

Approved:
Signed _____
Date _____

**Minutes of the MAA Programme Group held on
03 July 2009 at Dorset Business**

Attendees:

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

- 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

Description

ACTION

1 Apologies

Jim Bright –Chair, welcomed the PGp; apologies were received from Don Gobbett. A final copy of the agenda was circulated.

2 Approve minutes of last meeting 03/04/09

Subject to the following amendment, JMc to BoP (not BBC) and JS to PHC (not PHS), the minutes were agreed to be an accurate record.

Action: a) (LH) To circulate a copy of the final minutes from 03/04/09 PGp meeting to all members.

(LH)

-Items brought forward from 03/04/09

(DL) Queried whether the final amended version of the Annual Report was ready for him to submit to DCLG, required by that afternoon. JB stated he had not approved the report as yet but confirmed he would by that afternoon.

Action: a) (MB) To send amended version of Annual report to JB for review. (MB)

JB outlined the need for more clarity and follow through of actions recorded in the minutes.

Action: a) (MB/LH) To ensure clearly defined actions are minuted. (MB/LH)

3 Theme Group –Progress Report

Housing: (SW) tabled the theme group Activity Monitoring Report and a draft 'delivery action plan' for feedback by 17 July. It was noted that the final delivery plan would need to draw from the negotiated agreements of the 'single conversation with the HCA. Areas for negotiation of MAA 'freedoms and flexibilities' had not yet been identified. (SW) requested guidance as to how the 'single conversation' was likely to proceed. (TW) suggested that John McBride, representing the Chief Executives, be asked to provide a plan. (DL) noted that housing performance was not just about numbers but also qualitative improvements such as in energy efficiency. (TB) encouraged the theme not to become unduly bound to National Indicator measures. (JB) emphasised the need to move the Programme on from the 'exploratory' phase and focus on delivery.

Action:

a) (SW) To forward electronic versions of tabled material to LH. (LH) to then circulate draft delivery action plan for responses back to (SW) by 17 July. (SW/LH)

b) (SW) To submit an Action plan to the Programme Group (via the Programme Office) for approval as soon as possible. (SW)

c) (JB) To request a plan for the 'Single Conversation' negotiations from John McBride and forward to (SW) (JB)

Skills: (PW) reported that their main focus was to establish an Employment and Skills Board (ESB); with strategy setting powers and funding responsibilities. Richard Dimpleby had accepted the position of Chair of the theme group as it transitions in to an ESB. (PW) expressed his intention to get the ESB strategy moving as soon as possible. He confirmed the secondment of project capability from BU for the next two years had been agreed and theme funding had been secured from SWRIEP. (£100K) A meeting with Department

Business Innovation and Skills (DBIS) officers to discuss progressing the ESB is planned for 13th July(TW) asked if succession plans were in place to support the Group when (PW) leaves Dorset. PW confirmed the 'link officer' role would be filled by the project management secondee and the Chair would be Richard Dimbleby.(TW) also noted the importance of local authorities in the skills provision for the 14 to 19 age group .

(JB) requested a more detailed plan to explain what the ESB will deliver. This would help other themes also understand the intended work of the ESB.(PW) noted that the Terms of Reference already provide some of this detail although at a relatively high level.

Action:

a) (JB/ TW and DG) to approach their respective Chief Executives to secure a local authority educational services nominee representing 14 to 19 years to join the ESB

(JB/TW/DG)

(PW)

b)(PW) to prepare a briefing note on the purposes of the ESB and to circulate this to MAA theme groups via their respective 'link officers'

Environment: (TW) Advised that Gary Corrie of Transdev had accepted the post of chair for the Environment TGp. He expressed his concern that overall focus and control of the TGp's was poor and the Terms of Reference needed tightening up. (TW) noted there is a lack of resource which needed to be addressed. (JB) felt that it was necessary for the three Directors to discuss the need for the reporting and delivery plans of the TGp have better structure. He suggested they discuss this at their next Directors meeting.

Transport: (JMc) Advised phase II of the multi-modal transport study project was nearing completion and that phase III discussions with stakeholders were soon to commence. Previous concern regarding phase funding shortfalls had been addressed. The Intelligent Transport System strategy document prepared by Michel consultants identified 9 recommendations one of which is the Joint Control Room. It was hoped that the Highways Agency would contribute to a presentation at the next TGp meeting to outline their work with partners under MAA 'freedoms and flexibilities' provisions.

Business Growth: (PS) updated the group explaining that the last two meetings (13/05 and 10/06) had not agreed project priorities for the TGp. (PS) had requested a steer from the MAA Board as to what the Board wanted the TGp to tackle. No guidance had yet been given. (DW) noted the value of the earlier draft action plan prepared by TB for the TGp. It was recognised that the output of the Geoeconomics Green Knowledge Economy work would help inform theme group action/delivery choices. (PS) advised that the Group was looking for relatively short term projects (2 years) to make progress. Good work

was progressing to raise the profile of the creative sector within the sub-regional economy.

4 University of Dorset – An Introduction

DW gave a presentation to introduce the concept of extending university level training provision within Dorset through existing facilities, specifically Weymouth College and Kingston Mauward College. Expressions of Interest would be submitted in December 2009. The Board will be kept advised on progress. (TB) noted that the concept needed to be discussed between a wider group of stakeholders at the regional level.

Action:

- a) (DW) to forward electronic background materials to Programme Office (LH) for reference (DW/LH)**
- b) (MB) to note need for Board endorsement at a later date in the MAA Business Plan (MB)**

5 Programme Manager- Progress Report

(MB) presented a progress report highlighting the visit of Cathy Francis, MAA lead at DCLG (24/07) He sought guidance on the required agenda and likely attendee's. The PGp unanimously agreed the need to present the Green Knowledge Economy concept to Cathy Francis and the Directors confirmed they would identify the agenda.

(MB) also noted that he would contact Gary Corrie to welcome him to the MAA.

Action:

- a) (TW/DG/JB) To prepare a draft agenda for Cathy Francis visit that includes discussion on the Green Knowledge Economy. (TW/DG/JB)**
- b) (LH) Directors to receive copies of the emails ex DCLG initiating the visit. (LH)**

6 MAA and Structures Governance

(MB) introduced the paper and referenced in particular his concerns that the current MAA Programme structure did not match with good practise and needed review. He also noted that there was no single document relating to MAA 'governance' – what was available being embedded in the Economic Strategy Action Plan. He recommended that this also be reviewed and captured in a single dedicated document. (JB) advised that the MAA 'constitution' had been approved by members prior to signing the MAA. TW suggested the matter be deferred for further discussion by Directors at their meeting on 6 July.

Action:

- a) **Governance and Organisational Structure issues deferred to next meeting (25/08) for Directors response.**

TW/DG/JB

7

Funding Bid Protocol

The Group received a paper from the Programme Manger that detailed a protocol for the identification, assessment and preparation of 'funding bids'. The protocol was presented as being consistent with the previously agreed protocol for responding to consultation requests under the MAA banner. (JB) commented that the Directors would address this at their meeting on Monday the 6th of July.

8

Action:

- a) **Funding Bids Protocol deferred to next meeting (25/08) for Directors response.**

TW/DG/JB

Proposed Review of Economic Development & Regeneration Function

The paper was presented by TW. It described a range of reform possibilities for resourcing and structuring the economic development functions of the partner local authorities. TW explained the aim of the paper is to test the appetite of Chief Executives for reform. It was welcomed and endorsed by the PGp as both timely and necessary.. TW was encouraged to progress the ideas furter and report back to the PGp.

Action:

- a) **TW to submit for Chief Executive response asap**

TW

9 Taking Forward the MAA- Initial Thoughts

The PGp unanimously agreed to progress with Geoeconomics (Mark Hepworth et al) work to 'flush-out' and validate projects that supported the 'green knowledge economy ' frame-work. Fee to be capped at £25K. PS relayed a formal invitation to the MAA to attend the Dorset Business Conference on the 14th of October 2009 to show case their intentions for a 'Green Knowledge Economy' conference in February 2010.

The paper in particular encouraged greater participation in the MAA by the District Councils and noted the need for an enhanced programme office capacity. TW recommended another two and half staff posts be provided at an estimated £100K/annum. The suggested increase needs to be considered now in anticipation of fixing budgets

for 2010/11 in the coming months

Action:

- a) **TW to edit the paper into a more formal version for the public domain and submit for consideration within MAA local authority partners for budget setting purposes**

10 Any Other Business

SW confirmed her expectation to present the Housing action delivery plan for approval at the September (2/9) Board meeting.

DW introduced a request from Shared Intelligence for the MAA to engage in a series of national information sharing events commencing on July 21st. The PGp agreed that inadequate notice had been given to support this request.

TW requested that the time of the next PGp meeting be moved to the afternoon.

Action: LH to poll members for agreement

LH- 10July

END

11 Dates Of Future Meetings

13.30 on 25/08/09 Dorset County Council

10.00 on 09/11/09 Dorset Business