

**SPMG**

**Strategic Programme Management Group**

**Friday 28th May 2021**

**12:00 - 13:30**

**MS Teams Meeting with Dial In Option**

**AGENDA**

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| **Open Meeting** | | | |
| **Item** | **Subject** | **Lead** | **Report Status/Timing** |
| **1** | **Introductions & Apologies** | James Leavesley / Sinead Butters | 10 mins |
| **2** | **Declarations of Interest** |
| **3** | **Notes of the previous meeting and any matters arising**  *Paper 3* |
| 10 mins | | | |
| **Delivery** | | | |
| **4** | **Local Growth Fund and Getting Building Fund update**   1. End of year summary of spend and commitments   *Papers 4a, 4b*   1. LGF and GBF outputs reports *- presented to Executive Board 20/05/21, included here to allow any questions to be raised.*   *Papers 4c, 4d, 4e* | SA  SP | **Information**  10 mins |
| **5** | **Confidential - Commercially sensitive** | AB/DL |  |
| **6** | **Confidential – Commercially sensitive** | AB/DL | **Decision**  30 mins |
| **7** | **Getting Building Fund: Drakelow Park project**  Project Update and next steps *Papers 7a, 7b* | AB | **Information**  10 mins |
| 60 mins | | | |
| **Governance & Finance** | | | |
| **8** | **CDGD Risk Register**  i City Deal, Growth Deal *Paper 8*  ii Progress of Getting Building Fund to contract stage | SP | **Information**  5 mins |
| **9** | **Annual Performance Review** – final letter. *Paper 9* | AB | **Information**  5 mins |
| **10** | **Issues and actions to escalate to LEP Executive Board** | All | **Discussion**  5 mins |
| **11** | **Forward Plan** *Paper 11* | All | 5 mins |
| 20 mins | | | |
| **12** | **Any Other Business**  **SEF rounds 1 and 2 –** Closure report and lessons learned.  *Papers 12a, 12b* | James Leavesley / Sinead Butters | 5 mins  Information |
| **13** | **Next scheduled SPMG Meeting:**  Monday 28th June 2021, 14:00 – 15:30 |
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| **SPMG Membership** | | |
| **Voting Members** | **Private/Public Sector** | **Confirmed Attendance** |
| Caroline Brown (Exec Board Private Sector Director) | Private |  |
| Sinead Butters (Vice-Chair) | Private |  |
| James Leavesley (Chair) | Private |  |
| Andrew Barratt (TBC) | Public |  |
| Alun Rogers (LEP Executive Board Chair) | Private |  |
| Jon Rouse (SoTCC); | Public |  |
| **Quorate:** For the SPMG meeting to be quorate no fewer than three voting members (2 private sector directors; 1 public non-exec member) should be present. Ref: Pg. 21, [Assurance Framework](https://www.stokestaffslep.org.uk/app/uploads/2020/04/SSLEP-Assurance-Framework-April-2020-v-7.pdf) | | |
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| **Secretariat support** | | |
| Sharon Palphreyman (Programme Manager, LEP) | Secretariat |  |
| Simon Ablewhite (S151 Officer for the LEP, Accountable finance lead) | Secretariat |  |
| Anne Boyd (Chief Executive, LEP) | Secretariat |  |
| Daniel Lindsay (Independent Technical Assessor for the LEP) | Hatch |  |
|  | | |
| **Non-voting: the following representatives may attend in an advisory/observer capacity:** | | |
| LEP Board Directors: Emma Catterall | Private Sector |  |
| Clare Hannah, CLGU representative | CLGU |  |
| Annabel Townley, CLGU representative | CLGU |  |
| Senior non-executive public sector members (none confirmed) | - | - |
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