

CWLEP Programme Delivery Board

7th August 2018

Agenda Item 4

Title: Meeting Notes for 11th July 2018

Present

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

In attendance:

Alicia Law (AL), Ollie Hindle (OH), Andy Williams (AW), Lucy McGovern (LM), Tony Buttery (TB), Nicola Small (NS), Paula Deas (PD)

Apologies: Barry Hastie (BH), Roger Douthwaite (RD)

#	Note	Action
1	Welcome, Introductions & Apologies	
2	Declarations of Interest None declared	
3	Notes of Meeting 9 May 2018 The notes were approved	
4	VLR Presentation Nicola Small gave the PDB a presentation of the details of the project and the project progress to date. NS advised that the vehicle will be modular, so the planned driver position will be able to be removed once autonomous technology is implemented. It was confirmed that the vehicle will be compatible with Birmingham Metro track. The board thanked NS for the presentation and are enthusiastic about the future of the project.	
5	VLR CCC to provide further details on VLR project, specifically on the delivery of the production vehicles, for the next Programme Delivery Board meeting (7 Aug 2018), and a full update for the meeting in November 2018. The following information was requested: (i) The scope of the project phases (development, prototyping, manufacture) (ii) Plans for moving from a prototype to a low volume production vehicle (iii) How and when a manufacturer will be secured	LM/AW

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	<p>(iv) What funding is required for the manufacture of the vehicles, and how much is currently secured.</p> <p>(v) Clarification of who the operating company will be, how they will be selected and when will they be engaged in the project</p> <p>PDB asked the project to engage with external project management, potentially from local business or OEMs with experience of bringing prototype vehicles to production, to offer advice and expertise to the project.</p> <p>PDB approved the revised 2018/19 profile for the Very Light Rail project as set out in Table 3.3, subject to the recommendations above being met.</p>	
6	<p>A45 Corridor Project</p> <p>PDB approved the revised 2018/19 profile for the A45 Corridor project as set out in Table 3.1.</p> <p>PDB requested that the Programme Management Team works with the project to secure an accelerated funding profile where possible. LEP to issue letter to project if Quarter 1 forecast is not achieved.</p>	LM
7	<p>Coton Arches</p> <p>PDB approved the revised 2018/19 profile for the Coton Arches project as set out in Table 3.2.</p> <p>PDB requested the CEO to discuss the project with the WCC Joint Managing Director. LEP to issue letter to project if the Q1 forecast is not achieved.</p>	MY/LM
8	<p>A46 Stanks Project</p> <p>PDB approved the quarterly re-profile 2018/19 outlined in Table 3.4 and the slippage request of £1.08m from 2018/19 to 2019/20 outlined in Table 3.4.1 for the A46 Stanks Project.</p> <p>PDB requested a letter to be sent to the project to confirm that the milestones provided in the letter from WCC Head of Economy & Transport, Mark Ryder dated 10th July 2018, will be used as checkpoints to release funding. The Board also requested confirmation that WCC is still committed to the second phase of the project being delivered.</p> <p>PDB requested that WCC Head of Economy & Transport attends the November Programme Delivery Board to report on the project's progress.</p>	LM/AW AW
9	<p>North South Rail</p> <p>PDB approved the quarterly re-profile for North South Rail 2018/19 outlined in Table 3.5.</p> <p>PDB requested a full review to be completed of the North South Rail project's financial budget and forecasts. The project needs to re-apply for the slippage of £694,647 with assurance there will be no further slippages in spend within 2018/19 and into 2019/20.</p>	LM
10	<p>CSW Broadband</p> <p>PDB approved the revised 2018/19 profile for the CSW Broadband project as set out in Table 3.6.</p>	

#	Note	Action
	<i>commitment to deliver to time and budget and detailing of associated risks and how they would be managed'.</i>	
19	<p>Growth Deal Forward Planner</p> <p>The Board reviewed the forward planner and noted the upcoming events.</p>	
20	<p>AOB</p> <p>The board noted the appointment of Emma Squire as the new Senior Civil Servant CWLEP Sponsor.</p>	