



**European Union**

European Structural  
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**European Structural and Investment  
Funds  
2014 - 2020**

**Growth Programme for England**

**Worcestershire ESIF Sub-Committee**

**Minutes of meeting held 14/05/2019  
Worcestershire County Cricket Club, New Road, Worcester**

**Agenda:**

- 1a. Welcome, introduction and apologies
- 1b. Minutes of meeting of 11/02/2019
- 2a. ERDF Full Applications
- 2b. ESF Update and M.I Update
- 2c. Community Fund Update
- 2d. EAFRD and LEADER Update
- 2e. ERDF Update
3. Project Presentation – Serco
4. Code of Conflict Update
5. Any Other Business
6. Date and time of future meetings

**1a. Welcome, introduction and apologies**

1.1 Chris Hallam (CH) welcomed members to the Worcestershire ESIF Sub-Committee meeting.

1.2 Apologies for absence from the meeting were received and are detailed in Annex C below. It was noted that Ian Stirzaker has resigned his position on the group with immediate effect due to time commitments.

1.3 The general membership of the group was questioned as it was felt it was not up-to-date. It was agreed that the membership would be reviewed to ensure that the most appropriate people were appointed.

**1b. Minutes of the last meeting and action update**

1.4 CH invited comments on the minutes from the last meeting. No comments were received from members. The minutes were accepted as an accurate record of the previous meeting.

1.5 All actions were either completed or are included on the agenda for this meeting.

**2a. ERDF Full Applications**

**Priority Axis 3: Worcestershire SME Growth Programme**

2.1 John Fuller (JF) introduced the application.

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2.2 The Sub-Committee were asked for any declarations of interest; these were received from Sue Crow (SC), and Cllr Ken Pollock (KP).

2.3 JF invited comments from the sub-committee. See annex Ai below for comments from members.

2.4 The Sub-Committee agreed there was strong strategic fit and endorsed the application.

### **Priority Axis 4: Low Carbon Opportunities Programme Extension 2019-2022**

2.5 John Fuller (JF) introduced the application.

2.6 The Sub-Committee were asked for any declarations of interest; these were received from SC and KP.

2.7 JF invited comments from the sub-committee. See annex Aii below for comments from members.

2.8 The Sub-Committee agreed there was strong strategic fit and endorsed the application.

### **2b. ESF Update**

2.9 Dave Mansbridge (DM) gave an update on the national picture on the ESF Programme.

2.10 A discussion was held over future calls on PA 1, Investment Priority (IP) 1.2 and apprenticeships. It was noted that the apprentice hub is key part of the Worcestershire offer and should be supported to extend in the future, even if this activity is offered to a different provider once the transparent and competitive bidding process had been undertaken. Members agreed to this in principle, and agreed that the MA and LEP should work together to finalise these call specifications.

2.11 It was noted that any uncommitted funding once all of the calls had completed would most likely be placed in a national reserve fund. The details of how this would be accessible to each LEP area were still to be confirmed, and further information would be available at the time of the next sub-committee meeting. The efforts undertaken within Worcestershire to minimise the value going into the reserve fund were acknowledged by members.

2.12 Details regarding the interruption with the Commission were requested. DM confirmed that the audit issues which caused the interruption were being resolved, and that measures were being taken to ensure that there was no financial impact upon the Co-Financing Organisations, direct bidders, or individual organisations.

### **2c. Community Fund**

2.13 A paper regarding the Community Fund had been circulated prior to the meeting. No comments were made on this. It was noted that attempts had been made for a representative from the Community Fund to attend this meeting but no-one was available. Future meeting dates will be circulated to the relevant contacts to try and ensure that a representative can attend.

### **2d. EAFRD and LEADER Update**

2.14 Jo Jury (JJ) presented an update regarding the EAFRD Programme.

2.15 It was noted that only two projects had withdrawn during the course of the Programme, which is a very low rate of attrition, showing the quality of the applications received within Worcestershire. The

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nature of the projects supported is also wider reaching, generating skilled jobs and excellent value for money.

2.16 At present there are a higher value of projects remaining to submit their applications than money available. It is likely that some of the pipeline projects will drop out due to planning permissions and timescales for investment, which will help with this. In addition, the MA are researching the potential for a national reserve fund where underspend in other regions can be amalgamated and bid from.

2.17 A specific question was raised regarding the nature of the investment in one project. JJ agreed to provide feedback on this outside of the meeting.

2.18 David Throup (DT) questioned whether there was a lot of publicity around the excellent performance of this funding within Worcestershire. JJ noted that businesses do provide their own publicity. Gary Woodman (GW) added that the LEP are happy to publicise any stories as appropriate.

### **2e. ERDF Update**

2.19 JF gave an update on the status of the ERDF programme performance against profile and the Performance Framework targets offered by the current suite of projects selected under the Worcestershire area indicative allocation.

2.20 The June call schedule and indicative values for each Investment Priority were discussed. A proposal was put forward to move the 6% released in relation to the Performance Framework review from PA6 to PA1, and rationale for doing so was detailed.

2.21 JF noted that following the calls any un-contracted monies would be moved to a national reserve fund – the details for this accessing are currently being determined by Ministers and policy colleagues.

2.22 Members approved the proposed call values and timescales.

### **3. Project Presentation – SERCO Vocational Services**

3.1 Lily Pepperall (LP) and Jo O'Sullivan (JO) provided a presentation on their project. A copy of the presentation is included in Annex D of these minutes.

3.2 A question was raised regarding the term 'completed training'. LP clarified that this means that the individual has been through the entire process and finished the course. JO added that sometimes there is an issue where an employee already has an equivalent qualification which the employer is not aware of when signing up to the original engagement, meaning that they are unable to complete the training course.

### **4. Conflict of Interest Register**

4.1 Emma Smith (ES) requested that all members update their code of conduct agreement and their conflict of interest/declaration of interest register as a matter of urgency.

### **5. Any Other Business**

5.1 No items of Any Other Business were raised so the meeting was closed.

### **6. Date and time of future meetings**

6.1 The next meeting will be held on Wednesday 24<sup>th</sup> July, 10.30am, at Worcestershire County Cricket Club.

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**ANNEX Ai: ERDF Project Appraisal Comments**

<b>LEP Area:</b>	Worcestershire	
<b>Date:</b>	14/05/19	
<b>ERDF Priority Axis Call:</b>	PA3	
<b>Project Name:</b>	Worcestershire SME Growth Programme	
<b>Project Applicant:</b>	Worcestershire County Council	
<b>Total Project Value:</b>	£2,944,000	
<b>ERDF sought:</b>	£1,472,000	
<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
X		
<p>Declarations of interest: Sue Crow and Cllr Ken Pollock.</p> <p>The Managing Authority described the project and invited members' comments on the proposed changes.</p> <p>The following comments were recorded:</p>		
<b>Name</b>	<b>Comment</b>	
Chris Hallam	Stated that the proposal offered reasonable value for money and the applicant had good expertise, so was supportive of the application.	
<b>The Chair concluded the discussion and categorised the proposed operation as follows:</b>		
The committee agreed to the proposed changes.		
<b>Category A: The proposed operation fits with local strategic priorities and is considered high priority</b>	<b>Category B: The proposed operation fits with local strategic priorities though is not high priority</b>	<b>Category C: The proposed operation does not fit with local strategic priorities</b>
X		

<b>Recorded by:</b>	Emma Smith
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**ANNEX Aii: ERDF Project Appraisal Comments**

<b>LEP Area:</b>	Worcestershire	
<b>Date:</b>	14/05/19	
<b>ERDF Priority Axis Call:</b>	PA4	
<b>Project Name:</b>	Low Carbon Opportunities Programme Extension 2019-2022	
<b>Project Applicant:</b>	Hereford and Worcestershire Chamber of Commerce	
<b>Total Project Value:</b>	£3,129,694	
<b>ERDF sought:</b>	£1,624,328	
<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
X		
<p>Declarations of interest: Sue Crow and Cllr Ken Pollock.</p> <p>The Managing Authority described the project and invited members' comments on the proposed extension.</p> <p>The following comments were recorded:</p>		
<b>Name</b>	<b>Comment</b>	
David Throup	Stated that the extension built on the good delivery to date and was supportive of the project, but questioned whether the new enterprises supported figure seemed a little low.	
Chris Hallam	Stated that the project was split between two LEP areas, and they were working co-operatively to deliver the targets.	
<b>The Chair concluded the discussion and categorised the proposed operation as follows:</b>		
The committee agreed to the extension as there was a strong strategic fit.		
<b>Category A: The proposed operation fits with local strategic priorities and is considered high priority</b>	<b>Category B: The proposed operation fits with local strategic priorities though is not high priority</b>	<b>Category C: The proposed operation does not fit with local strategic priorities</b>
X		

<b>Recorded by:</b>	Emma Smith
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**Annex B Actions**

**List of Agreed Actions from 14/05/19 Worcestershire LEP ESIF Sub-Committee Meeting**

1. ES/GW to refresh the membership of the Sub-Committee.
2. All members to complete the Conflict of Interest forms and return to ES as a priority.

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### Annex C Attendee List

#### Worcestershire ESIF Sub-Committee 11/02/19 meeting

##### Chair & Deputy Chair:

<b>Name, title and organisation</b>	<b>Sector/Organisation Representing</b>
Chris Hallam (CH) (Chair)	Banking and Private Sector (TSB Bank)
John Fuller (JF)	Ministry of Housing Communities and Local Government (MHCLG) Managing Authority

##### Sub-Committee Members:

<b>Name, title and organisation</b>	<b>Sector/Organisation Representing</b>
Gary Woodman (GW)	Worcestershire LEP
Jo Jury (JJ)	Rural Payments Agency (RPA) Managing Authority
Dave Mansbridge (DM)	Department for Work and Pensions (DWP) Managing Authority
Juliana Crowe (JC)	Equalities (Rooftop Housing Group)
Sue Crow (SC)	Local Authority (Worcestershire County Council)
David Throup (DT)	Environment (Worcester Local Nature Partnership)
Tony Green (TG)	Higher Education (Heart of Worcestershire College)
Vikki Greenfield (VG)	Higher Education (University of Worcester)
Cllr Dr Ken Pollock (KP)	Local Authority (Worcestershire County Council)

##### Others in attendance (non-members - including secretariat):

<b>Name, title and organisation</b>	<b>Sector/Organisation Representing</b>
Emma Smith (ES)	Ministry of Housing Communities and Local Government (MHCLG) Managing Authority (minutes)

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Tom Wood (TW)	Ministry of Housing Communities and Local Government (MHCLG) Managing Authority (observer)
Lily Pepperall (LP)	SERCO Voluntary Services (project presentation)
Jo O'Sullivan	SERCO Voluntary Services (project presentation)

### Apologies:

Name, title and organisation	Sector/Organisation Representing
Tim George (TG)	Department for Work and Pensions (DWP) Managing Authority
Cllr Linda Robinson (LR)	Local Authority (Wychavon District Council)
John Dawson (JD)	Business Partner – SME (Prestige)
Caroline Bedell (CB)	Rural (CLA Midlands)
Luke Willetts (LW)	Worcestershire LEP
Cllr Ian Hardiman (IH)	Local Authority (Wyre Forest District Council)
Ostap Paparega (OP)	North Worcestershire Economic Development & Regeneration
Tim Birch (TB)	Big Lottery Fund
Stephen Brown (SB)	Union (Musicians Union)
Richard Quallington (RQ)	Voluntary & Community Sector (Worcestershire Voices)



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**Annex D SERCO Presentation**