

# Meeting Minutes

<b>Meeting title</b>		<b>GFirst LEP Board Meeting</b>	
<b>Date/time/venue</b>		<b>15/12/2015 @ 08:30 – Board Room, Oxstalls Campus</b>	
<b>Attendees</b>		<p><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), Matthew Burgess (MB), Stephen Marston (SM), Mark Hawthorne (MH) &amp; Rob Loveday (RL)</p> <p><i>In attendance:</i> Lynn Stacey (Minutes), Pete Carr (PC), Katie Jenkins (KJ), Roger Mortlock (RM), Geoff Wheeler (GW), Nigel Riglar (Nigel R) &amp; Mally Findlater</p>	
<b>Apologies</b>		Roman Cooper & Mike Wiltshire	
No.	Item	Action	By
1.	<b><u>Welcome &amp; Introduction</u></b> DS welcomed all Board Members.		
2.	<b><u>Minutes of Last Meeting 6/10/15 &amp; Matters Arising</u></b> Minutes were agreed.		
3.	<b><u>Declarations of Interest</u></b> Any updates to be given to LS.	ALL	ASAP
4.	<p><b><u>Devolution and Comprehensive Spending Review - Update</u></b> DO gave an update, which included a meeting with Greg Clarke, which was very positive. We should hear something end of Jan/Feb but the Budget and Ministerial availability may change this. KJ will ensure we are kept informed.</p> <p>DS confirmed the local MP's have been updated and will support us (both DS and MH will meet them quarterly).</p> <p>DO stated the Board will be informed of any changes to the Local authority mechanism.</p> <p>Away Day will be arranged in March for ALL, which will include an item on how we communicate with businesses about devolution.</p> <p>DS paid special thanks to those present, the County Council and the GFirst Team, in particular Mally &amp; Pete for all their hard work.</p>	KJ	Ongoing
5.	<b><u>Annual Conversation – LEP/BIS</u></b> KJ gave an update on the recent annual conversation and confirmed a report will be distributed to the Board. It was highlighted the closure of the Business Growth Service will have an impact and details will follow.	KJ/DO	

6.	<p><b><u>GIIF Update report - For information (see Board Paper)</u></b>  DO gave an update and referred to papers distributed with Agenda. It was confirmed the Gloucester Transport Hub will be discussed in the next Board Meeting.</p>		
7.	<p><b><u>Cyber due diligence - recommendations from sub-group and funding decision (see Board Paper &amp; Due Diligence Report)</u></b>  PC gave an update and referred to papers distributed with Agenda.  <b>Decision:</b> the Board agreed to the recommendations in the covering paper:  a) The Board approved the offer of a formal funding award of £3M, post due diligence, for the Cyber Security Training and Conference Centre subject to the conditions/recommendations listed below.  b) The Board approved the preparation of the final funding agreement for the Cyber Security Training and Conference Centre project, with the conditions and recommendations indicated in the table in the covering paper and in the executive summary of the accompanying due diligence report.  The Board also agreed  Item 1. Risk of overpayment of grant vs. costs incurred – to be managed as per the recommendation p2 of the due diligence report  Item 10. Monitoring &amp; evaluation:  a) UoG to be required to produce regular monitoring in line with all other SLGF projects.  b) UoG to be required to undertake and provide GFirst LEP with the results from post-course follow-up surveys that track the destinations of students. This is to track and monitor the impacts on local and national workforce and businesses.  c) UoG to be required to pay for the evaluation of the project, along similar lines to that already commissioned for the Growth Hub and which will fit with the GFirst LEP Growth Deal Evaluation Plan. The commissioning of the evaluation will need to take GFirst LEP requirements, Government requirements and their own requirements into account.</p> <p>NR stated we need to start work on the identity of Glos as a nationally important area for Cyber Security and any support would be gratefully received. How we actively promote these projects, can be discussed in the March Away day.</p> <p>DS stated we could use Janice Munday to lobby this on our behalf.</p> <p>Declaration of interest was given by SM</p>		
8.	<p><b><u>Growth Hub Expansion due diligence - review of initial report (see Board Papers)</u></b>  PC gave an update and referred to papers distributed with Agenda.</p> <p>SM gave an update on the Oxstalls development and the planning process. This item will be discussed in the Feb Board Meeting for both Growth Hub investments expansion and network. Board noted progress and has agreed SJ and AS to help resolve any due diligence issues.</p> <p><b>Decision:</b> the Board agreed to the recommendations in the covering paper as follows:  a) Note the findings of the initial due diligence report, and in particular:</p>		

	<p>'Due diligence has not revealed any substantial reason why the forecast investment of £5m for the expansion of the Growth Hub in the new Business School building proposed on the University's Oxstalls campus cannot be made.'</p> <p>'Due diligence considers the current submission to be premature and identifies further information that will be required in order to complete the due diligence process.'</p> <p>The report explains in detail the further information required and the reasons for this.</p> <ul style="list-style-type: none"> <li>b) Endorse the need for the two halves of the Growth Hub investment from Single Local Growth Fund (SLGF) to interconnect effectively and complement one another.</li> <li>c) Review a final due diligence report and recommendations in order to make a funding decision. Ideally, this will take place at the February 2016 LEP Board meeting.</li> </ul> <p>Declaration of interest was given by SM.</p>		
9.	<p><b><u>Transport schemes and due diligence - Berkeley Bridges (9.1), Cinderford (9.2), GLTB update (9.3), and due diligence reports and funding decisions (see Board Papers)</u></b></p> <p>PC gave an update and referred to papers distributed with Agenda.</p> <p><b>Decision:</b> the Board agreed to the recommendations in the covering papers for Item 9.1 and 9.2 as set out below:</p> <p><b><u>Item 9.1 – Berkeley Rail Bridges</u></b></p> <ul style="list-style-type: none"> <li>a) The Board approved the offer of a formal funding award, of £1.990m, post due diligence and business case assessment, for the Berkeley Rail Bridges project.</li> <li>b) The Board authorised 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 indicated under 4 in the covering paper and in the executive summary of the accompanying due diligence and business case assessment report.</li> </ul> <p><b><u>Item 9.2 – Cinderford Spine Road</u></b></p> <ul style="list-style-type: none"> <li>a) The Board approved the offer of a formal funding award, of £3.8m post due diligence and business case assessment, for the Cinderford Spine Road Phase 1 project.</li> <li>b) The Board approved that GCC will take over the project promoter role from FoDDC, following LEP Board approval of the Growth Fund allocation, all planning permissions being in place and the novation of the HCA contract to GCC.</li> <li>c) Subject to GCC becoming the scheme promoter, the Board authorised 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 indicated under 4 in the covering paper and in the executive summary of the accompanying due diligence and business case assessment report.</li> </ul> <p>MH confirmed there is an oral hearing/appeal on the planning of this Project. The Board confirmed that the scheme promoter would not have to repay the funds if the planning was withdrawn.</p>		

	<p>Declaration of interest in the transport schemes from MH</p> <p>Item 9.3 – GLTB Update</p> <p><b>Decision:</b> the Board ratified the decisions of the GLTB as below:  <b>GLTB decisions ratified by the GFirst LEP Board:</b></p> <ul style="list-style-type: none"> <li>• The GLTB approved the Strategic Outline Business Case submitted by the Cheltenham Spa Station scheme and allowed the schemes to proceed to the next stage of the business case development process, the Final Business Case.</li> <li>• The GLTB approved the Outline Business Case submitted by the Gloucester Central Transport Hub scheme and allowed the scheme to proceed to the next stage of the business case development process, the Final Business Case.</li> </ul> <p>Further key points noted by the Board:</p> <ul style="list-style-type: none"> <li>• The GLTB re-appointed Cllr. Smith as the GLTB chair.</li> <li>• Cllr. James declared an interest in the Gloucester Transport Hub scheme.</li> <li>• The GLTB confirmed the minutes of the last GLTB meeting.</li> <li>• An update was given on how the GLTB schemes have progressed since the last meeting.</li> </ul> <p>It was confirmed any projects that are going over budget will be highlighted in the Board Meetings. DO stated we are working closely with the GCC transport team on the overall management of the transport portfolio. We're happy with the how things are going and with the fact that the LEP Board agreed to handover management of the funding to GCC. Delivery costs, on the back of a better economic climate, are rising in general and those are being worked through at the moment particularly on schemes that are due to come through early in the cycle like Elmbridge. Nigel will give an update in February's Board Meeting.</p> <p>Nigel R stated a briefing for the Board is required about receiving and dealing with objections.</p>	Nigel R	
10.	<p><b><u>Pipeline development (see Board Papers)</u></b></p> <p>A discussion took place on generation of the pipeline of projects for future growth deal rounds. DO to issue a summary of what was agreed and what the proposed next steps are and PC to take these forward. This summary will include the GEGJC and Board's feedback on giving a clearer understanding of the scoring of projects and feedback to project promoters.</p>		
11.	<p><b><u>AOB</u></b></p> <p>Away Day will be arranged in March for the ALL, which will include an item on how we communicate with businesses about devolution.</p>		

**Dates of Next Meetings:**

- 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