

<b>Meeting title</b>	<b>GFirst LEP Board</b>
<b>Date/time/venue</b>	08/12/2020 – 8:30am to 10.00am Via Zoom
<b>Attendees</b>	<p><u>Members:</u> Diane Savory (DS) <i>Chair</i>, Adam Starkey (AS), Deborah Potts (DP), Emma Hanby (EH), Ian Mean (IM), Jenny Raymond (JR), Jim Grant (JG), Lorrin White (LW), Mike Warner (MW), Neill Ricketts (NR), Rob Loveday (RL), Ruth Dooley (RD), Russell Marchant (RM) &amp; Steve Jordan (SJ)</p> <p><u>In attendance:</u> Barry Bodin-Jones (BBJ), Carl Creswell (CC), David Owen (DO), Dev Chakraborty (DC), Cllr Doina Cornell (CDC), Karen Leigh (KL), Mally Findlater (MF), Pete Carr (PC), Rupert Waters (RW), Sarah Danson (SD), Steve Mawson (SM) &amp; Karen Campbell (minutes)</p> <p>Agenda Item 4 only – Alan Bullock, Colin Chick and Simon Excell</p>

<b>Apologies</b>	Mark Hawthorne
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No.	Item	By	Who
1)	<b>Welcome &amp; introduction</b>		
2)	<p><b>Minutes of:</b> Minutes of the last LEP Board meeting on 15<sup>th</sup> September 2020 - were approved as a true and accurate record.</p> <p>Comments: <u>Item 2</u> – DC updated the Board on the roundtable session convened in order for Sarah Scott, Public Health, GCC to meet with members of the business community to discuss COVID-19 messaging. Sarah or one of her team members had also been attending the various Business Group meetings over the last two months to update members on all matters relating to the current situation with COVID. The Public Health Team have found the feedback very useful.</p> <p>BEIS data return Q2 20-21 (Written Procedure Minutes 5/11/20) – were approved as a true and accurate record.</p>		
3)	<p><b>Declarations of interest available on the GFirst LEP website:</b></p> <p><a href="https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/">https://www.gfirstlep.com/about-us/the-board/register-of-members-interests/</a></p> <p>Please declare any pecuniary or personal interests relating to specific matters on the agenda.</p> <p>*Neill Ricketts declared a new appointment – Newly appointed Chairman of the Forest Economic Partnership.</p>		

	<p>*Adam Starkey is no longer a Director of Tarnside Consulting or The Children’s Food Trust.</p>		
4)	<p><b>B4063/A40 Corridor Transport Schemes</b> – board paper issued with agenda.</p> <p>Simon Excell, Lead Commissioner: Strategic Infrastructure from Gloucestershire County Council gave a presentation which will be circulated with these minutes.</p> <p>The Board was asked to approve that GCC is allowed to use any potential underspend of the West Cheltenham Transport Improvement scheme (WCTIS) and the West Cheltenham Walking and Cycling Improvements (WCWCI) scheme to improve cycle infrastructure on the B4063, in line with the overall objectives of these two projects. This was agreed unanimously.</p> <p>The Board was also asked to delegate approval of any further due diligence assessments required for the B4063 scheme to the Programme Management Group (PMG). This was also agreed unanimously.</p> <p>The Board also asked SE to return to the February Board meeting with a verbal update on the progress of the WCTIS and the WCWCI schemes, the potential underspend that might be available and also the funding package for the B4063/ cycle scheme.</p>		
5)	<p><b>Recovery Planning activity</b> – copy of document issued before meeting.</p> <p>RM asked about the recently announced Levelling Up fund. KL responded that the prospectus for the fund will be published in the New Year.</p>		
6)	<p><b>LGF &amp; GBF Projects update</b> – board paper issued with agenda.</p> <p>The Total <b>LGF</b> Programme funds total £101.7m. To date we have out-turned £92.55m This equates to 91% against profile. Actual spend to date is £73.30m, achieving 72% against programme.</p> <p>The only project on the Programme that is not yet in contract, but imminent, is the Gloucester Railway Station regeneration project valued at £4.3m.</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 £355m.</p> <p><b>GBF</b> - Progress on all project activity is positive. The Funding allocation from Government has been split across 20/21 and 21/22 financial years and £5.65m was received by the Accountable Body at the beginning of October. No spend has yet been reported. Close working with the Accountable Body has ensured the issuing of Funding Agreements to all 5 projects. Cirencester College was the first project promoter to sign and seal the Funding Agreement.</p>		

	<p>For the Local Growth Fund Programme, the Cheltenham Cyber Park scheme presents the most significant risks in terms of delivery of the programme going forward due to its size and multi partner complexities.</p> <p>For the Getting Building Fund Programme the main risks for all projects are risk of any delay on spend and build.</p>		
7)	<p><b>Risk Register</b> – verbal update.</p> <p>RD reported on the status of risks on the risk register. In particular the risk associated with underspend of LGF within programme. She reported that this has been satisfactorily mitigated by the Accountable Body and LEP in consultation with BEIS, utilising the freedoms and flexibilities within the contract.</p> <p>She then raised the risks associated with the timescale for the Getting Building Fund – 2022 (18 months). Although progress so far is satisfactory, it will be necessary to keep tight control over this. RD confirmed that she is working with the team at PMG to monitor this.</p>		
8)	<p><b>Social value of projects</b> – verbal update.</p> <p>In February this year, BBJ presented to the Board the proposed approach for an appropriate and clear way of monitoring, measuring, evaluating and positively promoting Social Value. This was endorsed by the Programme Management Group and unanimously approved by the Board as a sound proposal for Social Value analysis and a number of key projects were selected for this exercise.</p> <p>Following research with other LEPs, the LEP agreed to undertake Social Value Reporting by adopting the National Social Value Measurement (TOMs) Framework.</p> <p>This contains: Themes/Outcomes &amp; Measures.</p> <p>What are the National TOMs?</p> <ul style="list-style-type: none"> <li>• Developed by the Social Value Taskforce in collaboration with the Local Government Association National Advisory Group.</li> <li>• Established a simple, intelligible methodology and reporting standard for social value.</li> </ul> <p>The aim of the National TOMs Framework;</p> <ul style="list-style-type: none"> <li>• To provide a minimum reporting standard for measuring social value.</li> <li>• To embed social value into their procurement and management processes.</li> </ul> <p>Benefits;</p> <ul style="list-style-type: none"> <li>• Provides a consistent approach to measuring and reporting.</li> <li>• Allows us to demonstrate social value at both project and programme level.</li> <li>• Provides a robust, transparent and defensible framework for assessing added value.</li> <li>• Simplified set of core measures.</li> <li>• Ease of data collection, collation and presentation.</li> <li>• Reduces the uncertainty surrounding social value measurement.</li> </ul>		

	<p>The approach that we are taking is to use relevant themes, outcomes and measures as ‘pick and mix’ options for each selected project. This exercise is worked on in partnership with the relevant project promoters and the project promoters then feed the required information through to the LEP.</p> <p>During late Summer 2020 the TOMs framework has been updated and now includes a broader number of Outcomes and Measures, the majority of which are as a consequence of COVID, and updated proxy values. For LGF projects, the revised proxy values will be used, and a limited, targeted selection of metrics. This is in the process of agreement with individual projects.</p> <p>The feedback to date during these conversations with the project promoters have been very encouraging and positive and the concept and approach we are taking has been embraced. In some instances, we have been very pleased to hear that this has already been on the agenda for some time for some projects and they have been monitoring and creating a log of relevant social value activities and values attributed. Promoters are encouraged to report both the TOMs metrics and other activities in a single narrative to capture the full picture.</p> <p>They will provide details on their Social Value measurement by mid-February. It is then intended that a clear focus on Social Value will be included within the final programme evaluation, planned for March / April 2021.</p> <p>In addition, we will be able to add and enhance the project pages on the LEP website with this information, which will bring another dimension to the projects and look at the ‘so what’ of why the project was selected in the first instance and what it has helped to deliver. This can also be replicated on Social Media, which in turn may help broaden and enhance a wider business community engagement and interactions with some businesses and individuals who are particularly interested in this field.</p>		
9)	<p><b><u>AOB</u></b>  IM – Asked about unemployment in the county, especially beginning of the New Year.  SD – We are hearing more about apprentices being made redundant, lots of work going on to redeploy these people. Aware that when end of furlough happens we could have lots more unemployed. Skills Portal great step forward.  PC – Furlough figures have dropped but that doesn’t mean things are okay. We need to concentrate on redundancy support at the moment. Intelligence gathering to try and identify early where those redundancies are happening. We are revisiting places that have had support in case they need more.  MW – Fuel sales went down by 75% in the first lockdown. They only dropped by 20% in the second lockdown.</p>		

**Future Board meeting dates for 2021:**

- Tuesday 23<sup>rd</sup> February 2021 8:30am to 10.30am