

## Meeting Minutes (Written Procedure)

<b>Item</b>	<b>BEIS/CLoG data submission for Q1 of financial year 2018-19</b>
<b>Date/time/venue</b>	<b>By written procedure dated 25<sup>th</sup> Sept 2018</b>
<b>Circulation</b>	<u>All Board Members:</u> Diane Savory (Chair), Adam Starkey (deputy Chair), Mark Hawthorne, Stephen Jordan, Jenny Raymond, Mike Warner, Rob Loveday, Neill Ricketts, Deborah Potts, Jim Grant, Ian Mean, Russell Marchant, David Owen (ex-officio).

No.	Item	Action	By
	<p><b>Written Procedure: BEIS quarterly data submission ('Dashboard') for Q1 2018-2019 (1<sup>st</sup> April to 30<sup>th</sup> June 2018).</b></p> <p><b>Background</b> A written procedure titled <b>BEIS/CLoG data submission for Q1 of financial year 2018-19</b> and dated 25-9-18 was issued to the Gfirst LEP board for approval to submit to the LGF data team the programme data for the Q1 period.</p> <p>The procedure allowed one week for board members to respond, or chose not to respond, which would be taken as approval (as stated in the written procedure).</p> <p>Of the 13 board members, 2 responded with a positive confirmation of the data, the remainder with a non-response, i.e. approval. There were zero non-approvals of the data.</p> <p>Subsequently the data has also been validated by the S151 Officer for the accountable body, (Gloucs County Council). A copy of the confirmation email is attached for ref.</p> <p><b>Action for written procedure:</b> The Board was asked to note the latest programme data and approve for submission to the Local Growth Data team as a fair and accurate reflection of the performance to end of Q1 18-19 i.e. 30-6-18.</p> <p><b>Decision:</b> By their collective response (or non-response) to the written procedure The LEP Board have approved the Q1 data 'dashboard' for submission.</p> <p>N.Hopwood. 5-10-18</p>		

# Meeting Minutes

<b>Meeting title</b>	<b>Written Procedure: Approval for developing the Funding Agreement for the Cheltenham Growth Hub</b>
<b>Date/time/venue</b>	<b>By email from Barry Bodin-Jones (BBJ) 3<sup>rd</sup> October</b>
<b>Attendees</b>	<i>Members:</i> Diane Savory ( <i>Chair</i> ), David Owen, Adam Starkey, Deborah Potts, Jenny Raymond, Ian Mean, Jim Grant, Neill Ricketts, Rob Loveday, Mark Hawthorne, Russell Marchant, Steve Jordan, Mike Warner

No.	Item	Action	By
	<p><b>Written Procedure: Approval for developing the Funding Agreement for the Cheltenham Growth Hub</b></p> <p>A paper was sent to the LEP Board via email which contained comments from the Growth Hub Management Board with recommendations on the pre-condition that has been stipulated for the development of the Funding Agreement for the Growth Hub in Cheltenham, with Workshop Group Limited.</p> <p>The Due Diligence assessor has established that there is only <b>one</b> recommended pre-condition prior to moving to the next stage – Funding Agreement.</p> <p>The suggested pre-condition is to ensure the LEP receives <b>evidence that the site is secured through the proposed lease agreement.</b></p> <p>BBJ pointed out that on page 2 of the Due Diligence report (which was also attached to the email), the assessor has listed the required standard conditions that will appear within the Funding Agreement, which are specified to ensure that there are robust measures in place to safeguard the £500,000 funding.</p> <p><b>Action for written procedure:</b> The Board was asked to approve the development of the Funding Agreement. The Board were asked to come back to BBJ with any comments, by <b>Friday 12<sup>th</sup> October.</b></p> <p><b>Decision:</b> Approval has been given to proceed to the Funding Agreement.</p>		