



CWLEP Programme Delivery Board

Agenda Item 4

Title: Meeting Notes for 9th November 2017

Present

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

In attendance:

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

Apologies:

#	Note	Action
1	<p>R&D Steel Tour</p> <p>The board toured the R&D facility and were given examples of the work the project has completed with local SMEs, detailing the impact of the project to date.</p> <p>The board were impressed with the project and would like to thank the WMG for organising the tour and use of the boardroom.</p>	
3	<p>Programme Delivery Board Terms of Reference</p> <p>The board discussed the TOR and confirmed that it would go to the next Finance and Governance Group for final approval.</p> <p>The following additions were requested.</p> <ul style="list-style-type: none">• Noting BEIS representation at PDB as an Observer• Inviting the Section 151 office/deputy to PDB <p>The group discussed the process of inviting a third private sector member to the Programme Delivery Board. A conference call in the coming week(s) would be a good place to sound out a prospective candidate.</p> <p>NA raised the selection of the third Board Member and asked AL if BEIS are happy with rationale that a Board Member from the public sector would be conflicted in the role. AL agreed. MY said that the public sector concern is covered by the Executive.</p> <p>The board discussed the number of PDB meetings that should take place next year. The PDB will meet quarterly but due to diary commitments of members will schedule in additional meetings to be used if necessary.</p>	

#	Note	Action
	<p>Actions</p> <ul style="list-style-type: none"> • Quarterly meetings. Diarise between 6 PDB meetings for 2018. • Amend the TOR as above 	<p>TB</p> <p>TB</p>
<p>4</p>	<p>Notes of Meeting 21st September 2017</p> <p>The notes were approved</p>	
<p>5</p>	<p>Growth Deal Programme Report</p> <p>AW provided an overview of the projects rated red or amber projects.</p> <p><u>Kenilworth Station</u></p> <p>AW provided an update to the project, detailing the resolved and outstanding issues. The project is working hard to ensure the station is completed on time and PMT are providing support where required. Board was asked to note the implications regarding publicity as the project moves closer to the station completion date of 10th December 2017.</p> <p><u>Rugby Parkway</u></p> <p>AW provided an update covering the progress the project has made since the last board meeting.</p> <p>The board discussed the projects updated milestones and financial profile. It was noted that the new profile does not allow for any further slippage or delays and is subject to change until the outstanding match funding is confirmed in Spring 2018.</p> <p>Approved Recommendations:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> • Letter to be issued to the project, noting the extremely tight delivery deadlines, requesting a clear timeframe for the project funding to be secured and making clear that the funding will be reallocated if this is not met. • MY to call Monica Fogarty (WCC) to discuss the project and the outstanding issues before letter is sent </div> <p><u>A5 Corridor</u></p> <p>The board discussed the projects updated milestone and financial profile and noted that the re-profile is outside the timescales of the Growth Deal Programme (2020/21)</p> <p>The board noted that HE has suggested switching resources to another project located in Coventry & Warwickshire which could provide earlier capital spend as part of a potential resource switch.</p>	<p>TB</p> <p>MY</p>

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	<p><u>Public Realm 4</u></p> <p>The board discussed the project delay reported, and agreed to the £200k slippage into 18/19 requested by the project as long as the revised timescales were adhered to.</p> <p>Approved Recommendations:</p> <div data-bbox="292 533 1289 618" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Accept the projects re-profiling, advise no further delays will be considered </div> <p><u>Cathedral Lanes 2</u></p> <p>The board discussed the project delay reported, and agreed to the £350k slippage into 18/19 requested by the project as long as the revised timescales were adhered to.</p> <p>Approved Recommendations:</p> <div data-bbox="292 943 1289 1028" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Accept the projects re-profiling, advise no further delays will be considered </div> <p><u>Unlocking Nuneaton Town Centre Flood Alleviation</u></p> <p>LMc tabled an update from the project. The project has requested to slip £21k out of its £121k Growth Deal funding from 17/18 to 18/19 as the project works have been delayed due to not being able to move protected wildlife during winter.</p> <p>Approved Recommendations:</p> <div data-bbox="292 1391 1289 1476" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Accept the re-profiling of £21k into 18/19 advise no further delays will be considered </div> <p><u>WMG Degree Apprenticeship Centre (pre-Development)</u></p> <p>The board noted the within financial year slippage that the project has reported and asked the PMT to ensure the revised spend and milestone plan were adhered to.</p> <p><u>Appendix 4 Outputs</u></p> <p>The board requested an amendment to the graphs.</p> <p>Action: Update the graph to show the 17/18 actual figures are year to date</p> <p><u>BEIS monitoring</u></p> <p>AL thanked PMT for its recent submission, the request was completed to a high standard.</p>	<p>TB</p>

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	<p>Growth Deal Publicity</p> <p>The board noted that the publicity guidance from BEIS has been updated and the Growth Deal Logo has been replaced with the Midland Engine Logo.</p> <p>AL thanked PMT for the publicity summaries that were submitted with short notice, and noted that it was good to see a long list of examples the CWLEP had been able to share.</p> <p>The board noted how important the visit to the project had been, and was a good publicity opportunity.</p>	
6	<p>Growth Deal Evaluation - Key Messages</p> <p>The board noted the positive messages from the evaluation and requested the information to be provided for the annual conversation</p> <p>Action:</p> <ul style="list-style-type: none"> • That Carney Green’s credentials/references to be included in the final document 	LM
7	<p>Devolution Deal 2 - Summary Paper of CWLEP Asks</p> <p>The board discussed the paper and requested that the summary is provided for full LEP board</p> <p>Approved Recommendations</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <ul style="list-style-type: none"> • The Board requests a summarised version of the report is provided for full LEP board </div>	
8	<p>Birmingham 2022 Commonwealth Games CWLEP Contribution Options</p> <p>The board discussed the paper, with the following questions being raised;</p> <ul style="list-style-type: none"> • What is the make-up of the cost associated with the events within Coventry and Warwickshire, and the permanence of the expenditure? • Whether or not Growth Deal has been used to fund Commonwealth Games events previously? • How to quantify the change in output that would be required if any funding was swapped from an allocated project to the games? • What the broad economic benefits would be to the area and how to qualify them? <p>The board noted the following</p> <ul style="list-style-type: none"> • Options 1 and 4 were the best options, as these would have the least impact on the existing projects and the outputs they are contracted to produce 	

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	<ul style="list-style-type: none"> • The Commonwealth Games would be an excellent opportunity for the area to tell its story regarding the HS2 and possible new runway at Birmingham • The decision would have to be made by full LEP board, and the next meeting is after BCC’s requested submission date <p>Approved Recommendation</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • The board requests a paper is submitted for discussion at full LEP board, detailing option 1 (unallocated funds) and option 4 (projects at risk of being defunded) • A letter to be sent to BCC that expectations of making the business case was not met and that a decision could not be made until full LEP board, after their requested deadline for response. </div>	
9	<p>Annual Conversation – 7th December</p> <p>Noted</p> <p>Mary Ney Report – Review of LEP Governance and Transparency</p> <p>AL agreed that CWLEP had already implemented, or was implementing the recommendations of the report and was in good stead.</p> <p>Actions</p> <ul style="list-style-type: none"> • Action: Publicise the review, and add to public record • Action: Full LEP board decisions to be recorded, with objections noted, rather than full Yes/No vote. • Action: AF to be updated to reflect the change. <p>Approved Recommendations</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • The revised terms of reference to be submitted to the next Finance and Governance Group to request final sign off. </div>	
10	<p>Growth Deal Forward Planner</p> <p>The board noted the Forward Planner.</p>	
11	<p>AOB</p> <p>None</p>	