

**SSLEP Strategic Programme Management Group (SPMG)**

**Tuesday 24<sup>th</sup> August 2021, 14:00 – 14:55**

Virtual meeting via Microsoft Teams link

**Notes and Actions \*\*\* Redacted version\*\*\***

**In attendance:**

***Voting members:***

- James Leavesley (Chair)
- Alun Rogers (SSLEP Executive Board Chair)
- Andrew Barratt (AB) (Tamworth BC).

***Non-voting attendees:***

- Simon Ablewhite (SCC, S151 Accountable finance lead),
- Clare Hannah (CLGU/BEIS representative )

***Secretariat Support:***

- Anne Boyd (SSLEP CEO) (A Boyd)
- Jo Kemp (Business Engagement Officer, SSLEP).

***Guests:***

- None

***Apologies:***

- Caroline Brown (Exec Board member - Private Sector Director);
- Jon Rouse (SoTCC);
- Emma Catterall (Exec Board member - Private sector),
- Mohammed Ahmed (Exec Board - Private Sector Director)
- Sharon Palphreyman (SSLEP)
- Annabel Townley (CLGU/BEIS representative )
- (Vice-Chair: vacant)

**CONFIDENTIALITY : Items 6iii and 8 are confidential/sensitive.**

Item		Action
1	<b>Welcome and introductions</b> JL welcomed all to the meeting. The meeting was quorate. Apologies were noted as above.	
2	<b>Declarations of Interest &amp; Agreed Protocols</b>  No declarations of interest were noted:	
3	<b>Membership of SPMG</b>  i. Emma Catterall was ratified at the last LEP Board meeting (15 <sup>th</sup> July) as a voting member of SPMG.	

	<p>ii. Andrew Barratt is willing to continue in his role. This needs ratifying at Board on 9<sup>th</sup> September.</p> <p>iii. SA advised that the VC can be either a public or private member.</p> <p><b>ACTION:</b> JL to seek nominations from potential candidates; to be brought back to the next meeting.</p>	<p><b>Board</b></p> <p><b>SPMG/Board</b></p>
<b>4</b>	<p><b>Notes and action updates from the last meeting, 28/05/2021</b></p> <p>The minutes were agreed as accurate.</p> <p><b>Action updates:</b></p> <ul style="list-style-type: none"> <li>• CEC is on this agenda.</li> <li>• CRF is on this agenda</li> <li>• Reserves Policy will be going to A&amp;F but that meeting isn't until next week (1<sup>st</sup> September).</li> </ul>	<p><b>ABoyd</b></p> <p><b>ABoyd</b></p> <p><b>A&amp;F</b></p>
	<b>Delivery</b>	
<b>5</b>	<p><b>GBF Q1 reporting</b></p> <p>A Boyd summarised:</p> <ul style="list-style-type: none"> <li>• <u>Minor delays</u> in spend due to delays in tendering/supplies but nothing to escalate at present.</li> <li>• <u>Drakelow</u> – deallocation approved by MHCLG. Pending drafting of a legal assurance agreement to ensure SSLEP conditions are met (publicity, restrictions to use of funding for Drakelow, etc)</li> <li>• <u>Contingency schemes</u> – some delays in contracting, in particular: <ul style="list-style-type: none"> <li>○ <u>Powering Up Enterprise</u> –contract has been sitting with SoTCC since 19/07/21</li> <li>○ <u>Cornhill</u> – no HoTs received to date (Neil Rodgers, Staffs Moorlands District Director, is aware)</li> </ul> </li> </ul> <p><u>New risk added to risk log</u> – delays in contracting reduce the delivery window even further for the contingency schemes, increasing the risk of failure to spend by March 22.</p> <p>JL advised the group to bear in mind that costs of goods have gone up &amp; it is affecting many projects, but no need to red flag yet.</p>	

<b>6</b>	<p><b>CDGD reporting</b></p> <p>A Boyd summarised:</p> <p><u>i. LGF</u></p> <ul style="list-style-type: none"> <li>• <u>Significant match funding</u> reported in Q1. (£30m private and £9.5m public), some of which was under-reported previously.</li> <li>• <u>Outputs in Q1</u>: 8 jobs, 72 houses.</li> <li>• Highlights include good news re: commercial developments:- <ul style="list-style-type: none"> <li>○ Lichfield Park, Fours Ashes – awaiting numbers of jobs created as units have recently being let</li> <li>○ Branston Locks– active development should see jobs created within this financial year</li> <li>○ i54WE – end users already in negotiation</li> </ul> </li> <li>• <u>Housing development is also picking up pace</u> at Burleyfields and Branston. A third developer is about to start on site at Branston.</li> <li>• <u>LGD contract variations</u>: The 3 variation agreements for Etruria Valley, City East Link Road and City Centre Access programme all remain unsigned.</li> </ul> <p><u>ii. City Deal</u></p> <p>Keele’s solar farm is almost completed and outputs should start to be reported towards the end of this financial year.</p> <p><u>iii. CONFIDENTIAL ITEM</u></p> <p>A confidential late paper has been sent out on Weds 18<sup>th</sup> Aug, plus A Boyd sent out a further paper yesterday.</p> <p>Discussions took place regarding the status of a delayed scheme and the retraction and reallocation of grant funding, should this become necessary.</p> <p><u>iv. Audit recommendations – website.</u></p> <p>The project information (for both LGF and GBF) will be updated during September. A programme of work to redesign the website will follow, in line with the outputs of other wider website redesign work.</p>	
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7	<p><b>Careers Hub</b></p> <p>CEC alternative match funding has been sought &amp; a later deadline (today) agreed. Phil Creswell wrote to ABoyd on 12/08/21 &amp; she offered to sign off if match funding is found from StaffsCC &amp; Stoke CC, no assurance around LEP funds was provided. A Boyd has not seen it yet today.</p> <p>This is a LEP service we'll look at what this looks like from August 2022 when a business case could be submitted re supply funds for the 2022/23 academic year, although there is no guarantee that SSLEP would have any funding available..</p>	
8	<p><b>Community Renewal Fund bid</b> <b>CONFIDENTIAL ITEM</b></p> <p>A government decision is awaited.</p>	
	<p><b>Governance and Finance</b></p>	
9	<p><b>CD/GD/GBF Risk Register</b></p> <p><b>Risks and Issues</b></p> <p>JL advised that there are no new reds, but Risk GBF7 is a new risk.</p> <p><u>District Heat Network</u></p> <p>There has been no update to Board since the November meeting. It was felt that StokeCC now need to report back &amp; be answerable for the spend. JL stated that a report would be useful, before we ask them to update the Board F2F. Info in the latest log is not enough – the project is a long way behind.</p> <p>A Board site visit was suggested. AR will speak with ABoyd to discuss this.</p> <p>A Boyd advised that a BEIS offer letter for 6 months <u>core funding</u> has been provided to LEPs. Conditions attached to the offer letter include:</p> <ul style="list-style-type: none"> <li>• We can't increase out staffing headcount</li> <li>• BEIS require access to explore finances in full should they so wish.</li> </ul> <p>Nationally LEPs are in discussion with the Govt about where we sit in respect of 'Levelling Up'. White Paper &amp; CSR expected November.</p> <p>SA advised that a more detailed paper will go to A&amp;Fnext week.</p>	<p><b>ABoyd</b></p>

10	<b>Issues and actions to escalate to SSLEP Executive Board (09/09/21)</b> <ol style="list-style-type: none"> <li>Andrew Barrett's ratification as a District member on SPMG is needed.</li> <li>AB suggested a small risk update to Board about why supplier costs are going up &amp; therefore why projects might cost more and exceed their original budgets.</li> </ol>	JL
11	<b>Forward Plan</b> (paper 11) Add District Heat Network to this	
12	<b>Any Other Business</b>  None  <i>The meeting closed at 2:55pm.</i>	
13	<b>Next SPMG meeting:</b> Tuesday 5 <sup>th</sup> October 2021, 14:00 – 15:30	
	<b>Acceptance of minutes</b> These notes represent an accurate record of the SSLEP Strategic Programme Management Group (SPMG) held on 24 <sup>th</sup> August 2021 via Microsoft Teams. Signed: _____ Date: _____	

	Summary of Actions	
Meeting/ Agenda item	Action/update	Action owner
28.06.21 Item 3	Vice-Chair vacancy: ACTION: JL to seek nominations from possible candidates; to be brought back to next meeting.	JL
28.06.21 Item 12	AOB – Reserves Policy – to be referred to Audit & Finance Committee; add to A&F agenda for 07/07/2021	AB
24/08/21 Item 3	Appointment of Andrew Barratt as voting member of SPMG to be ratified by Board on 09/09/2021	JL
24/08/21 Item 9	District Heat Network: a Board site visit was suggested. AR will speak with ABoyd to discuss this.	AR/ABoyd