CWLEP Programme Delivery Board

21st September 2017

Agenda Item 3
Title: Meeting Notes for 6th July 2017

Present

Nick Abell (NA), Martin Yardley (MY)

In attendance:

Paula Deas (PD), Roger Dowthwaite (RD), Andy Williams (AW), Tony Buttery (TB), Alicia Law (AL), Louise Watkins (LW)

Apologies:

Jonathan Browning (JB), Lucy McGovern (LM)

#	Note	Action
1.	**Notes of Meeting 4th May 2017** The notes were approved.	
2.	**Warwickshire College Presentation** LW presented a summary of the projects Warwickshire College (WC) have delivered using funding from the Local Growth Fund. NA asked which companies the college had partnered with and what work they do with them. LW advised the college has a number of dedicated business advisors who assist the businesses to prepare for accepting apprentices, preparing for the Apprentice Levy and the changes to the Adult Skills budget. The college has been working with BAM, Prologsis and Derth 3 with the construction industry, and JLR and supply chain within the automotive industry. NA asked who the college will partner with for degree level apprenticeships, LW advised they were currently looking at Coventry, Worcester and Gloucester Universities. NA thanked LW for the presentation commenting that it was good to see where the funding has been spent, and that this is a good news story.	

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	PD asked for the development of a case study and enquired about setting up a visit for the Rugby MP, Mark Pawsey.	PD
	AL commented on the links into NTC, Midland's Engine and Future Tech.	
	AW suggested sharing the lessons learnt from the projects with the CWLEP skills group.	LMc
	LW advised there would a ribbon cutting ceremony for the Construction Centre in August and larger profile launch for the STEM centre on 27th of September.	
	LM thanked the Programme Management Team for the work supporting the College's Projects.	
3.	**Growth Deal Programme Report** AW provided an overview of the three amber projects (a separate agenda item will cover the Red Rated projects. Coton Arches There have been further delays to spend that will fall with the financial year. The current programme of works is expected to achieve full spend within 2017/18. A46 Stanks The delays that were highlighted in the last board have made. The current programme of works is expected to achieve full spend within 2017/18. Kenilworth Station AW detailed the issues and delays detailed in the report. Project Management Team are working closely with the delivery team, and will offer support when needed. The group discussed the usefulness of the tight scheduling that the board hold the projects to. It was agreed that this motivates the projects, with funding at risk of being clawed back. General Project Update Project Name Changes - The group noted project name changes **GD13 Dynamic Routing** The group discussed the progress reported, and the importance of the project.	

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	GD17 National Transport Design Centre (NTDC)	
	The group noted the completion of the facility and the two promotional event that have recently taken place.	
	Growth Deal 3 Update	
	The group noted the ongoing liaising the Programme Management Team are taking, in order to complete contracting with each project by September.	
	GD31 CSW Broadband	
	The group was concerned with the reduction in outputs that the project is now reporting it will be able to achieve.	
	Action: Draft a letter to be sent from the LEP to the project, advising that the fund offer is at risk if the outputs cannot be increased.	AW/LMc
	It was noted that the technology used within the project is at risk of being obsoleted by forthcoming technologies (e.g. Ultrafast broadband and 5G). The Board felt this would be the last investment CWLEP would make in Superfast Broadband and efforts and funding should be channelled towards Full Fibre and 5G.	
	<u>Growth Deal Programme Finances and Outputs</u>	
	The group noted the finance tables and the new output summary.	
	<u>Project Publicity</u>	
	The group noted the update to the recent and up-coming publicity.	
	Recommendations • The Board approved the 2017/18 forecasted budget and endorse the actions taken by the Programme Management Team. • The Board does not approve the reduction of outputs for GD31 CSW Broad and approves for a letter to be sent to the project.	
4.	**Project Update - North South Rail / Coventry Station Access** AW updated the board regarding the request to re-profile the project spend. It was noted that as a result of National Rail's higher than expect estimate for works that it will be more cost effective to procure an alternative company to	

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	complete the works. This has had a knock on effect a large cost saving, plus a small delay to the planned works. It was noted that there is strong support from the Combined Authority and the changes request are low risk, and generally positive. **Recommendations** • The Board recognises the challenges presented in delivering this project and the work undertaken by the project team and programme management team to ensure it is delivered by the end date of the funding. • The Board approves the new funding profile.	
5.	**Project Update – A46 Link Road** AW presented the updated information from the paper. The board noted that this is an important project and that the paper should go to Full board. The board requested that a letter of support is sought from the Combined Authority.	LMc
7.	**Digital Infrastructure Pilot Proposal** The board noted the paper and requested it be sent to Finance and Governance Group/Board **Recommendations** • The Board noted the briefing note on the proposal and endorses further development of a Coventry & Warwickshire Digital Infrastructure Pilot scheme to encourage heavy broadband users to take up dedicated lease lines. • The Board agreed to take a more detailed proposal will be brought to the Programme Delivery Board in September, which will include proposed investment from CWLEP Growth Deal / Growing Places and further consultation with local businesses.	