

CWLEP Programme Delivery Board

Title: Meeting Notes for 9th March 2017

Present

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

In attendance

Paula Deas (PD), Roger Douthwaite (RD), Lucy McGovern (LM), Tony Buttery (TB), Nancy Singleton – Venture House (NS)

1.	<p>Apologies</p> <p>Andy Williams (AW)</p>	
2.	<p>Notes of Meeting 26-01-2017</p> <p>The notes were approved.</p>	
3.	<p>Growth Deal Programme Report</p> <p><u>Dynamic Routing</u> The project remains rated red for risk, due to its previous defrayal performance. The project has also recently recruited a new project manager. The new project manager is confident that full spend will be achieved within Q4. Programme Management team to work closely with project to ensure this is achieved.</p> <p><u>A5 Corridor</u> The project has an Amber RAG rating. Programme Management Team working with Warwickshire and DfT to ensure spend accurately forecast and a full programme of activity is received.</p> <p><u>National Transport Design Centre</u> Recent bad weather has delayed works on site by 2 weeks, which alongside delays with partner invoicing has resulted in £677k slipping into 17/18. Project is on track to launch the centre on the 25th May 2017. Invites to CWLEP Board members to follow shortly.</p> <p>Programme Board approved changes to NTDC 17/18 profile.</p> <p><u>North South Rail / Coventry Station</u> The RAG rating is Amber for the project. The board noted the project update, including the newly awarded contracts and is currently on track to deliver its revised milestones.</p>	

	<p><u>Kenilworth Station</u></p> <p>The board noted the submission of the new workplan, and that the project is still on track for 10th Dec opening. Possible risk around the appointment of the new franchise as the appointment will take place before the new station is opened.</p> <p>The Board requested that all elements that could affect the operability of the station are closely monitored and reported by the Programme Management team.</p> <p><u>Technical Capital Management Spent.</u></p> <p>Overall spend is down from previous quarter forecast but still ahead of the start of year forecast. The Programme Management team have worked with the projects to accelerate £1m of spend this quarter.</p> <p><u>Growth Deal 3</u></p> <p>MY briefed the board on the new funding allocations from government for GD3 confirmation, and highlighted that the profile did not again match the project schedules.</p> <p>JB raised the possibility of opening up the funding profile to projects that could accelerate spend in years to balance the overall programme profile.</p> <p>JB thanked the Programme Management Team for their work and the Board agreed the proposed changes to the Q4 forecasts.</p>	
4.	<p>Very Light Rail</p> <p>LM outlined the proposal to change the scope of the previously approved the Mass Rapid Transport project to a Very Light Rail scheme. MY briefed the board on the technology that is being developed by WMG. Possible routes were also discussed, with the final location restricted to Coventry due to the limitations with the Combined Authority Funding proposed match funding.</p> <p>MY stressed the importance of fully considering the procurement of the VLR prototype work and state aid considerations before any work commences.</p> <p>The board recommended the change in scope.</p>	
5.	<p>Venture House</p> <p>Nancy Singleton provided a presentation on Venture House.</p> <p>JB thanked for NS for the positive contribution and invited her to showcase the project at the CWLEP board meeting on 22nd May 2017.</p>	
6.	<p>Growth Deal Forward Planner</p> <p>The Board noted that the sector 151 officer has signed off the assurance framework.</p>	

	LM advised that an issue regarding the procurement of an external auditor had been raised by BEIS. LM to resolve.	LM
	JB suggested that the future meetings be limited to max two projects per board meeting. LM to update Planner	LM
7.	A.O.B The Board discuss implication of RICS pulling out of the deal to move to Friargate 1.	
8.	Date of Next Meeting The next meeting 4 th May 2017	NC