

**SPMG**

**Strategic Programme Management Group**

**Tuesday 8th February 2022**

**15:00 - 16:30**

**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: none** **EC will Chair.** | Emma Catterall  | 10 mins |
| **2** | **Declarations of Interest** |
| **3** | **Membership of SPMG**1. Additional District rep
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| **4** | **Notes of the previous meeting and any matters arising** |
| 10 mins |
| **Delivery** |
| **5** | **Ceramic valley Enterprise Zone (CVEZ)*** Strategic Implementation Plan
 | Karen Tsang/Caroline Mairs | **For Approval**20 mins |
| **6** | **Growth Hub report** - updated Presented by Nicola Kent *Paper 6* | Chris Plant | **Discussion**20 mins |
| **7** | **GBF**  **Update on schemes escalated for decisions** (verbal) **Programme performance: reporting*** SSLEP GBF report Q3 2021-22 v1 *Paper 7a*
* Appdx - Q3 2021-22 GBF programme v1 (data)

 **Financial position** *Paper 7c*  **Risks – GBF** Risks and Issues log *Paper 7d* | SP/SA | **Information/****Discussion**10 mins |
| **8** | **CDGD**  **LGD:** **Update on schemes escalated for decisions (verbal)** **Programme performance: reporting*** SSLEP LGD report Q3 *Paper 8a*
* Appdx - Q3 2021-22 LGD programme v2 (data)
* **CD:**

**Programme update** *Paper 8c***Risks - CDGD** Risks and Issues log *Paper 8d* | SP | **Information/** **Discussion**10 mins |
| **9** | **Monitoring and Evaluation Plans*** LGF M&E Plan + appendix *Papers 9a, 9b*
* GBF M&E Plan + appendix *Papers 9c, 9d*
* Closure report template *Papers 9e*
* Lessons learned template *Papers 9f*
 | SP | **Information/ sign off**10mins |
| 70 mins |
| **Governance & Finance** |
| **10** | **Issues and actions to escalate to LEP Executive Board** | All | 5 mins |
| **11** | **Forward Plan** *Paper 11* | All |  |
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| **12** | **Any Other Business** | JL  | 5 minsInformation |
|  | **Next scheduled SPMG Meeting:** Tuesday 1st March 2022, 11:00 – 12:30 |
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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 |  |
| 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 |  |
| 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) |  |  |