

**SPMG**

**Strategic Programme Management Group**

**Monday 29th November 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:** | James Leavesley | 10 mins |
| **2** | **Declarations of Interest** |
| **3** | **Membership of SPMG**   1. AB’s formal appt as SPMG member ratified by Executive Board 21/10/21 – welcome by Chair. 2. Appointment of Vice-Chair of SPMG 3. Additional District rep at SPMG |
| **4** | **Notes of the previous meeting and any matters arising**  *Paper 4* |
| 10 mins | | | |
| **Delivery** | | | |
| **5** | **Growth Hub report**  Presented by Nicola Kent *Paper 5* | NK | **Information/**  **Discussion** |
| **6** | **GBF**   * GBF Q2 progress report   + GBF Q2 Summary report*Paper 6a*   + GBF Q2 report appendix *Paper 6b* * GBF - latest programme update **confidential item**   *Paper 6c* | SP/AB | **Information/**  **Discussion** |
| **7** | **CDGD**   * LGD Outputs and progress   + LGD Q2 Summary report *Paper 7a*   + LGD Q2 report appendix *Paper 7b* * LGD - latest programme update **confidential item**   *Paper 7c,* *Paper 7d*   * City Deal – update report *Paper 7e* | SP/AB | **Information/**  **Discussion** |
| **8** | **Community Renewal Fund** – verbal update re bid | AB | **Information** |
| 45 mins | | | |
| **Governance & Finance** | | | |
| **9** | **Confidential item**  *Papers 9a, 9b, 9c* | JV | **Decision** |
| **10** | **CD, GD, GBF Risk Register**   * City Deal, Growth Deal, GBF: risks and issues *Paper 10* | AB/SP | **For review** |
| **11** | **Issues and actions to escalate to LEP Executive Board** | All | **Discussion** |
| **12** | **Forward Plan** *Paper 12* | All |  |
| 30 mins | | | |
| **13** | **Any Other Business** | JL | 5 mins  Information |
| **14** | **Next scheduled SPMG Meeting:**  Monday 24th January 2022, 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 | T |
| Alun Rogers (LEP Executive Board Chair) | Private |  |
| Andrew Barratt (TBC) | Public |  |
| 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) | | |
|  | | |
| **Secretariat support** | | |
| Anne Boyd (Chief Executive, LEP) | Secretariat |  |
| Simon Ablewhite (S151 Officer for the LEP, Accountable finance lead) | Secretariat |  |
| Sharon Palphreyman (Programme Manager, 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** | | |
| Mohammed Ahmed, (Exec Board Private Sector Director) |  |  |