

Approved: Signed _____ Date _____
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**Minutes of the MAA Programme Group held on
03 April 2009 at Dorset Business**

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

1 Apologies

Introductions were made around the table; apologies were received and accepted by Jim Bright- Chair (JB).

2 Approve minutes of last meeting & review actions

Minutes of the last meeting dated 12 February 2009 were approved. DG noted that in future submission of the Regional Funding Advice (RFA2) needs to be made a clearer process so that the sub-region can beater support SWRDA.

(TW) arrived for the meeting at 14H39

-Items brought forward from 12/02/09

(DW) Confirmed that the Economic Assessment Guidance was in late summer/autumn.

The consultants 'Shared Intelligence' would be visiting in April to discuss economic development capacity in the sub-region. Group members were referred to a recent guidance note from Shared Intelligence to consider questions likely to be asked in interviews (refer p22)

3 Theme Group –Progress Report

Housing: (SW) explained that the 'Terms of Reference' have been redrafted and will be ready for approval at the next meeting. (SW passed round draft)

TW and JB questioned the level of seniority of proposed theme group members believing it should be at a more senior level. They would seek further advice and revert to SW as soon as possible. Further TW wanted the theme Terms of Reference to be explicit in linking adequate housing provision to economic development/performance.

Action: a) (SW) To have a delivery plan ready for review by the theme group at their 17 April meeting.

(SW)

b) (TW/JB) to advise SW regarding their membership requirements as soon as possible.

(TW/JB)

Skills: (PW) is on annual leave and therefore unable to present. (MB) explained item 6 and asked the PGp to support theme group plans to establish statutory – strategy setting powers for the proposed Employment and Skills Board. (JB) said in his opinion there isn't enough evidence of where the benefits lie. (TB) agreed that more knowledge was needed, however he is happy to support in the interim. (JB) suggested a business case and project plan be done, to show 'risk' and how the wider stakeholders would be impacted.

Action: (PW) To prepare a response for the PGp consideration

(PW)

Environment: (TW) Advised that a Huw Moore at Marks and Spencer had accepted the role of Chair following Aaron Spicer's relocation. A workshop is planned for the 15th of May to refocus the group on priorities and consider clear linkages to the Green Knowledge Economy concept reported by Geoeconomics. Mark Hepworth will be engaged to support the meeting. Emphasis will be given to developing the Environmental Means/Limits project with the Environment Agency to complete it as soon as possible

Transport: (JMc) circulated a progress report and noted a shortfall of £150 000 in the multi-modal transport study funding. This was due to DFT funding extending longer than a year. Discussions to resolve with GOSW and DFT are progressing. Phase 3- 'strategy development' is about to commence. Concern was raised that the RFA had delayed the Bournemouth 'bus corridors' project.

Action: (MB) to discuss with 'Business Growth' TG and secure agreement to transfer by end May (MB)

JMc circulated minutes from the Freight Quality Partnership meeting and confirmed in his opinion that the group was working well.

(JB) enquired as to the role of the TG relative to the Board. JMc confirmed that the TG should provide strategy advice and technical input.

Action: (MB) to prepare a minimum Terms of Reference framework requirement – common to all Theme Groups – and request that Theme Groups submit their proposed Terms to the next PGp meeting.(3rd July) (MB)

Business Growth: (DW) Notes were made available from the formative meeting of 16 March. DW proposed that an action plan be ready in May for the Programme Group and Board to endorse.

Action: (DW) to circulate draft plan, when ready to PGp Members. (DW)

4 Programme Manager- Progress Report

(MB) presented the Highlight Report, for February/March.

A bid will be prepared for SWRIEP funding (£100K) to provide co-ordinator support to establish the Employment and Skills Board and support executive professionals who have been made redundant in the current downturn.

MB proposed that he prepare a 'generic' MAA narrative for all partners to submit for the Comprehensive Area Assessment. DL advised that currently Department for Communities and Local Government (DCLG) management were interested in how Whitehall was responding to negotiating 'freedoms and flexibilities' TW requested that a progress report be prepared for the Board and CLG.

Action: (MB) To prepare a first year progress report for MAA Board (21 May) meeting and CLG (MB)

5 MAA Activity Budget 09/10

An operational budget was considered and approved by the Programme Group for the 2009/10. A budget of £30,000 divided between the three local authorities would be managed by Dorset Business ring-fenced for the MAA. There was some discussion about the residual monies left over from BDPEP. (~£47000.00), it was agreed that this money should be transferred to the MAA, Tim Martin at Borough of Poole should be consulted to see if he could advise how best to transfer these funds. JB proposed that in the interim the three authorities contribute £3000 each to establish the MAA budget.

The sub-region wide 'Economic Assessment' required from 2010 will cost an estimated £160K. No budget allocation would be made for this work at this stage.

Action: a) (MB) Dorset Business to invoice the three local Authorities for their £3000 interim contribution. (MB)

b) (MB) to review 'economic assessment' needs at a later date (September '09). (MB)

6 Geo Economics Report - Review For Chief Executives

The Group reviewed the report prepared for the Chief Executives to present the Geoeconomics 'Envisioning the Green Knowledge Economy' consultation. The report would be debated by the Chief Executives on 6 April to determine how the concept might be developed. There was general support for the report's recommendations. TW emphasised his interest in wanting to improve travel times to London and have Bournemouth Airport succeed. TB noted that the consultation 'fits around' the SWRDA strategies and gives a 'correct sense of direction'.

16h16 Jim Stewart arrived for the meeting

7 MAA Delivery/Action Plan – For Approval

16h23 Tony Bray left the meeting

MB discussed the paper and plan for the period 2009 to 2011. He noted that the recent work with Geoeconomics meant that the plan might significantly change in coming months. The Programme Group approved the plan. TW noted that although there is no great appetite to attach 'National Indicator Set' targets to the strategic actions of the MAA there is a value in using indicators, when

common to all partners LAA's, as part of a performance 'dashboard' for the MAA.

8 Investment Plan

To carry forward to a future meeting. Link to Homes and Communities Agency discussions around the 'single conversation'

17h03 Kevin Poulton arrived for the meeting

9 Sectoral Analysis Report –Present Results

(JW) presented a summary overview of the 'sectoral' research recently completed by officers at DCC and Bournemouth BC. JW emphasised that the data used was the most recent available but did not include the recession period. However it was felt the analysis would provide a useful benchmark of conditions within industry sectors immediately prior to the economic downturn. Copies of the work would be circulated to the theme groups.

Action: (JW) to prepare a briefing note on the results to accompany the full report

JW

17h15 JW left the meeting

10 Any Other Business

- A) Kevin Poulton (KP) explained that conditions of a recent INTERREG bid required all claimants to possible funding to also be bid partners. He requested the support of the Programme Group in arranging the appropriate mechanisms to achieve this. DG advised that DCC would act as a research lead to 'wash-up' funds across the partners.
- B) The Programme Group requested that Board meeting minutes be included as a standing item for their meetings.
- C) TW, DG and JB would each provide Director level support to the Programme Manager on a rotating 3 month cycle to the end of 2009 commencing with DG

17h20 JMc left the meeting

17h27 KP left the meeting

END

11 Dates Of Future Meetings

- 10.30am on 03/07/09 Dorset Business
- 10.00am on 25/08/09 Dorset County Council
- 10.00am on 09/11/09 Dorset Business

