



## CWLEP Programme Delivery Board

### Agenda Item 3

#### Title: Meeting Notes for 15<sup>th</sup> January 2018

#### Present

Jonathan Browning (JB), Nick Abell (NA), Martin Yardley (MY)

#### In attendance:

Paula Deas (PD), Roger Dowthwaite (RD), Andy Williams (AW), Alicia Law (AL), Linda Beauchamp (LB), Lucy McGovern (LM), Tony Buttery (TB)

#### Apologies:

Barry Hastie (BH)

#	Note	Action
2	<b>Declarations of Interest.</b> None declared	
3	<b>Notes of Meeting 9 November 2017</b> The notes were approved	
4	<b>Annual Conversation 2017 Feedback</b> The board discussed the recent Annual Conversation in December, and all felt it had been a positive process. It was noted by AL that her pre-briefing with Tony Bray was very useful to direct the conversation. AL advised that the notes from all the LEPs would be moderated, to ensure a fair assessment of each area. <b>Approved Recommendations:</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><ul style="list-style-type: none"><li>• Draft notes from Annual Conversation with the CWLEP for review. Final comments to be sent to BEIS by 25th January 2018.</li><li>• CWLEP Assurance Statement to be published on the CWLEP website – by 28<sup>th</sup> February 2018</li></ul></div>	PD

#	Note	Action
5	<p><b>Programme Delivery Board Membership</b></p> <p>MY detailed the new members of the PDB, the section 151 officer and AL as BEIS observer and then spoke about the option of adding a third PDB board member.</p> <p>The board agreed that the new member should be from the private sector, as a public sector member would be conflicted on the majority of the decisions that are made by the board.</p> <p>NA agreed with the need for a third member to ensure that the meetings had quorum if one member could not attend a meeting. NA also suggested that the board member should be the most recent CWLEP board member.</p> <p>It was agreed that the new board member should be a rotating appointment between 2 and 3 years.</p> <p><b>Approved Recommendations:</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> <li>• The PDB agreed to recommend to the Finance &amp; Governance Board that to strengthen the PDB going forward, a third CWLEP Board Director should be invited to sit on the PDB.</li> <li>• They recommended that recently appointed Zamurad Hussain should be formally approached to join the PDB.</li> </ul> </div>	MY
6	<p><b>Championing &amp; Engagement</b></p> <p>MY advised the board there were three key strategic initiatives (City of Culture 2021, Commonwealth Games 2022 and HS2) that would benefit from closer oversight, either within the PDB or a new sub-group.</p> <p>It was agreed that there was no need to set up a new group, but that champions for each initiative should be selected.</p> <p>It was also noted that the PDB should have oversight of all CWLEP branded projects.</p> <p><b>Approved Recommendations:</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> <li>• CWLEP Champions from the CWLEP Directors should be appointed to key strategic initiatives including but not limited to; Coventry City of Culture, Birmingham 2022 Commonwealth Games, HS2 and the Coventry South Link Road (A46 Extension)</li> <li>• The CWLEP Executive was asked to bring a discussion presentation to the next CWLEP Board Meeting (29th January 2018) proposing the role and remit of these potential champions.</li> <li>• The CWLEP Chair to raise this for discussion at the Business Group Lead’s Dinner -16th January 2018.</li> </ul> </div>	<p>PD</p> <p>JB</p>

#	Note	Action
7	<p><b>Bid: Wave 2 Local Full Fibre Network (LFFN)</b></p> <p>AW presented a paper proposing an application on behalf of the CWLEP to design a project to cover Coventry, Solihull &amp; Warwickshire, which will request c£12m of LFFN funding to deliver full fibre capability to areas currently without capacity.</p> <p>The project will build on existing successful delivery structures within the locality, and will focus on the two delivery models that are most pertinent to local economic needs between 2018 - 2021: Public Sector Building Upgrades and an Expanded Gigabit Voucher Scheme.</p> <p>AW gave an overview of the current state of broadband access within the LEP area. It was noted that the applicant, CSW group, has the necessary team and processes in place and the project will report into PDB.</p> <p>The Board queried previous performance and benchmarking of activity under Wave 1, AW confirmed that out of the small group we were mid-table, but that it was a small sized sample.</p> <p>NA asked how the LEPs bordering are achieving, AW did not have information for boundary LEPs but advised that Bristol and Leeds were seen as good examples of performance.</p> <p>JB asked for further details about the types of Public Section building that would be target in the project, AW advised that the NHS is the main organisation they will be targeting. AW also advised that the Growth Hub has provided valuable intelligence regarding the demand, with the current CSW project supplementing this.</p> <p>JB raised the topic of the intervention required around “silicon spa” and rural areas within the LEP area. It was noted that Sarah Windrum (CWLEP Board) has had interaction with government representing this agenda.</p> <p><b>Approved Recommendations:</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• Board wanted further details about performance of Coventry and Warwickshire, benchmarked against other areas.</li> <li>• PDB requested clarity regarding governance structures and who would be represented on the Project Board as the proposal develops.</li> <li>• Agreed to submit a letter of support for the application.</li> </ul> </div>	DH
8	<p><b>Growth Deal Programme Report</b></p> <p>LMc provided an overview of the key project issues.</p> <p><b><u>A5 Corridor</u></b></p> <p>LMc advised that a letter has been received from Highways England advising that they are unable to reschedule the works to complete within the Growth</p>	



#	Note	Action
	<div data-bbox="290 264 1287 353" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>date with Kenilworth station and seek reassurance going forward on the station being fully operational in February.</p> </div> <p><u>Nuneaton Town Centre Transformation</u></p> <p>LMc gave an overview of the progress in finalising the delivery and the contracting of this project. The project has now been split into two phases, the first being enabling works that will unlock phase 2, in which a private developer will develop the final scheme. The outputs for each phase and the timescales for these have been drafted.</p> <p>LMc advised the Board that there was a significant level of unsecured funding attached to phase 2 of the scheme, which is dependent on sourcing a developer, which WCC is unwilling to underwrite. There is a lack of information regarding progress towards sourcing a developer of the site.</p> <p>PD noted that she had been unable to secure a place on the Programme Board for this scheme,</p> <p><b>Approved Recommendations:</b></p> <div data-bbox="290 1077 1300 1458" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• The PDB requested that the CEO speak to the Joint-Managing Director of Warwickshire County Council to seek clarity on the selection of the developer for phase 2 of the project.</li> <li>• The PDB requested a progress update at its next meeting in February on progress before progressing with final contracting for the £7.5m Growth Deal funding for the scheme.</li> <li>• PD confirmed that as part of the award of funding the CWLEP executive should be represented on the Transforming Nuneaton Board (either Andy Williams or Paula Deas)</li> </ul> </div> <p><u>Planning permission update</u></p> <p>PDB were asked to note, that PMT were progressing contracts for GD33 Rugby Construction Technology and Innovation Centre and GD39 WMG Degree Apprenticeship Centre. Both projects are awaiting final planning permission decisions, and to progress the contracts the Programme Team have worked with legal to place clauses in the contracts to mitigate risk around this.</p> <p>The board noted this update.</p>	
9	<p><b>Items Agreed through Written Procedure</b></p> <p>The board noted the paper</p>	

#	Note	Action
10	<p><b>Growth Deal Forward Planner</b></p> <p>AW advised that the Forward Planner had been updated, and the forward planner will be used to cover the wider breathe of activity under the CWLEP.</p>	
11	<p><b>AOB</b></p> <p>The Board queried the impact resulting from the recent liquidation of Carillion, and the possible effect this may have on the LEP area.</p> <p>It was confirmed that no Growth Deal projects are linked to the company and that support from the Growth Hub would be offered to any local businesses affected.</p>	