity, (the scope of the call is likely to request an extension of the Growth Hub for a further three years).</p> <p>The pipeline of applications for the £2.9m of European Agriculture Fund for Rural Development (EAFRD) allocated to rural tourism is looking very strong, with applications of over £4.3M received to date. The deadline for expression of interest submissions is 31st of May 2018. £530,918 has been awarded to 5 projects to date.</p> <p>Fastershire have secured an additional £10M of EAFRD to support rural broadband provision, due to the area covered by the initiative £4M of this will be available to Gloucestershire businesses & communities.</p> <p>Due to the managing authority’s interest in the ERDF programme hitting its 2018 performance target, capacity for application development and appraisal has decreased leading to delays in decisions.</p> <p>No decision was required on this item, it was for information only.</p>		
7)	<p><u>GIIF update</u> <u>Project Proposal – Redevelopment of Phase 2, Bakers Quay, Gloucester Docks</u></p> <p>In November 2017 the Investment Panel members received, a proposal from Rokeby Merchant (Gloucester) Ltd for GIIF loan funding to support the redevelopment of Phase 2 at Bakers Quay, Gloucester Docks. The site is located in Bakers Quay, which forms part of the Gloucester Quays, south of the main basin and the Docks. Phase 2 includes the redevelopment of Downings Malthouse and the Malthouse Extension and Transit Shed, predominantly for residential use (129 apartments in total) with some associated ground floor uses in two restaurants at Downings and one retail/restaurant facility in the Transit Shed.</p> <p>This is a significant regeneration priority for the City, and Phase 1 of the development is under construction, and forecast to be complete in July/August 2018 and includes the new 104 bed Premier Inn hotel, a drive through Costa</p>		

	<p>Café, and the rebuilt Provender Warehouse providing 47 new apartments and public realm to serve the developments.</p> <p>An investment from GIFF meets the criteria for the fund, and the project links with local strategy and the LEP Strategic Economic Plan and Local Growth Deal objectives. The project is forecast to generate 48 direct new jobs with a further 12 multiplier jobs, provide 129 new apartments and 2,000 sq m of restaurant and retail floorspace</p> <p>The appraiser concluded that an investment of £1.75m of GIFF funding offers good value for money and will enable the momentum of the project to be maintained, potentially advancing completion of the overall scheme by two years. Bakers Quays is one of the last pieces of the jigsaw for the regeneration of Gloucester Docks and is important strategically for Gloucester.</p> <p>The advice from the Investment Panel to the LEP Board was that an investment of £1.75 million should be supported subject to the following pre conditions to the funding agreement:</p> <ul style="list-style-type: none"> • Provision of a detailed programme for Phase 2 • Legal advice from project promoter to demonstrate state aid compliance on public procurement rules, regarding the re-appointment of Barnwood Construction • Statement on the environmental standards/green credentials the project will seek to achieve • Agreement to advertising GIFF investment in publicity and site hoardings • Agreement to meet the GIFF administration fee <p><u>Recommendation:</u> The Board was asked to:</p> <ul style="list-style-type: none"> • Receive the report and recommendations from the Investment Panel of 22 May 2018, regarding the GIFF Investment proposal for the redevelopment of Phase 2 of Bakers Quay, by the applicant Rokeby Merchant Developments (Gloucester) Ltd; and approve the loan funding award of £1.75 million, subject to the successful negotiation of the terms outlined. • Authorise Gloucestershire County Council as the Accountable Body to prepare the final Heads of Terms and enter into the loan agreement process with Rokeby Merchant Developments (Gloucester) Ltd <p><u>Decision:</u> The Board unanimously approved the GIFF loan funding award of £1.75m to Rokeby Merchant Developments (Gloucester) Ltd, subject to the successful negotiation of the terms outlined above.</p>		
8)	<p><u>AOB</u> DS confirmed that the Board Away day would be on Tuesday 11th September at the Greenway Hotel https://www.thegreenwayhotelandspa.com/</p>		

Dates of Next Meetings:

- Tuesday 11th September 2018 @ 8:30am (Away Day – 8:30am to 16:00pm)
- Tuesday 4th December 2018 @ 8:30am