

Meeting Minutes

Meeting title		GFIRST LEP Board Meeting	
Date/time/venue		13/12/2016 @ 08:30 to 10:30, Gloucestershire College - Gloucester Campus Room C126e	
Attendees		<p><i>Members:</i> Adam Starkey (AS), (<i>Chair</i>), David Owen (DO), Neill Ricketts (NR), (MH), Stephen Jordan (SJ), Mike Warner (MW), Claire Mould (CM), Rob Loveday (RL), Roman Cooper (RC) Mark Hawthorne (MH), Stephen Marston (SM) & Matthew Burgess (MB).</p> <p><i>In attendance:</i> Lynn Stacey (Minutes), Pete Carr (PC), Mally Findlater (MF), Sarah Danson (SD) & Jonathan Davies (item 7)</p>	
Apologies		Diane Savory, Sally Edgington & Nigel Riglar	
No.	Item	Action	By
1)	<p><u>Welcome & Introduction</u> AS welcomed all Board Members/Guests.</p>		
2)	<p><u>Minutes of Last Meeting 4 October 2016 & Matters Arising</u> The minutes were approved as a true and accurate record of the meeting on 4 October.</p>		
3)	<p><u>Declarations of Interest (see standard record)</u> AS stated this record must be updated and based on any personal interest. MF will obtain guidance from BEIS on the LEP's position if a project results in the LEP owning an asset. <u>Extra declarations of interest to be noted:</u> MB – Growth Deal 3 Gloucestershire College Cinderford Campus. RC – Lightmoor Homes Ltd/Indectron Ltd SM – Digital High Street Hub</p>	1.2.17	MF
4)	<p><u>Growth Deal</u> <u>Recommendation from Investment Panel for A40 Over Roundabout scheme and Board funding decision</u> Board paper was discussed. DO confirmed there are no plans for a cycle infrastructure on the roundabout and that a Section 6 Agreement between Gloucestershire County Council and Highways England is to be signed. <u>Decision:</u> The Board approved: a) the offer of a formal funding award, of £2.23m, post due diligence and business case assessment, for the A40 Over Roundabout Improvements project. b) 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 stated in the Board paper and in the executive summary of the due diligence and business case assessment report.</p> <p><u>Notification of change of project promoter for Cheltenham Spa scheme</u> PC formally updated the Board on change of project promoter to Great Western Railway.</p>		

	<p><u>Advance notice of update of Assurance Framework for January 2017</u> PC confirmed that the LEP had received updated guidance from the Cities & Local Growth Unit in November that required all LEPs and their Accountable Bodies to update and approve their Assurance Framework. Work on this with the Programme Management Group had commenced and the aim was to get the revised, updated version approved by the LEP Board at the 14th February meeting ready for final approval by Gloucestershire County Council's Section 151 Officer ahead of the February submission deadline. The GFirst LEP website will be updated to include this and it was agreed that Roman Cooper would be the 'small business champion' on the LEP Board.</p> <p><u>Growth Deal performance update</u> MF went through the Dashboard Summary and it was agreed the Board will receive this on a quarterly basis.</p> <p><u>Growth Deal round 3 update and priority projects</u> DO gave an update on the proposed funding allocation, with an announcement on the projects and amount of funding expected from Government on the 19th Dec. (Post meeting note – the announcement by Government has been delayed to 2017 with date still to be confirmed.) Confirmation will be given to the Board by email.</p> <p><u>Feedback from Annual Conversation with Cities & Local Growth Unit</u> DO confirmed this went very well. Positive feedback was received on our Growth Deal programme and project management processes, GCC's due diligence work and our good relationship with Gloucestershire County Council as our Accountable Body. Official report to follow when received from the Cities & Local Growth Unit.</p>	14.2.17	PC/RC MF DO/PC
5)	<p><u>Growth Hub</u> MH declared a declaration of interest on this item.</p> <p><u>Partnership Agreement</u> SD gave an update on this agreement, which led to a discussion on RAU and Hartpury bids (note, GFirst LEP has not yet received Hartpury resubmission). A draft partnership agreement will be issued and the Board Growth Hub subgroup will need to approve and sign this (SW,RC and AS). Approval will then be obtained from the full Board by email. <u>Decision:</u> The Board approved the £1,250,000 funding for the South Cotswold Growth Hub with RAU.</p> <p><u>Update on funding agreements for Growth Hub Expansion and Growth Hub Network</u> SD gave an update, which included a new Growth Hub App, which is a tool to add interaction and engagement with business. (Note: Board Paper correction, the cost should read £335,000). We have the potential of selling this concept to other Growth Hubs/LEPs. <u>Decision:</u> The Board has agreed in principle to the development of a Growth Hub App, for use with the Growth Hub and Growth Hub Network but requested more information plus KPIs. It was agreed the Board will be able to give approval by email instead of waiting for next meeting if this is required. RL agreed to support SD and James Brown (IT Project Manager) with this work.</p> <p><u>ERDF funding for core growth hub update</u> SD confirmed we are working with the UoG to finalise the match funding to enable the project to progress to contract.</p>		SD SD
6)	<p><u>Gloucestershire Infrastructure Investment Fund Award</u> DO explained the recommendations from the Investment Panel of 22 November</p>		

	<p>2016 for the latest GIFF loan application, as set out in the Board report.</p> <p>Decision: The Board approved:</p> <ol style="list-style-type: none"> the GIFF Investment proposal for Shield House Data Centre, Gloucester from Lightmoor Homes Ltd/Indectron Ltd and the loan funding award of £3.0m subject to the successful negotiation of the terms outlined. authorised GCC as the Accountable Body to prepare the final Heads of Terms and enter into the loan agreement process noting the conditions and recommendations in the LEP Board paper for this Agenda item. <p>Note: this is on the basis that the founder, approve the final local contractor to do the work.</p>		DO
7)	<p><u>Digital High Street Hub – part of the Growth Hub Network</u> <u>Proposal and investment decisions</u> Jonathan Davies gave an update on this proposal for a Tier 1 and 2 Growth Hub Network facility, incorporating the Digital High Street Hub project, operated by the LEP. This was followed by a debate on the opportunities and risks, which included discussion about how high streets operate in the digital world.</p> <p>The main areas of discussion:</p> <ul style="list-style-type: none"> ➤ Concern about the long-term liability ➤ The risk, if a number of units cannot be let ➤ The overarching need to generate income for the LEP to be sustainable ➤ The question of whether a commercial partner is wanted for the project ➤ A discussion on the specific geography of the site and whether the potential Cyber Park will have an impact on this ➤ The implications for the network if funding is used for this project <p>Decision: The Board agreed, by a majority, that more work was required to be carried out to further scope the project. RL agreed to be involved in further work and to look at this in more detail. The board also agreed that a further developed proposal should be presented to a future board meeting.</p>		DO/JD
8)	<p><u>Staffing update following GFirst LEP organisation review</u> <u>Staffing changes and Sector Groups proposals</u> DO gave an update on GFirst restructure and will issue the final structure chart to the LEP Board. Mike Curran’s report will form the basis of changes to the Sector Groups and a Board subgroup will be created to work with DO and MC. It was agreed that the subgroup will consist of DO, SD, AS, MW, RL and Mike Curran.</p> <p><u>Update on preparations for Employment & Skills Board</u> The two Enterprise Coordinators will move across from GFutures to GFirst LEP and the Careers Enterprise Company and other schools-business work will be managed by PC. PC’s 2-year secondment to GCC will start on 1st February 2017 for 4 days a week. PC will discuss the proposals for the Employment Skills Board with MB and SM in more detail in the New Year.</p>		DO PC
9)	<p><u>AOB</u> None</p>		

Dates of Next Meetings:

- 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