

Approved:
Signed _____
Date _____

**Minutes of the MAA Programme Group held on
12 February 2009 at AFC Bournemouth**

Attendees:

Bournemouth BC:	John Wicks	JW
	Tony Williams	TW
	Julian McLaughlin	JMc
Dorset CC:	Don Gobbett	DG
	David Walsh	DW
SWRDA:	Tony Bray	TB
Poole BC:	Peter Wheelhouse	PW
	Jim Bright	JM
West Dorset CC:	Sarah Ward	SW
PHS:	Jim Stewart	JS
GOSW:	David Luckhurst	DL
Dorset Business:	Matt Beaumont	MB
Dorset Business:	Peter Scott	PS
Minute Taker	Louise Harper	LH
Apologies		

- Multi Area Agreement will be shown as MAA throughout the minutes
- Theme Groups will be shown as TGp(s) throughout the minutes
- Programme Group will be shown as PGp throughout the minutes

Item	Description	ACTION
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1. Apologies

Introductions were made around the table; apologies were received and accepted by Tony Williams (TW). TW welcomed Louise Harper (LH) as the new Programme Administrator.

2. Approve minutes of last meeting & review actions

The minutes of the last meeting dated 19 December 2008 were agreed by the group as a true and accurate record of that meeting.

-Items brought forward 19/12/08

- (MB) outlined the importance of the TGp's Activity Monitoring Report template, explaining it was to monitor the actions, activities and needs of the TGp's. The report is to be completed by the Theme Group Link Officer and Chair and sent to (LH) two weeks prior to PGp meetings.
All agreed to this process.
- The TGp "checklist" was described as a guideline for consistency in structure and processes for TGps. (SW) confirmed she had found benefit from the checklist.
- A 2nd version of the RFA submission report was submitted in early February after SWRDA made some suggested variations to format and content. SWRDA have now released a draft report for comment. (DG) explained that certain projects were still earmarked for development but others had funding issues. (TW) confirmed that they were not happy with the bus corridor initiative being delayed several years and that this needs to be revisited. (PW) noted that the SWRDA response contains general advice beyond specifics for transport. He asked for clarification of the mechanism for securing funding for projects.

Action: a) (JW) to review SWRDA draft report to note any need for Dorset veto.

(JW)

b) (DL) to check what is mechanism for securing funding for non transport projects and report back to PGp.

(DL)

(MB) explained that work had been progressed with Dorset County Council (DCC) and Borough of Poole (BoP) to develop a shared Performance Management system for the MAA. This would capitalise on resource already used by most partner authorities to monitor LAA performance. There are some technical difficulties that will need resolution in March/April.

Agreed:(MB) continue to progress

(MB)

- A discussion followed regarding the MAA "identikit" and new logo and the website. It was questioned, where the funding was coming from and who would approve the logo. (TW) recommended that 3 logo's be available for the MAA Board's review and guidance.

- (JW) confirmed he had available funding for the MAA web pages development (£800).
- A further discussion agreed that a budget report be presented at each PGp meeting. It was agreed that a pre meeting budget consultation needs to be set up to identify spending commitments and future budget needs involving MB, PW JW, DW and a representative from SWRDA by (06/03/09). Discussion confirmed that the best means of funding MAA operations was to secure a share of partner economic development budget.
Note: Draft budget to also include details of spending authorities, tolerances and delegation.

Action: a) (LH) to set up a budget meeting

(LH)

b) (MB) to arrange budget report for next PGp meeting 03/04/09

(MB)

3. Theme Group –Progress Report

Transport: Members from the Transport group were absent; (DG) explained he had issues with this group having elected members. He felt there must be uniformity in TGp membership and having elected members meant there might be accountability issues impacting progress.

Action: (PW) to discuss these issues with JMc and advise MB

(PW)

(DL) is also concerned that ‘connectivity’ is not being properly managed by transport and proposed a change. (TW) explained that it is not for the PGp to address, but to make sure that connectivity is being addressed.

Action: (LH) to circulate Transport TGp action plan to all PG members

(LH)

Business Growth: Currently there is no group established. (TB) is working however, on a draft/action plan for the theme. (MB) outlined proposed configuration of the group with partner Economic Development Officers at the core (9), with SWRDA and Business Link representatives and Peter Scott as chair. MB said this proposal had support of the candidate membership and Gordon Page. The PGp agreed to the formation of the group, conditional on PGp agreeing the group’s action plan.

Agreed: (PS) agreed to be the chair

(MB)

Action: (MB) to circulate draft plan when ready and ensure PGp approval to proceed

Housing: (SW) has been elected chair. Her view is that the housing group should be called the 'Strategic Housing Group' representing the MAA partners and LSP'S across the sub region.

The aim is to develop the membership and agenda structure so that business is dealt with by the appropriate representatives as invited to the meetings, allowing coverage of both MAA and LSP issues.

(SW)

Action: a)(SW) To have a delivery plan by the end of March

(SW)

b)(SW) to write to all partner local authority Chief Executives to explain progress to date and planned action

Skills: (PW) explained the TGps intention to progress their transformation into an Employment and Skills Board. He intends putting forward a recommendation to the MAA Board on the 23rd of February, with the intention of having this group operational in April.

Other developments are the introduction of a working group, led by Bournemouth University on skills strategy development and an Economic Challenge Investment Fund has announced it will support funding to promote higher education in response to unemployment. Submission for this is due to HEFC by 27 February 2009.

(PW) confirmed that the strategic thrust of the LSC and Job Centre Plus were in alignment.

A reference was made as to who the chair of this group would report too, the consensus was that the decision should be made by the Board.

(PW)

Action: (PW) to prepare paper and recommendation for the Board (23/2) to consider

Environment: (TW) gave an update on the lack of a group Chair and was hoping to meet M+S next week to see if the position could be transferred from Aaron Spicer to his replacement.

The action plan was prepared last November but Group were waiting to hear on the new green deal, presented by Mark Hepworth and will meet (20/2).

It was confirmed that the Group won't be meeting with Savills regarding the 'Eco park' due to statutory test showing it couldn't be progressed. This may be revisited after further brown field work is progressed.

(TW) Asked that by the next PGp meeting that there is an action plan from each of the five TGps in place. He thanked everyone for their hard work. DL requested that he be sent copies of all TG action plans that are currently complete.

Action: (LH) to forward completed action plans for Transport, Skills and Environment to DC (LH)

4. Programme Manager- Progress Report

(MB) presented the Progress Highlight Report, for Jan/Feb which had previously been circulated to the Group.

Current Activity:

Special note was made of the tragic sudden death of David Woodhouse.

(TW) explained that the vacancy would need to be someone from the Private Sector and would be vetted by Gordon Page.

Action: (MB) to follow up with John McBride to ensure John McBride is aware of possible candidates. (MB)

The PGp spent some time discussing the appropriate protocol for identifying, agreeing, collating and reporting “consultations” that are to be submitted under the joint partnership MAA banner. The Group agreed that when a decision to make a joint MAA submission was needed then the senior officers on the PGp would agree the action required and advise MB to co-ordinate response.

Action: (MB) offered to compile a flow diagram, to show this process. (MB)

The PGp agreed that the work completed by Geo-Economics, would first be review by senior officers/Directors of the strategic partners.

Action: (LH) to set up meeting with PW,JW,DW and MB Following release of Geo-Economics report (early March) (LH)

(JW) excused himself and left the meeting.

The group discussed the need to prepare a MAA action/delivery plan, to help inform partners (and DCLG) and enable measurement of progress

Action: (MB) compile delivery/action plan for review at (MB)

Next meeting (3 April)

(MB) asked that a decision be made on what was appropriate to seek SW REIP funding. There is a need for an initial 'expression of interest' for the bid, to be made by 26th February 2009. After discussion the Group agreed that a bid should seek to secure funds that would offset spending already incurred, such as the Geo-economics report and payments to GOSW for Stuart Tarr's seconded work.

(MB)

Action: (MB) to submit initial 'expression of interest' Proposal to SW REIP by end Feb

(MB) updated the group on the recent meeting (11/02) with PUSH leaders and executives. There had been interest in joint lobbying, especially in areas like road, rail and marine. PUSH are considering a MAA refresh in March or perhaps later in the year, (MB) encouraged that we monitor developments and consider also a refresh April/May.

(MB)

Action: (MB) to contact PUSH mid March to discuss their Progress and how joint actions might develop

Current Issues:

1.(MB) identified that there was a need for each TGp to have their own secretarial support. The Group discussed various options and 'Housing' and 'Skills' confirmed they could provide this. TW was less comfortable. It was decided to revisit the issues at the next meeting.

2.(MB) re-iterated the need for an operations budget. The Group confirmed that the Economic Development budgets of each authority were to provide a base for resourcing the MAA effort. A meeting with lead ED Officers will be arranged.

3. The Olympic legacy was described as somewhat disconnected from the sub-regions MAA. It was agreed that the MAA should contribute to the Legacy and (PS) suggest we wait to hear Mark Hepworth's (Geo-economic) report recommendations on the subject.

4.(MB) recommended that the Business Growth TG be reconfigured and after considerable discussion the Group agreed to the suggestion of a new group.(PS) offered to chair the group. The new group's key tasks would be addressed at the next meeting.

(MB)

Action: (MB) to advise Board of the PGps support Reconfigured Business Growth TG.

(PS) excused himself and left the meeting.

5. **RIEP Funding – Bid Progress**

Discussed earlier in the meeting.

6. **Geo-Economic Consultation-Progress**

Discussed earlier in the meeting.

7. **Investment Plan**

(DG) gave a brief outline but due to time constraints, it was agreed that this item would be carried forward to the next meeting.(April)

8. **Sub-National Review**

(DW) laid out proposals on how we do the area economic assessment with guidance from CLG. The group agreed the need to co-ordinate effort under the MAA and would review the cost.

Action: (DW) to take forward

(DW)

9. **MAA – Joint Scrutiny By Strategic Authorities**

(MB) noted that the PGp had asked (19/12/08) him to set up a Joint Scrutiny Group for the MAA. He asked for some guidance as to how the PGp wished to progress this. The Group reflected on the need and agreed to clarify expected timetable for this work.

Action: (PW) to liaise with Brian Leverett (BoP) to determine urgency and expectations.

(PW)

10. **Any Other Business**

- i. (PS) will now become part of the PGp as the new chair of the Business Growth TG. He will relinquish his membership of the Environment TG
- ii. DCLG will be advised that LABGI funds distribution will be on a MAA based approach. ie...the 'sub-region'. The Group agreed that funds allocation would remain to be determined by the Chief Executives of the local authorities.

- iii. The draft agenda for the MAA Board meeting (23/02) was discussed and it was agreed that it should now be circulated to John McBride to discuss with Gordon Page, prior to release.

(MB)

Action: (MB) to circulate draft agenda to John McBride

END

11. Dates Of Future Meetings

14.30pm on 03/04/09 DB
10.30am on 03/07/09 DB
10.00am on 25/08/09 DCC
10.00am on 09/11/09 DB