

## CWLEP Programme Delivery Board

1<sup>st</sup> October 2018

### Agenda Item 4

#### Title: Meeting Notes for 7<sup>th</sup> August 2018

##### Present

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

##### In attendance:

Alicia Law (AL), Andy Williams (AW), Paula Deas (PD), Lucy McGovern (LM), Tony Buttery (TB), Steven Evans (SE), Gareth Roberts (GR)

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

#	Note	Action
1	Welcome, Introductions & Apologies	
2	<b>Declarations of Interest</b> None declared	
3	<p><b>WMG Degree Apprenticeship Presentation</b></p> <p>GR gave the PDB a presentation of the details of the project and the project progress to date.</p> <p>The following additional information was provided as questions were raised by the board:</p> <ul style="list-style-type: none"> <li>• Companies are finding the 'Skills Standard' their main concern when looking into hiring apprentices</li> <li>• The location on the campus was confirmed</li> <li>• The collapse of Carillion has had a negative effect on the costs involved with the construction of the Centre.</li> <li>• Energy and Battery manufacture will be included within the planned course, but a "trail blazer" would be required to set the 'Skills Standards' required to have a specific apprenticeship in this area.</li> <li>• The second phase of the centre is scalable to the funds that are available in the future, but it is planned to increase the capacity from 500 to 1000</li> <li>• The university is handling the intake of students, but they are talking to UCAS to see if they would be able to use their systems in the future.</li> <li>• The apprenticeships can be one day a week or 5 days every 5 weeks, depending on the needs of the businesses</li> </ul>	



#	Note	Action
8	<p><b>Unlocking Sites Cathedral Lanes 2</b></p> <p>LM provided an update for the project, and the board discussed the letter that was sent to the board.</p>	
9	<p><b>Growth Deal Programme Finances and Outputs</b></p> <p><b>Recommendations</b></p> <p>PDB requested a visual summary or infographic of the outputs to be provided informally at the next meeting in November.</p> <p>PDB requested further information regarding the housing outputs that will be provided in future claims, including a breakdown of how many “affordable homes” and the average house price.</p> <p>PDB approved the LGF Data Reporting Dashboard for submission to BEIS</p>	<p>GDPT</p> <p>GDPT</p> <p>GDPT</p>
10	<p><b>Growth Deal Evaluation</b></p> <p>LM gave an overview of the preliminary findings of the Evaluation.</p> <p><b>Recommendation</b></p> <p>PDB agreed that a proposal on resourcing the Growth Deal Programme Management is to be provided at the meeting in September.</p>	<p>GDPT</p>
11	<p><b>Proposed Improvements to the Assurance Framework</b></p> <p>PDB discuss the changes detailed in the report.</p> <p><b>Recommendations</b></p> <p>PDB proposed changes to the tabled Change Control, Escalation and Delegated Authority Process to be referred to the next Finance and Governance Group for decision.</p> <p>PDB requested that the Project Change Control, Escalation and Delegated Authority Process is reviewed on an Annual Basis and that a review is conducted after 6 months.</p>	<p>GDPT</p> <p>GDPT</p>
12	<p><b>Forward Planner</b></p> <p><b>Recommendations</b></p> <p>PDB requested that the Dynamic Routing Presentation is postponed from the planned November meeting to allow for the VLR and NSR projects to provide updates.</p>	
13	<p><b>AOB</b></p> <p>The board noted the appointment of Emma Squire as the new Senior Civil Servant CWLEP Sponsor.</p>	