

SSLEP Strategic Programme Management Group (SPMG)

Thursday 18th October 2021, 9:30 – 10:30

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),

Secretariat Support:

- Anne Boyd (SSLEP CEO) (A Boyd)
- Sharon Palphreyman (Programme Manager, LEP)

Guests:

- None

Apologies:

- Caroline Brown (Exec Board member - Private Sector Director);
- Emma Catterell (Exec Board member - Private Sector Director)
- Jon Rouse (SoTCC);
- Annabel Townley/Clare Hannah (CLGU/BEIS representatives)

CONFIDENTIALITY : Items 5 and 6 are confidential/sensitive.

Item		Action
1	<p>Welcome and introductions JL welcomed all to the meeting. The meeting was quorate (2 private sector Board members, 1 Public sector member). Apologies were noted as above.</p>	
2	<p>Declarations of Interest & Agreed Protocols No declarations of interest were noted.</p>	
3	<p>Membership of SPMG i. Andrew Barratt is willing to continue in his role. This needs ratifying at Board on 21st October.</p>	Board

	ii. Appointment of Vice Chair <ul style="list-style-type: none"> SA advised that the VC can be either a public or private member. ACTION: JL to seek nominations from potential candidates; to be brought back to the next meeting. 	JL
4	Notes and action updates from the last meeting, 24/08/2021 The minutes were agreed as accurate. Action updates: <ul style="list-style-type: none"> CEC is on this agenda. CRF is on this agenda Reserves Policy – SA provided a Reserves Review / Policy paper along with a Reserves Forecast to Audit & Finance Committee on 01/09/2021. It was endorsed by A&F Committee, with a caveat that the percentage held in reserve may need to be reviewed following completion of the Hatch mapping work. A&F Committee will progress this. Visit to District Heat Network. LEP Programme Manager spoke with the scheme Co-ordinator and he said that not much is accessible at the moment. The main network is buried below the highway, there is a circulation container (a pump and some valves) and a kiosk with a meter installed inside. He suggests that SSLEP board members visit early next year when they begin the interconnector works – they will then be able to view the open trenches and the installed infrastructure. On SPMG Forward Plan. 	
	Delivery	
5	GBF <i>confidential – redacted item</i> <ul style="list-style-type: none"> GBF Update (report - Paper 5a) Concerns were raised as 2 schemes have not been contracted yet and the deadline for spend is end of March 2022. There is some uncertainty around whether one of these will progress. (GBF7 in the Risk log) Shire Hall (briefing paper - Paper 5b) was discussed. The scheme leads remain confident that, with a new contractor in place, the scheme will still be deliverable. Reprofiled spend is forecasting all GBF spent by end 	

	<p>March 2021 with SCC match being spent in Q1 22/23. (New risk GBF9 added to risk log).</p> <p>SA felt that we may have freedoms and flexibilities but with the current uncertainties JL said that the message to scheme sponsors should be that "reallocation is not an option".</p>	
6	<p>CDGD <i>confidential – redacted item</i></p> <ul style="list-style-type: none"> • Delayed LGF scheme <p>The briefing paper summarises the background and current position.</p> <p>A further meeting was held on 11/10/2021 to look at the latest position of the scheme.</p> <p>Two options were presented to SPMG in the (confidential) briefing paper for this meeting.</p> <p>Briefing paper and recommendation to be taken to Board on 21/10/2021</p>	JL
7	<p>Careers Hub</p> <p>ABoyd received an email from Paul Edmondson-Jones (acting as SoTCC Director) on 25/08/2021, confirming that Directors at Stoke-on-Trent City Council and Staffordshire County Council have discussed the position and now agreed that for the Academic Year 2021-22, between both councils they will cover the gap match funding required which totals £55,304.72. ABoyd has subsequently signed and returned the Grant Acceptance letter for grant funding 2021-22.</p> <p>The LEP would like to record thanks to SoTCC and SCC for stepping forward to cover costs to August 2022, preserving the service and the associated jobs.</p> <p>Strategic fit will be reviewed by ABoyd and Caroline Mairs, going forwards. ABoyd liaised with SoTCC re improving efficiencies and connectivity with schools.</p>	
8	<p>Community Renewal Fund bid <i>confidential item</i></p> <p>Still waiting for a government decision but this could be stalled even further in light of Cabinet reshuffle and CSR. Many projects are at risk due to the every-shortening delivery window. SCC and others have been lobbying for an extension to the project completion deadline, but nothing has been agreed yet.is</p>	
	Governance and Finance	

9	Future role of SPMG ABoyd said that whatever the outcome of the LEP Review, there will be a shift from SPMG being a distributor of funds to being the bidder for funds. SPMG role will be about due diligence and the bidding process. JL asked if we need skeleton governance paperwork in place, but SA assured SPMG that this would be part of the fundamental review of the Assurance Framework, which would take place once the outcome of the Review is known.	
10	CD/GD/GBF Risk Register Risks and Issues <ul style="list-style-type: none"> • Item 5 (above) – Risks GBF7 and GBF9 will be updated. • Risk CDGD27 – <i>see agenda item 6</i> 	
11	Issues and actions to escalate to SSLEP Executive Board (21/10/21) <ol style="list-style-type: none"> 1. Andrew Barrett’s ratification as a District member on SPMG is needed. 2. LGF scheme (item 6) <i>confidential item</i> – briefing paper and recommendation to be taken to Executive Board. 	<p style="text-align: center;">JL</p> <p style="text-align: center;">JL</p>
12	Forward Plan (paper 11) District Heat Network has been added to this – SoTCC to advise re timing of visit so that there is something to actually see (likely to be in the New Year).	
13	Any Other Business No other business was raised. <i>The meeting closed at 10:20am</i>	
14	Next SPMG meeting: Tuesday 2 nd November 2021, 14:00 – 15:30	
	Acceptance of minutes These notes represent an accurate record of the SSLEP Strategic Programme Management Group (SPMG) held on 18 th October 2021 via Microsoft Teams. Signed: _____ Date: _____	

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	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
24/08/21 Item 3	Appointment of Andrew Barratt as voting member of SPMG to be ratified by Board on 21/10/2021	JL
18/10/21 Item 6	LGD scheme. Briefing paper and recommendation to be taken to Board on 21/10/21	JL