**Northamptonshire ESI Funds Sub-Committee**

**Minutes of interim meeting held 10th May 2016**

**Enterprise House, 30 Billing Road, Northampton, NN1 5DQ**

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| **Agenda:**  1. Welcome and introduction  2. ERDF PA2 Outline Application – USE ICT  3. ERDF PA3 Full Application – Ready2Grow  4. Date and time of next meeting |

1. **Welcome and introduction**
   1. **The Deputy Chair, Melanie Crunkhorn (MC)** welcomed members to the meeting and apologies were noted.
   2. **MC** explained that this was an interim meeting to allow members to consider and provide verbal comment for two ERDF projects only.
   3. **Sarah Ellwood (SE)** asked that the members’ distribution list be reviewed for accuracy as she did not receive all papers in advance of the meeting.

**Action 1: Secretariat to check that the members’ distribution list is up-to-date.**

1. **ERDF PA2 Outline Application – USE ICT**
   1. Declarations of Interests recorded for **Karen Lewis, Simon Denny, Sarah Ellwood, and Helen Miller.**
   2. **MC** gave an overview of USE ICT as per the written paper and invited members to comment on its local strategic fit.
   3. **MC** shared comments received in advance of the meeting from **Heather Payne (HP)** and **Emma Powlett (EP)**. **HP** raised concerns about the deliverability of the project, in particular about the project’s ability to deliver its proposed outputs, to access data sources given data protection and its linkages to other services including the Growth Hub. These concerns were shared by non-conflicted members. **EP** was pleased to see reference to rural provision which was echoed in the room by **Simon Bovey (SB)**.
   4. **HP** and **SB** noted that the project appeared to duplicate activity offered by a PA2 application previously supported by this Sub-Committee. **MC** encouraged members to determine USE ICT’s strategic fit on its merits before considering its position in relation to the other application.
   5. Members were unclear about the origin of the project’s match funding given discrepancies within the application which raised further concern about the project’s deliverability.
   6. Members invited clarification on the above queries from **SD** in his capacity as a Director of the applicant organisation. **SD** expressed concern about the availability of proposed match funding and of the applicant’s linkages with the local networks described in the bid.
   7. Members were of the view that whilst the project had some strategic fit, there are a number of issues concerning the deliverability of the project in the local context and advised therefore that the project should not be taken forward.

**Action 2: DCLG MA to record the advice of the Sub-Committee and conclude its assessment.**

1. **ERDF PA3 Full Application – Ready2Grow**
   1. Declarations of Interests recorded for **Karen Lewis, Simon Denny, Sarah Ellwood, Helen Miller and Jo Lappin.**
   2. **MC** gave an overview of Ready2Grow as per the written paper and invited members to comment on its local strategic fit.
   3. **SB** noted that the Appraiser had indicated ‘Good’ or ‘Satisfactory’ in relation to all sections although he queried whether the reliance on SME contributions for match funding presented a risk. **MC** confirmed that as a condition of funding, an update on cash flow of SME contributions (actual and forecast) would be required to accompany their grant claims and a break clause would be inserted into the Funding Agreement to be invoked if SME contributions became insufficient.
   4. **HP** queried the start date of 01 March 2016 stated in the Appraisal Form. **MC** explained that the Applicant had formally requested retrospection and so may incur costs at risk from this date.
   5. Members agreed that the proposal continued to present good local strategic fit and were supportive of the application.

**Action 3: DCLG MA to record Sub-Committee advice and conclude its appraisal.**

**4. Date, time and venue of next meeting**

* **MC** thanked Members for their engagement and confirmed the next meeting would take place on **7th June 2016 at 12:30,** venue to be confirmed.

**Annex A**

**List of Agreed Actions from 10th May 2016 Northamptonshire Sub-Committee Meeting**

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| **Agenda Item** | **Action** | **Action Assigned to** |
| 1 | Secretariat to check that the members’ distribution list is up-to-date | Melanie Crunkhorn, DCLG |
| 2 | DCLG MA to record the advice of the Sub-Committee and conclude its assessment. | Melanie Crunkhorn, DCLG |
| 3 | DCLG MA to record Sub-Committee advice and conclude its appraisal. | Melanie Crunkhorn, DCLG |

**Annex B Attendee List**

**Northamptonshire ESI Funds Sub-Committee 10 May 2016 meeting**

**Chair & Deputy Chair:**

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| **Name, title and organisation** | **Sector/Organisation**  **Representing** |
| Melanie Crunkhorn, Deputy Chair, DCLG | DCLG Managing Authority |

**Sub-Committee Members:**

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| **Name, title and organisation** | **Sector/Organisation**  **Representing** |
| Simon Bovey, Local Nature Partnership | Environment |
| Heather Payne, Moulton College | Further Education |
| Helen Miller, North & West Northamptonshire LEADER Local Action Group Partnership | Rural |
| Sarah Ellwood, Northamptonshire County Council | Local Authority |
| Simon Denny, University of Northampton | Higher Education |
| Karen Lewis, University of Northampton | Higher Education |

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

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| **Name, title and organisation** | **Sector/Organisation**  **Representing** |
| Jo Lappin, Northamptonshire Enterprise Partnership | Local Enterprise Partnership |
| Elizabeth Howard, DCLG | ESIF Secretariat |

**Apologies:**

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| **Name, title and organisation** | **Sector/Organisation**  **Representing** |
| Cllr Andre Gonzalez De Savage, Northamptonshire County Council | Northamptonshire Enterprise Partnership |
| Steve Boyes, Northampton Borough Council | Local Authority |
| Greg Ward, South Northamptonshire District Council | Local Authority |
| Ian Achurch, Northamptonshire County Council | Local Authority |
| Daniel Curtis, Environment Agency | Environment |
| Cllr Tom Beattie, Corby Borough Council | Northamptonshire Enterprise Partnership |
| Anjona Roy, Rights and Equalities Council Northamptonshire | Equalities and Anti-Discrimination |
| Jane Carr, Voluntary Impact Northamptonshire | Voluntary and Community Sector |
| Lee Barron, Midlands TUC | Trade Union |
| Phoebe Edwards, East Midlands Business Ltd | Private Sector |
| Emma Powlett, Powlett & Associates | Rural |
| Danny Moody, Northamptonshire County Association of Local Councils | Town and Parish Councils |
| Matt Latham, Environment Agency | Environment |
| Naomi Green, Department for Business, Innovation and Skills (BIS) | BIS Local |
| Roger Allonby, Rural Payments Agency | DEFRA Managing Authority |
| Jay Kara, DWP | DWP Managing Authority |
| Sajeeda Rose, Northamptonshire Enterprise Partnership | LEP |