

**SPMG**

**Strategic Programme Management Group**

**Tuesday 24th August 2021**

**14:00 - 15:30**

**MS Teams Meeting with Dial In Option**

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| **Open Meeting**  |
| **Item** | **Subject** | **Lead** | **Report Status/Timing** |
| **1** | **Introductions & Apologies****Apologies to date:** Jon Rouse, Emma Catterall, Sharon Palphreyman | James Leavesley  | 10 mins |
| **2** | **Declarations of Interest** |
| **3** | **Membership of SPMG**1. Welcome Emma Catterall as a private member of SPMG – appointment ratified by Executive Board 15/07/21.
2. Appointment of District member
3. Appointment of Vice-Chair of SPMG
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| **4** | **Notes of the previous meeting and any matters arising** *Paper 4* |
| 10 mins |
| **Delivery** |
| **5** | **GBF Q1 reporting**1. Q1 summary and appendix *Papers 5a, 5b*
2. Drakelow Park – verbal update
 | AB | **Information/****Discussion** |
| **6** | **CDGD Q1** reporting1. LGF Q1 summary and appendix *Papers 6a, 6b*
2. City Deal Q1 report *Paper 6c*
3. Confidential item – late paper to be circulated
4. LGF audit action: website
 | ABABABAB | **Information/****Discussion** |
| **7** | **Careers Hub** – verbal update | AB |  |
| **8** | **Community Renewal Fund** – verbal update re bid | AB |  |
| 60 mins |
| **Governance & Finance** |
| **9** | **CD,GD, GBF Risk Register*** City Deal, Growth Deal, GBF: risks and issues *Paper 9*
* BEIS offer letter – 6m core funding
 | ABAB | **For review****For information** |
| **10** | **Issues and actions to escalate to LEP Executive Board** | All | **Discussion**5 mins |
| **11** | **Forward Plan** *Paper 11* | All | 5 mins |
| 15 mins |
| **12** | **Any Other Business** | JL  | 5 minsInformation |
| **13** | **Next scheduled SPMG Meeting:** Tuesday 5th October 2021, 14:00 – 15:30 |
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| **SPMG Membership**  |
| **Voting Members** | **Private/Public Sector** | **Confirmed Attendance** |
| James Leavesley (Chair)  | Private |  |
| Caroline Brown (Exec Board Private Sector Director) | Private |  |
| Emma Catterall (Exec Board Private Sector Director) | Private | **X** |
| Alun Rogers (LEP Executive Board Chair) | Private |   |
| Andrew Barratt (TBC) | Public |  |
| Jon Rouse (SoTCC);  | Public | **X** |
| **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 | **X** |
| Simon Ablewhite (S151 Officer for the LEP, Accountable finance lead) | Secretariat |  |
| Anne Boyd (Chief Executive, LEP) | Secretariat |  |
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| **Non-voting: the following representatives may attend in an advisory/observer capacity:** |
| LEP Board Directors | Private Sector | - |
| Clare Hannah, CLGU representative | CLGU | - |
| Annabel Townley, CLGU representative | CLGU |  |
| Senior non-executive public sector members (none confirmed) | - | - |
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| **Non-voting: Guests for this meeting**  |
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