

Approved:
Signed _____
Date _____

**Notes of the MAA Programme Group meeting held on
09 November 2009, 10am at Dorset Business, Poole**

Attendees:

Dorset CC: (DCC)	David Walsh	DW
	Don Gobbett	DG
Poole BC: (PBC)	Jim Bright	JB
	Adrian Trevett	AT
	Jacob Salder	JS
Bournemouth BC: (BCC)	Mike Holms	MH
Poole Harbour Commission:	Jim Stewart	JS
GOSW:	David Luckhurst	DL
Dorset Business:	Matt Beaumont	MB
	Peter Scott	PS
West Dorset CC:	Sarah Ward	SW
Transdev	Gary Corrie	GC
Environment Agency	Neil Murdoch	NM
	Ron Curtis	RC
SWRDA	Tony Bray	TB
Apologies		
Bournemouth BC: (BCC)	Tony Williams	TW
Nth Dorset DC	Derek Hardy	DH
	Richard Dimpleby	RD
Poole BC: (PBC)	Julian McLaughlin	JMc
<i>Minutes:</i>	Louise Harper	LH
<i>Chair:</i>	Jim Bright	JB

- 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

	<u>Description</u>	ACTION
1	<p><u>Apologies</u></p> <p>Jim Bright –Chair, welcomed the PGp and observers. Apologies were received from Richard Dimpleby, Julian McLaughlin and Tony Williams.</p>	
2	<p><u>Approve Notes of last meeting 25/08/09</u></p> <p>The minutes of the last meeting dated 25/08/09 were unanimously agreed by the Group as a true and accurate record of that meeting, and were signed off by Jim Bright</p>	

	<p>Matters Arising: Items brought forward from 25/08/09</p> <ul style="list-style-type: none"> i. MB - proposal for John McBride to Chair the PGp, was met with approval. LH to send confirmation of dates and meeting venue's for 2010 to JMc. Board to be asked to endorse at next meeting 25/11 ii. The PGp considered the ED functions cross authority review and referred it to the Directors to progress and report back. iii. The PGp considered the procurement of Belinda Payne's services as ESB project co-ordinator, expressing preference for her retention, rather than having to re-interview new candidates. MB to discuss with AT to progress asap. iv. No progress on the 'eco-business park' discussions between TW and PS. TW to initiate and further highlight possible links between Business Growth TG and Environment TG. v. The PG supported the Skills Theme Group recommendation to form the Employment & Skills Board as a sub-committee of the MAA Board. MB to submit paper to Board for endorsement vi. More details are required to clarify the latest information on funding for the Local Economic Assessment funding from contact Caroline Williams, DCLG 	<p>LH (asap)</p> <p>MB (by 25/11)</p> <p>TW/DG/JB (next meeting)</p> <p>MB (asap)</p> <p>TW (by 31/12)</p> <p>MB (by 25/11)</p> <p>MB (by 15/12)</p>
3	<p><u>Theme Group –Progress Report</u></p>	
a)	<p>Business Growth: PS indicated his frustration with the group's slow progress which could be due to lack of private sector input. PS identified there is clear value in sharing TGp's members. He encouraged others to develop joint representation to facilitate better communication between the TGp's</p>	

	<p>Action: (MB) to invite all TGp Chairs to discuss shared membership.</p> <p>b) Housing: SW recorded that the she will present the Housing Delivery and Action plan to the Board (25/11) and will tender both for circulation to the Board by the 13/11. DL offered to acquire further data relating to PSA20 'affordability of Housing' from CLG on behalf of SW. The priority list from the HCA single conversation will be supplied by SW, for the Boards review and comment. MB drew attention to the Low Carbon Resource Challenge and whether expressions of interest had been submitted. DL to confer with Kate Hall at DCC</p> <p>Action: a) (SW) to prepare and submit paperwork for the Board. b) (DL) to liaise with CLG for data c) (DL) to determine status of possibilities on the Low Carbon Resource Challenge with Kate Hall</p> <p>c) Skills: (MB) Discussed an appropriate structural relationship with MAA Board to support the establishment of an Employment and Skills Board. Agreed an ESB set-up as a sub- committee of the MAA Board with conditions that a) ESB represents all geographic areas of the county b) ESB represents SME's c) the sub-committee/board structure be trialled for 6 to 12 months d) the ESB draw additional members from outside of the MAA Board</p> <p>Action: (MB) To seek support for the ESB as a sub- committee of the MAA Board from the MAA Board, and bring recommendations to the PGp by end of 2009.</p> <p>d) Transport: JMc circulated the Activity Monitoring Report, which had not previously been sent to the PGp, JS reviewed current activity. JMc explained that a signing ceremony for the MoU with the Highways Agency was proposed for March 2010. A desire to engage a high level MAA representative to sign and attend was noted. The South East Dorset multi-modal transport study (SEDMMTS) project is progressing to plan; SW asked that the draft HCA priority list be considered relative to the work of SEDMMTS. JB advised that JMc and Rick Clayton could provide this assessment.</p>	<p>MB</p> <p>SW DL DL</p> <p>MB(next Board meeting)</p>
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	<p>Action: a) MB To invite Gordon Page to the signing ceremony in March 2010. b) JMc, Rick Clayton and SW to meet and review HCA priority list relative to SEDMMTS.</p> <p>e) Environment: (GC) indicated that a glossary of MAA related terms would be useful to the private sector members of the group, the PGp appreciated his comments and concurred that this would be beneficial to the MAA. GC explained that a ‘fuel efficiency seminar’ is being planned for January 2010. He commented that assistance is required to select and then invite attendees; MB offered the Programme office support. DG expressed concern that the MAA themes are not well enough aligned to LSP theme actions, particularly to Dorset’s environmental TG.</p> <p>Action: a) (LH) to refer to PUSH website for example and build a general purpose MAA related glossary. b) (MB/LH) To provide assistance to GC in setting up the Fuel Efficiency (Fleet vehicles) seminar. c) (LH) To set up formal meetings in 2010 between LSP Managers and MAA Programme Managers.</p> <p>4 <u>Environmental Means/Limits Project</u></p> <p>The group received a presentation from Ron Curtis and Neil Murdoch from the Environment Agency. The project was described as not providing a ‘model’ due to the large number of variables involved but that it could provide an overview of environmental impact (s) for project/projects. RC suggested it needed an opportunity to be tested. The PGp subsequently considered the presentation recommendations relating to the document and admitted some uncertainty as to its current viability, value and purpose. DL suggested that the DEFRA agenda and the project (Environmental Limits) needed to be better aligned, and advised that GOSW would progress this. It was agreed that a decision to continue or not would be referred to the Directors to consider. Ron and Neil were thanked for their work.</p> <p>Action: Directors, to consider how/if to move forward. Further options to be considered and presented to Directors to support their deliberations. MB to discuss the preferred steps with RC/NM/DL.</p> <p><i>Ron Curtis and Neil Murdoch left the meeting.</i></p>	<p>MB</p> <p>JMc/RC/SW</p> <p>LH</p> <p>MB/LH</p> <p>LH</p> <p>JB/TW/DG</p> <p>MB</p>
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<p>5</p>	<p><u>Programme Manager- Progress Report</u></p> <p>(MB) presented his report. DG requested points regarding 'link officers' be deleted from the report prior to presenting to the Board</p> <p>Action: (MB) To review content of report for the Board.</p>	<p>MB</p>
<p>6</p>	<p><u>Programme/Project Funding Bid Protocol</u></p> <p>The PGp were asked to approve the protocol for external funding bid. (TB) suggested that local authority partners own funding officers should be linked to any MAA bid process.</p> <p>(MH) noted that in most instances where EU funding is sought that match funding is a mandatory requirement. JB confirmed the protocol gave a good interim guide to progress opportunities as they arise</p> <p>Action: a) (MB) to redraft Item 6 to a single protocol document b) (MB) to alert partners 'internal funding officer experts to existence of protocol and explain c) (MB) to alert TGp chairs/Link Officers to Protocol content.</p>	<p>MB MB MB</p>
<p>7</p>	<p><u>Draft Operational Budget 2010/11</u></p> <p>(MB) tabled the draft Operational Budget for the year 2010/11 for the PGp's to discuss. Some concern was recorded and JB suggested that this be referred to the Directors to discuss.</p> <p>Action: (JB) to refer to Directors for approval</p>	<p>JB</p>
<p>8</p>	<p><u>GKE: Recommendations for the Board</u></p> <p>MB updated the PGp on recent developments and introduced the draft report that concludes phase II of the Geoeconomics consultancy. The PGp considered elements of the project identification process to have been inadequate and expressed concerns as to how projects had been selected. They concluded that the report should be referred to the Directors to decide on the following:</p> <ol style="list-style-type: none"> 1. Consider if GKE had met the commissioning brief. 2. To debate whether it should be passed to theme groups/LSP's for comment. 3. To propose next steps, advising prioritisation, definition and strengthening projects. 	

	<p>However the PGp agreed the draft report 'direction of travel' should be recommended to the Board making special note that the work by Geoeconomics :</p> <ul style="list-style-type: none">A) added to the overall clarification of the GKE conceptB) added value to the national profile of the partnershipC) endorsed the 5 sub-programmes identified (inc. Green transportation)D) principles of the GKE need to be considered, when selecting which of the existing projects are to be progressed under a revised MAA Programme. <p>Action: Director to progress</p> <p>9 <u>Agenda for Board Meeting 25 November 2009</u></p> <p>The PGp approved the agenda items for the Board meeting 25/1. Agenda items suggested for the meeting 25/11 are;</p> <ul style="list-style-type: none">a) Update of progress to establish the Employment and Skills Board (ESB)b) Approve the content of a revised programme to establish the 'green knowledge economy'c) Briefing on the University of Dorset proposal <p>10 <u>Any Other Business</u></p> <p>None</p> <p><u>Date Of Future Meeting:</u></p> <p>10.00 on 29/01/10 Dorset Business</p>	<p>TW/DG/JB</p> <p>End</p>
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