

**SPMG**

**Strategic Programme Management Group**

**Tuesday 21st December 2021 – ADDITIONAL SPMG meeting to progress programme issues**

**15:00 – 16:00**

**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. Additional District rep at SPMG |
| **4** | **Notes of the previous meeting and any matters arising**  *Paper 4* |
| 10 mins | | | |
| **Delivery** | | | |
| **5** | **LGD programme**   * Blythe Park - update | SP/AB | **Information** |
| **6** | **GBF programme**   * Cornhill Small Business Units ***CONFIDENTIAL item*** *Paper 6a* * Powering Up Enterprise *Paper 6b* * Keele Innovation Centre 7 *Paper 6c* * Shire Hall *Paper 6d* * Drakelow park – verbal update | SP/AB/SA | **Discussion/ Decision** |
| 30 mins | | | |
| **Governance & Finance** | | | |
| **7** | LGD/GBF – mitigation against underspend. “Plan B” and pipeline *Paper 7* | SA | **Information/**  **Discussion** |
| 10 mins | | | |
| **8** | **Any Other Business** | JL | Information |
| **9** | **Next scheduled SPMG Meeting:**  Monday 26th January 2022, 12:00 – 13:30 |
| 5 mins | | | |
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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 | x |
| Emma Catterall (Exec Board Private Sector Director) | Private |  |
| 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) | | |
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| **Secretariat support** | | |
| Sharon Palphreyman (Programme Manager, LEP) | Secretariat | T |
| 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 |  |
| 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) |  |  |