

SPMG Meeting - Minutes & Actions Log

29 November 2022

via Microsoft Teams Meeting

Attended:

| Voting members: | | | Non-voting attendees: | | |
|-----------------|-----------------|-----------------------------|-----------------------------|-----------------|---|
| JL | James Leavesley | Chair | SA | Simon Ablewhite | S151 Assistant County Treasurer |
| JR | Jon Rouse CBE | City Director, SoTCC | CH | Clare Hannah | CLGU/BEIS Representative |
| AR | Alun Rogers | SSLEP Executive Board Chair | Operational Support: | | |
| | | | AD | Andy Devaney | SSLEP Interim CEO |
| | | | BD | Beverley Dajani | SSLEP Change Manager |
| Guests: | | | Apologies: | | |
| | | | AB | Andrew Barratt | Tamworth BC |
| | | | MH | Martin Hamilton | Chief Executive, Newcastle-under-Lyme Borough Council |
| | | | KT | Kirsten Trenell | Notes |

| Item | Discussion | Notes |
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| 1. | Introductions & Apologies JL welcomed everyone to the meeting and advised of the meetings purpose. He advised that some meetings had been postponed as no decisions were needed to be made during this time. AB sent apologies in advance of the meeting. | |
| 2. | Declarations of Interest No declarations of interest were received. | |
| 3. | Notes of the previous meeting and any matters arising | |

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| | <p>JL reviewed the minutes from July with the group, and they were confirmed to be accurate.</p> <p>JL confirmed he would sign and return these minutes.</p> <p>In terms of actions</p> <p><i>ERDF Funding</i> – MC would provide an update on the ESIF programme. With regards the DIT element of the ESIF programme monies have been transferred to Greater Birmingham and Greater Lincolnshire from the original allocation. There are still available funds which needs to be commissioned by December 2022</p> <p><i>Review of risk register</i> – JL advised this would be discussed further in the meeting given changes with projects.</p> | |
| 4. | <p>SSLEP Interim CEO Andy Devaney (AD) introduction</p> <p>JL extended welcome to AD to the meeting and advised the group of his new capacity as SSLEP Interim CEO.</p> | |
| 5. | <p>GBF Progress update - CONFIDENTIAL ***Minutes are to be redacted***</p> <p>BD provided a presentation and update on the GBF current position - all GBF Grant has been allocated.</p> <p>In terms of the wider programme finances, 65.3% match funding has been spent and contributed across the programme. BD advised of different reporting processes in terms. All projects are on target for the remaining match funding to be spent by March 2025.</p> <p>BD then provided an update on Q1 and Q2 spend, match funding spends, and positive outputs in terms of jobs and targets against outputs expected. It was noted that freedoms and flexibilities carried forward to Q1 have also been spent.</p> <p>BD then provided an overview of updates in terms of programmes, with 10 projects have physically completed with 3 of the remaining 4 projects anticipated to be completed by March 2023.6 projects are still reporting outputs.</p> | |

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| | <p>Three projects have all exceeded their construction job output forecast. Whilst one project still has building works ongoing it it not impacting on outputs.</p> <p>BD advised that those projects not physically complete yet are expected to start reporting outputs from April 2023 onwards.</p> <p>SA asked what the long-term position is in relation to the closure of one GBF project. JL advised they are exploring opportunities at present and there is no update for now. JL asked that in relation to construction training, that the information is shared to potentially interested parties. JR advised that they have engaged with numerous parties however there is difficulty given the existing sites available in the district. JR proposed that the provision may need to change as a possible option or solution. A discussion was held in relation to finance and the sustainability of the project going forward.</p> <p>AR asked if the LEP could assist to make the project more viable. JR advised that alternative provision is a possible solution, however, is open to insight and suggestion to generate demand. AR expressed this is a demand driven issue and the LEP could assist to generate demand. AD agreed with this and suggested that driving demand from other areas may be an option. JL advised he would explore what the status was with the project. JR also suggested an event between potentially interested parties and it was agreed conversations would be held to move this forward.</p> <p>JL provided an update in relation to another project and asked that the project turn from amber to red by way of risk. He provided an overview on the project, progress issues around the project, and meetings and discussions held to date. JR requested that a clear end date is set as end of March 23 so that funds can be reallocated if necessary/not spent. JL requested what the impact would be around spend if this was the date set – JL expressed he would rather funds be spent in the district than redistributed elsewhere and asked CH what that impact would be.</p> <p>CH advised that conversations would need to be held with all parties if this was the case, and that if funds were to be returned, a discission would need to be held at that point. CH advised she would liaise with colleagues and feedback. AD agreed the risk should change to red and that a review of projects should be undertaken to see if there is an opportunity to ensure spend remains in the area.</p> <p>JL asked if BD could undertake work with JR to identify potential opportunities. JR suggested a project within SoTCC as one of the main ones that can be highlighted.</p> | <p>JL to enquire/update on project activity</p> <p>CH to review impacts with colleagues and feedback</p> <p>JR/BD to review potential projects for support</p> |
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| | <p>JR expressed in terms of GBF, the outputs in the main are a fantastic achievement for the area and the LEP and that the success of the outputs and projects should be celebrated and highlighted formally to ministers. The group agreed.</p> <p>AD expressed that the work of BD, the Board and team should be recognised – the group passed praise to BD for her provision of information and support over the recent weeks.</p> | Formal recognition of GBF to progress |
| 6. | <p>LGF Progress update - CONFIDENTIAL ***Minutes are to be redacted***</p> <p>BD provided an overview on the projects and advised that from the 37 projects, 4 were withdrawn, and from the 33 remaining, 26 completed and 20 are still reporting outputs.</p> <p>In terms of wider scheme finances, 97% of match funding has been achieved with 3 projects still to achieve their original match funding forecast.</p> <p>We are anticipated to surpass the 'interim BEIS' LEP targets with regards two outputs: jobs created, and houses built for the overall project. To date 102% against the interim target has been achieved for houses built. In terms of job created outputs, we are at 78%. BD explained how the reporting of outputs is generated and the impact on figures and reporting for LGF. BD advised there will be job outputs achieved beyond the end of the LGF March 2025 reporting period and that it is unlikely that the original jobs created output forecast will be met</p> <p>BD further updated on highlights from Q1 and Q2 in relation to LGF and reported positive activity and outputs in terms of houses and buildings occupied. BD then provided an update on some projects that were unlikely to meet target/would need to be re-profiled in terms of job outputs, given the status nationally and impacts around this.</p> <p>One project was discussed in more detail in term of outputs and consultations ongoing. BD welcomed feedback from the group. JL advised that he would rather the money is spent in the area and asked if any flexibilities could be sought to support the project given current appeal status. SA advised this money is already spent and commissioned.</p> <p>A discussion was held in relation to capital value and grant/loans, and BD updated on CO2 savings in relation to Keele SEND.</p> | |
| 7. | Risk Log update | |

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| | JL advised that Drakelow would change from amber to red. No further changes would be made at this stage. The group agreed. | Change to project risk |
| 8. | ESIF DIT Internationalisation Fund – BD provided the group with updated figures in terms of grant allocation and pipeline commitments to date. Work has been done with GH and comms to reduce the figure that needed to be spent and this has reduced significantly. | |
| 9. | Growth Hub – progress update BD updated in terms of Growth Hub that RP had provided a presentation to update – AD advised that in terms of Q4 spend, this is being reviewed. SA agreed that they are working on making sure no funds are returned to BEIS. | |
| 10. | Issues and actions to escalate to LEP Executive Board JL advised that given the change in risk to red for one of the projects that he and BD would provide a paper to update the Executive Board. | Paper to be submitted to Board |
| 11. | Business Continuity AD advised that his role is to support the team and Board to complete the transition. He advised that the Board structure, team, and ethos were all under review. AD advised that more detail would be provided in December board so progress could be made in January and as much progress could be made in advance of the end of the financial year. In terms of finances, we are in a good position, and we are working with BEIS and government departments to understand what the future looks like. As an organisation, we are in a strong position. JR expressed that in terms of local architecture, things are changing and the LEP will need to be agile around LSIP and work being done with City/county/districts in relation to consolidated growth propositions and functions around skills, tourism | |

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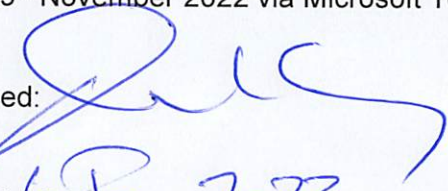
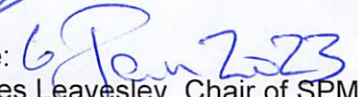
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| | <p>etc. National clarity around finances is key to this however information has not yet been received and difficulties experienced because of this were raised as something the LEP should be mindful of moving forward.</p> <p>JR also raised a risk around power outages and raised issues around responsibility, and active work being done around this issue. AD agreed that there should be a LEP role in this issue and in terms of the resilience forum, it would be good to gain representation in this group. AD asked for introductions if possible and JR advised he would make some introductions in relation to this.</p> <p>The group discussed the issue, impacts to the area and the significant risks to local employment. They agreed interaction and ability to address issues such as this is something the LEP should be prevalent in. AD added that issues will create opportunity for other sectors, and we can support. It was suggested a group be set up for this, however AD advised that as it stands there is no need for an additional group at this stage.</p> | <p>Introductions to be made to AD for resilience</p> |
| 12. | <p>Forward Plan</p> <ul style="list-style-type: none"> • N/A Frequency of SPMG meetings going forward – JL advised he would like to keep the meetings diarised monthly until March however post March given change to the group, that the meetings are held quarterly. The group agreed with this. • 2022/23 meeting schedule – BD advised she would send dates to reflect the agreed. | <p>2023 dates to be circulated</p> |
| 13. | <p>Any Other Business</p> <p>JR recognised the professionalism of papers and expressed thanks to BD for this.</p> | |

ACTIONS LOG

| Item | Actions | Lead |
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| 5 | JL to enquire/update on project activity | JL |
| 5 | CH to review impacts with colleagues and feedback | CH |

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| 5 | JR/BD to review potential projects for support | JR/BD |
| 5 | Formal recognition of GBF to progress | AR/BD |
| 7 | Change to project risk | JL/BD |
| 10 | Paper to be submitted to Board | JL/BD |
| 11 | Introductions to be made to AD for resilience | JR |
| 12 | 2023 dates to be circulated | BD |
| <p>Acceptance of minutes and action log</p> <p>These notes represent an accurate record of the SSLEP Strategic Programme Management Group (SPMG) held on 29th November 2022 via Microsoft Teams.</p> <p>Signed: </p> <p>Date:  James Leavesley, Chair of SPMG</p> | | |

Next Meeting: 6th January 2023 at 9.30am, via Microsoft Teams