

CWLEP Programme Delivery Board

10th January 2019

Agenda Item 3

Title: Meeting Notes for 6th November 2018

Present

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

In attendance:

Martin Yardley (MY), Andy Williams (AW), Alicia Law (AL), Iain Patrick (IP), Lucy McGovern (LM), Tony Buttery (TB), Mark Ryder – WCC (MR), Colin Knight (CK), Nicola Small (NA), Martin Pemberton – TDI (MP).

Apologies: Barry Hastie (BH), Paula Deas (PD)

#	Note	Action
1	Welcome, Introductions & Apologies.	
2	Declarations of Interest JB declared an interest in the Common Wealth Games Project as he has been appointed to the CWG Organising Committee.	
3	Notes of Meeting 1st October 2018 The notes were approved.	

#	Note	Action
4	<p>Growth Deal Programme Paper</p> <p>VLR</p> <p>LM provided an update to the board, followed by a presentation by CK and MP.</p> <p>The following details were confirmed by CK and MP;</p> <ul style="list-style-type: none"> • In order to offer the desired frequency of trains, the vehicles will need to be autonomous. • The first suggested route and frequency is based on manually controlled trains. • The vehicle is modular and designed from the outset to use as many off the shelf components as possible, and to be autonomously driven from the outset. • The demonstrator vehicle will be retrofitted with the autonomous functionality when ready. • CK advised that work is being done in and with Dudley to increase partnership work with colleagues from the WMCA. • CK confirmed that a united message regarding the CWLEP branding and Intellectual Property would be taken. • The benefit of rail over road based transport was noted as having higher customer buy in and more energy efficient. • The board noted the importance of the cost saving over traditional tram systems, and the innovation that is required to make the project successful. • The expected life span of each vehicle is 20 years, with a refit planned at 10 years and it would be expected the rolling stock would be leased to the operator. • The project confirmed that the current design of the train could be adapted to run on conventional tyres and road. <p>Actions:</p> <p>PDB requested that the project considers a communication strategy that ensures the CWLEP are at the forefront of publicity.</p> <p>PDB requested that the project considers how to use the demonstrator vehicle as part of the City of Culture 2021 events.</p> <p>PDB requested that the project works to use MIPIM to promote the project and the city.</p> <p>Recommendation:</p> <p>PDB approved the request from the VLR project to re-profile £636k from Q2 and Q3 into Q4 for 2018/19.</p>	<p>GDPT</p> <p>GDPT</p> <p>GDPT</p> <p>GDPT</p>
	<p>A46 N-S Corridor Stanks</p>	

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	<p>MR gave an overview of the project to the board, including a full breakdown of the delays that have arisen and the actions taken to mitigate them.</p> <p>MR advised that only two bids were received for the recent tender to complete the WCC phase of the works, with both being over budget and having extended timescales.</p> <p>The project is making an application to WCC CIF fund for the additional monies and a decision will be made at the next CIF meeting on the 8th November 2018. The decision is dependent on assurance that the Growth Deal fund remains in place.</p> <p>Once the funding is secure the project will re-tender with amendments to address issues relating to access to a site compound and working around the Christmas Holidays which should attract more bids.</p> <p>Actions:</p> <p>PDB requested that the project provides an update to PDB via email regarding the WCC Cabinet approval for the additional WCC CIF funding requested during WCC Cabinet on Thursday 8th November.</p> <p>PDB requested that the project provides an update to PDB via email regarding the tenders, and when a contractor is selected and contracted.</p> <p>Recommendation:</p> <p>PDB approved the request from the A46 N-S Corridor Stanks project to financially re-profile £1.514m from 18/19 to 19/20 and accept revised milestones.</p>	<p></p> <p>GDPT</p> <p>GDPT</p>
	<p>Coventry Station Masterplan</p> <p>CK updated the project on the progress and issues to date, detailing the mitigating actions taken to date, and the importance of the project for Coventry, Warwickshire and the wider area.</p> <p>CK confirmed that planning permission for the works is in place and that they are confident in the submitted re-profile.</p> <p>LM advised the board that the GDPT is working closely with the project to assist where able.</p> <p>Recommendation:</p> <p>PDB requested that a combined CSMP and VLR, top level presentation is given to the CWLEP Board in January 2019.</p> <p>PDB requested that the project reports to January's PDB on progress, including an update on tenders and the progress made to contract with the selected contractor.</p> <p>Actions:</p>	<p></p> <p>GDPT</p> <p>GDPT</p>

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	<p>PDB approved the request from Coventry Station Masterplan project to financially re-profile £10,518,944 from 18/19 to 19/20.</p>	
	<p>Rugby Construction Technology and Innovation Centre</p> <p>AW updated the board that Angela Joyce, Principal and CEO Warwickshire College Group, has advised on 5/11/18 over email that the project has been able to secure additional funding that will enable the project to go ahead:</p> <p><i>“I am pleased to let you know that I have just heard back from our University partner who has confirmed their willingness to make the necessary investment to cover the shortfall for the Rugby College HE development, which has arisen through the tendering exercise. This project can now proceed with the CWLEP making the previously agreed capital investment and with the accompanying project outputs, again as previously agreed”</i></p> <p>Actions: PDB requested that the project confirms in writing the following items by 18th December 2018:</p> <ul style="list-style-type: none"> - Confirmation in writing of securing the additional funding from the funder including any terms and conditions. - An updated financial profile from Rugby College for the build. - Confirmation of key milestones and outputs deliverable by March 2021. <p>PDB will update the CWLEP board that a ‘go/no-go’ decision will be made as soon as the requested information is received.</p>	<p>GDPT</p> <p>MY</p>
	<p>Duplex Investment Fund</p> <p>LM provided an update regarding the development and contracting for this project. The agreements between CCC, WCC and CWRT have taken longer than expected, but the project is confident this will be completed before the end of December 2018, with a soft launch expected to take place in January 2019.</p> <p>Actions: PDB requested that the project presents at the January PDB meeting to provide details regarding the contracting, press releases and planned events, and a summary of the pipeline of projects.</p>	<p>GDPT</p>
	<p>WMG</p> <p>LM provided an update regarding a delay caused by the location of an unknown sewer at the planned site. Amendments to the floor plan have been taken without any loss to the teaching space, and the project is confident in being able to achieve the submitted re-profiling.</p>	

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	<p>Recommendation:</p> <p>PDB approved the request from the WMG Degree Apprenticeship project to re-profile spend, £1.7m from Q2 and Q3 2018/19 to Q4 2018/19 and £280k from 2018/19 to 2019/20.</p> <p>Finances, Outputs and LGF Data Reporting Dashboard</p> <p>PDB noted the Finance and outputs table and approved the LGF Data Reporting Dashboard.</p>	
5	<p>Open Call Update</p> <p>LM provided an update regarding the outcome of the Open Call.</p> <p>All successful projects and majority of the unsuccessful projects have been notified. A confirmation letter will be sent shortly.</p>	GDPT
6	<p>Forward Planner</p> <p>The board discussed the timing of the Annual Performance Review meeting and AL confirm that the date is currently being finalised.</p> <p>Actions:</p> <p>PDB requested that the forward planner is updated with the date of the Annual Performance Review when confirmed.</p> <p>PDB requests that the forward planner is updated to include the presentations to board by CCC regarding the CSMP and Duplex Investment Fund.</p>	<p>GDPT</p> <p>GDPT</p>
7	AOB	GDPT