

# Meeting Minutes

<b>Meeting title</b>	<b>GFirst LEP Board Meeting</b>
<b>Date/time/venue</b>	<b>29/06/2015 @ 15:00 in Room TC119, Oxstalls Campus</b>
<b>Attendees</b>	<p><u>Members:</u> Diane Savory (DS) (<i>Chair</i>), Roman Cooper (RC), Stephen Jordan (SJ), Stephen Marston (SM), Claire Mould (CM), David Owen (DO), Neill Ricketts (NR), Matthew Burgess (MB), Mike Warner (MW), Adam Starkey (AS) &amp; Rob Loveday (RL)</p> <p><u>In attendance:</u> Nathan Kitchen (NK - Minutes), Peter Carr (PC), Nigel Riglar (Nigel R), Jennie Evans (JE) – item 4</p>
<b>Apologies</b>	Mark Hawthorne, Mike Wiltshire and Katie Jenkins of BIS, Roger Mortlock & David Waters

No.	Item	Action	By
1.	<p><b><u>Welcome &amp; Introduction</u></b> DS welcomed all Board Members and confirmed the reasons why the meeting was taking place.</p>		
2.	<p><b><u>Minutes of Last Meeting 19/05/2015 &amp; Matters Arising (minutes attached)</u></b> Matters arising from the last meeting will be covered in this meeting.</p> <p>Correction to the previous minutes: in AOB, the fourth point should read 'SJ confirmed the Stroud Local Plan was resumed last week'.</p> <p>Minutes were agreed.</p>		
3.	<p><b><u>Growth Deal - Project approvals</u></b> PC explained that feedback from the Board has been considered and acted on. He explained the documents the Board would be discussing.</p>		
3.1	<p><b><u>GREEN (see separate paper – 3.1 Growth Deal project approval Green)</u></b> PC gave details of the Final Due Diligence Report for the GREEN Project.</p> <p>PC explained that he would be asking the Board to approve a formal funding award once the Due Diligence is complete. PC also explained how the risks and issues identified in the Due Diligence Report were being dealt with in the funding agreement.</p> <p>The Board went through each of the risks outlined in the GREEN Project Due Diligence Covering Paper.</p> <p>It was raised by SM regarding point 1 of the Due Diligence Findings that the SFA role is different to ours in that the LEPs role is growing the Gloucestershire economy, whereas the SFAs role is partly to improve the teaching in schools and colleges.</p> <p>Declaration of interest was given by: MB, SM, NR &amp; SJ</p>		

<p>3.2.</p>	<p><b><u>Decision</u></b> The Board approved the funding award of £5m to the GREEN Project, subject to the finalisation of the funding agreement based on the recommendations in the supporting paper .</p> <p><u>STEM (see separate paper – 3.1 Growth Deal project approval STEM)</u></p> <p><u>Cirencester College</u> <b><u>Decision</u></b> Funding approval for the Cirencester College STEM Project of £500,000 was given by the Board consistent with the recommendations of the supporting paper.</p> <p><u>Gloucestershire College</u> Declaration of interest was given by: MB</p> <p><b><u>Decision</u></b> Funding approval for the Gloucestershire College STEM Project of £800,000 was given by the Board consistent with the recommendations of the supporting paper.</p> <p><u>Hartpury College</u> Declaration of interest was given by: MB</p> <p>PC raised the possibility of reducing the grant from £700k to £500k. PC suggested that this should not be reduced due to the more specialists and higher level outputs that they proposed delivering.</p> <p>DO brought it to the attention of the Board that the numbers suggested in the Due Diligence Report did not add up correctly, and DS added that some of the wording was unclear and required clarification. PC agreed to seek clarity with Hartpury on both points.</p> <p>There was a discussion around whether other projects could be considered if they offer better value for money.</p>	<p>PC</p>	
<p>3.3.</p>	<p><b><u>Decision</u></b></p> <p>DO suggested that PC put together a subcommittee for clarification. MW and MB volunteered to be involved. The subcommittee will review the Hartpury College Due Diligence Report and other information and make a proposal via email to the Board for a funding decision.</p> <p><u>Gloucestershire Airport</u> PC reported that a specialist has been brought in to resolve the state aid issue and it should be resolved shortly. An update will be made via email.</p> <p>The Due Diligence Report has been prepared and shared with the Project Promoter.</p> <p>PC highlighted this as an urgent project which the Board will need to review. It was agreed by the Board that this would be preferable by email.</p> <p>PC agreed to distribute the report, the state aid view and the covering paper when it is complete.</p>	<p>PC, MW, MB</p> <p>PC</p> <p>PC</p>	
<p>3.4.</p>	<p><u>Next projects for due diligence</u> The Blackfriars Project was discussed. The project is being led by</p>		

	<p>Gloucestershire County Council but they are not able to be the Project Promoter and Accountable Body. DO suggested potential solutions. The first was to shift the Project Promoter responsibility to the Gloucestershire County Council under existing Board approval for the delegated schemes. The other option was for Gloucester City Council to manage the project.</p> <p>The Board then discussed why this was required. The Board agreed that it would be acceptable for responsibility for the project to move to the Gloucestershire County Council. PC will update on this accordingly.</p> <p>The Board also agreed that a small working group of PC, MW and MB would review the Due Diligence Report and make a proposal via email to the Board.</p> <p>The other future project that was discussed was the Cyber Skills Centre. SM confirmed that this would be taken through the Due Diligence procedure by the University of Gloucestershire.</p>		
4.	<p><b><u>Growth Hub Resource Centres</u></b> <i>(see separate paper – 3.1 Growth Hub Resource Centres: Scoping Study Final Reporting June 2015)</i></p> <p>DO provided an overview of The Growth Hub Resource Centres Scoping Study. It was confirmed that this project will go to a full Business Plan and Due Diligence stage. DO also suggested that there could be some challenges with regards to getting partners working together and with funders other than government. The appointment of a Project Manager/Director to oversee the Resource Centres Project will take place in due course. It was confirmed that there was no intention to override The Growth Hub Board, and that this project would work closely with The Growth Hub Board.</p> <p>DO and JE then discussed the three recommendations outlined in the covering paper.</p> <p>It was confirmed that the same Project Team would remain.</p> <p>A question was raised around whether there was really potential for government funding for this project. DO confirmed that there had been an indication of continued support for LEPs with regards to revenue funding for as long as LEPs exist.</p> <p>SM made the point that it is important that firstly The Oxstalls Growth Hub is not damaged through the introduction of the Resource Centres, and that achievements to date by the existing Growth Hub are built on.</p> <p><b><u>Decision</u></b> The Board approved the appointment of a Project Manager/Director by GFirst LEP to manage The Growth Hub Resource Centres Project.</p> <p>The Board also approved the implementation of the model for the Resource Centre/Growth Hub network as explained in the scoping study.</p>		
5.	<p><b><u>AOB</u></b> DS thanked the Board for attending.</p> <p>DS and DO spent time in London during the week commencing 22<sup>nd</sup> June to meet with the LEP Chairs and Greg Clark, where Greg Clark confirmed the ongoing importance of LEPs.</p> <p>Janice Munday is visiting on Friday 3<sup>rd</sup> July, where DS and DO intend to provide some progress updates.</p>		

	<p>The GFirst LEP Annual Event was very well received and attended by over 300 business people.</p> <p>Next meeting Tuesday, 25<sup>th</sup> August 2015 @ 08:30 in the Growth Hub Board Room, Oxstalls Campus, Gloucester</p>		
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