

SPMG Meeting - Minutes & Actions Log

6 January 2023

via Microsoft Teams Meeting

Attended:

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

Item	Discussion	Notes
1.	Introductions & Apologies JL welcomed everyone to the meeting. SA did not attend due to leave.	
2.	Declarations of Interest No declarations of interest or conflicts were received.	
3.	Notes of the previous meeting and any matters arising JL reviewed the minutes from November with the group, and they were confirmed to be accurate.	

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	<p>JL confirmed he would sign and return these minutes. It was queried how many copies of minutes should be signed (full and redacted). AR advised he would check with SA and feedback. AB advised in the CC, he would sign the one full set of minutes and redacted ones would then be edited and shared publicly.</p>	<p>AR to confirm governance re minutes</p>
<p>4.</p>	<p>SSLEP Interim CEO update</p> <p>AD noted that the agenda items for SPMG were of high priority and would need longer discussion therefore these should progress instead of any generalised update.</p> <p>AD advised that the A&F committee was held on Wednesday – the meeting went well, and the group were updated in terms of progress made around the new Board and any project issues.</p> <p>AD also advised a paper would be shared in relation to the reallocation process of the Getting Building Fund for review and discussion.</p>	
<p>5.</p>	<p>GBF Progress update</p> <p>GBF</p> <p>JL advised that one of the GBF projects was to move to red within the Risk Register and noted lack of clarity on timescales given the Christmas break.</p> <p>AD provided an overview of the project to date and that following request from Board that a deadline would be set for mid-January. Further to conversations with our partnering LEP, a deadline has been set for 13th January and it has been indicated this deadline will not be met by the developer. AD added that from 13th January the reallocation process will commence – the LEP and Board have tried to offer solutions so that work could still go ahead, however this has not been successful and the developer has indicated that they cannot meet the deadline; this has also been ratified our partnering LEP.</p>	

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<p>The team are doing everything possible to ensure money remains in the locality following the reallocation process, and BD advised they have also sought info from BEIS in relation to the process. The intention is to reallocate by 31st March 2023 and utilise freedom and flexibilities to reallocate monies.</p> <p>BD presented information in relation to the draft proposal of reallocating the GBF monies for SPMG members to comment on and advised of the criteria to be set and followed during the reallocation process, along with considerations to be made, and terms and conditions, noting output, deliverability of proposed projects, consideration of LEP geography, governmental and strategic objectives, and risk as key items to consider during the process.</p> <p>BD noted a decision needed to be made as to whether there should be re-evaluation of potential GBF projects from the first round. It was noted that these applications would have been submitted close to 2 years ago and therefore their viability may not be the same – projects in this round will need to be ready to proceed to minimise risk.</p> <p>BD then provided an overview of the process itself, requirements around business cases, and revised timescales around this. JL asked that the group consider the timeline and potential meetings that may be necessary in the coming weeks. AB noted the risk in timeline and projects that could be qualified for this during this time, with planning and conditions highlighted as potential impacts.</p> <p>AR asked what the BEIS view is – AD advised he is liaising with BEIS to ensure that the projects to be reallocated are qualified in the right way. AR welcomed the use of an ITA when appraising business cases to ensure there is clarity with partners.</p> <p>JR advised that the reallocation should be done well and fairly; the group highlighted Hatch as the potential ITA in this case.</p> <p>BD asked the group to consider proposal put forward, timescales and use of ITA.</p> <p>JL asked if there were any challenges from the group in relation to the way forward. AB noted the timescale is small and presents potential risk as to their viability to deliver. JL confirmed planning and conditions around these would be paramount. AR queried BEIS stance – AD advised he has had similar experience with this type of issue previously and that confirmation would be gained from BEIS in advance of any open call. AR noted reputational risk if the plan is not executed correctly and endorsed the use of Hatch as an ITA in this case. JR supported this and endorsed all suggested notions.</p>	<p>Hatch to be engaged as ITA for the appraisal process of the reallocation</p> <p>AGREED to progress as discussed</p>
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	<p>The group agreed the way forward.</p> <p>JL asked if notice needed to be given/letters will be issued in anticipation – AD advised the conversations had been had and that money could be returned easily upon the deadline. JL also asked if this would be the full allocation or if any funds would be deducted for any work done on the project. BD and AD advised it was understood from communications that the full amount would return.</p>	
<p>6.</p>	<p>ESIF Report</p> <p>JL provided a brief background on the fund, noting responsibility was assumed sometime after the allocation of funds. He advised he is the Chair of the ESIF committee, however had not been updated for some time. He expressed lack of clarity around the figures provided in the report and highlighted some conflicts in the report.</p> <p>BD provided some clarity around the figures, however highlighted that MC has limited information in relation to reporting figures received from DLUHC – BD also noted that this lack of clarity was also expressed in A&F and that as a result the group have requested that DLUHC are invited to a future meeting to provide a full breakdown of figures and deliverables.</p> <p>JL, AB and EC agreed this was necessary, and EC reiterated that the report had been requested via the A&F group and that learnings and successes should be celebrated. JL asked if he could join the relevant meeting to assist and understand the update.</p> <p>AB added that reporting criteria is tight, queried the process in this case and agreed with JL investigating this further to provide clarity.</p>	<p>JL to attend future A&F to review/understand ESIF</p>
<p>7.</p>	<p>Risk Log update</p> <p>JL advised that the project presenting high risk had been discussed and he is happy with all other items.</p>	
<p>8.</p>	<p>Issues and actions to escalate to LEP Executive Board</p> <p>JL asked if authority had been gained from Board to move forward with the reallocation. AD advised SPMG have authority to decide, and that Board would be kept informed.</p>	

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	<p>AD suggested an update paper to the Board from SPMG be shared for information – JL and AR agreed this.</p> <p>JL asked if AD could put the call out for projects – AR asked that advice be sought from BEIS, then Board are notified, then the open call will be issued. AD and JL agreed with this. EC noted this shouldn't be shared until after 13th, and this was agreed.</p> <p>SPMG agreed that a letter will be issued on 11th to notify Board that the open call would be issued from 16th.</p>	<p>BD/AD to provide update from SPMG to Board re named project Open call to progress when confirmed</p>
<p>9.</p>	<p>Business Continuity</p> <p>AD advised that it has been and will be a busy few weeks - Board gave SPMG authority on Board Profiles, TOR, and policy, and AD noted there will be some recruitment required for the Executive Board – this will start this month and develop over coming weeks.</p> <p>It was added that as the Board changes, the structure of the organisation will need to adapt – the operational LEP team will meet on Monday to discuss work needing to be done until March, and feedback will be shared with all groups and Boards. Future of GH and partner working will be discussed in this meeting to ensure we are all prepared.</p> <p>AD provided an update on business resilience and economic shock, highlighting the risk of power outages seems to have reduced, and the resilience forum is still meeting – we are still working with them to assist. As an organisation alongside growing the economy, that business resilience will be high on the list of priorities. AD added the next 10-11 weeks will be key as an organisation.</p> <p>JL agreed with this.</p>	
<p>10.</p>	<p>Forward Plan</p> <p>N/A</p>	
<p>11.</p>	<p>Any Other Business</p>	

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ACTIONS LOG

Item	Actions	Lead
3	AR to confirm governance re minutes	AR
5	Hatch to be engaged as an ITA for the Business Case Appraisal Stage	AD
5	AGREED to progress as discussed	AD
6	JL to attend future A&F to review/understand ESIF	JL
8	BD/AD to provide update from SPMG to Board re project discussed	AD
8	Open call to progress when confirmed	AD

Next Meeting: 9.30am, Microsoft Teams, 3rd February 2023