



**European Union**

European Structural  
and Investment Funds

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

**Growth Programme for England**

**Worcestershire ESIF Sub-Committee**

**Minutes of meeting held 11/02/2019  
Chateaux Impney Hotel and Conference Suites, Droitwich Spa**

**Agenda:**

- 1a. Welcome, introduction and apologies
- 1b. Minutes of meeting of 19/09/2018
- 2a. ERDF update and M.I Update
- 2b. ERDF Full Applications
- 2c. ESF Update and M.I Update
- 2d. EAFRD and LEADER Update
3. Project Change Request – ERDF – Worcestershire Superfast Broadband
4. Project Extension – ERDF – Extension to Worcestershire Business Central – Growth Hub (PA3)
5. Any Other Business
6. Date and time of future meetings

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

1.1 John Fuller (JF) welcomed members to the Worcestershire ESIF Sub-Committee meeting, apologising for the short notice given when arranging this.

1.2 Apologies for absence from the meeting were received and are detailed in Annex C below.

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

1.3 JF 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.

1.4 One action was outstanding from the last meeting; this has been moved forward to the next meeting, and is recorded in Annex B below.

**2a. ERDF Update**

2.1 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.

2.2 A question was raised regarding the final decision over the reserve fund methodology. JF clarified that the national Growth Programme Board would make this decision with input from key stakeholders.

## **Official**

2.3 JF stated that in order to drive national growth LEP's each needed to be realistic regarding their ability to spend the notional allocations they have been given. It was noted that Worcestershire have a strong pipeline of activity which will help support future discussions.

2.4 A discussion occurred around the timescales taken by GDTs on appraisals. Members were asked to remember that there is often high volumes of correspondence between an appraiser and the applicant seeking additional information/evidence which can result in delay, especially in relation to key issues such as State Aid or financial profiles. JF advised that a Continuous Improvement project was running on all processes undertaken by the MA, including appraisal.

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

2.5 Tim George (TG) gave an update on the national picture on the ESF Programme. It was noted that The MI update issued did not include the additional commitments proposed for both the ESFA or BLF.

2.6 It was noted that changes to providers for NEET activity within Worcestershire had been proposed, and that demand for community grants was strong. TG stated that a decision regarding the change in provider would be made in the very near future.

2.7 A discussion was held over a future further education call. Members agreed to this in principle, and given the deadlines involved permitted the MA and LEP to work together to finalise these call specification without needing to issue this via Written Procedure prior to launch.

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

2.8 It was agreed that having a representative from the Community Fund attend the next meeting would be beneficial.

### **2d. EARFD Update**

2.9 An updated paper was received after the meeting had been confirmed. This is attached as Annex D below.

## **3. ERDF Project Change Request**

### **Priority Axis 2: Worcestershire Superfast Broadband**

3.1 JF introduced the application.

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

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

3.4 The Sub-Committee agreed to the changes being requested.

### **4: ERDF Project Extension**

#### **Priority Axis 3: Extension to Worcestershire Business Central Growth Hub**

4.1 JF introduced the application.

4.2 The Sub-Committee were asked for any declarations of interest; these were received from SC, Gary Woodman (GW) and Vikki Greenfield (VG).

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

## **Official**

4.4 The Sub-Committee agreed there was strong strategic fit and endorsed the extension.

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

5.1 JF stated that the Conflict of Interest register needed to be updated for each member. Paperwork pertaining to this to be issued following the meeting.

5.2 A letter from Catherine Blair at DWP regarding N+3 has been attached to the papers for information.

5.3 The dates, venues and times of future meetings are to be confirmed.

5.4 JF noted that a meeting was being held on Friday 15<sup>th</sup> February regarding future funding for the International Growth Programme where several options were being discussed. The outcome of this will be circulated via Written Procedure for comment.

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

**Official**

**ANNEX Ai: ERDF Project Change Request Comments**

<b>LEP Area:</b>	Worcestershire	
<b>Date:</b>	11/02/19	
<b>ERDF Priority Axis Call:</b>	PA2	
<b>Project Name:</b>	Worcestershire Superfast Broadband	
<b>Project Applicant:</b>	Worcestershire County Council	
<b>Total Project Value:</b>	£2,254,830	
<b>ERDF sought:</b>	£1,127,415	
<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
X		
<p>Declarations of interest: Sue Crow.</p> <p>The Managing Authority described the project, highlighting the issues identified through the Project Change Request and invited members' comments on the proposed changes.</p> <p>The following comments were recorded:</p>		
<b>Name</b>	<b>Comment</b>	
Gary Woodman (GW)	Stated that the changes seemed sensible and was supportive of the PCR.	
<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
---------------------	------------

**Official**

**ANNEX Aii: ERDF Project Extension Comments**

<b>LEP Area:</b>	Worcestershire	
<b>Date:</b>	11/02/19	
<b>ERDF Priority Axis Call:</b>	PA3	
<b>Project Name:</b>	Worcestershire Business Central – Growth Hub	
<b>Project Applicant:</b>	Hereford and Worcestershire Chamber of Commerce	
<b>Total Project Value:</b>	£1,545,772	
<b>ERDF sought:</b>	£ 772886	
<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
X		
<p>Declarations of interest: Sue Crow, Gary Woodman and Vikki Greenfield.</p> <p>The Managing Authority described the project, highlighting the issues identified through the Project Change Request appraisal route, and invited members' comments on the proposed changes.</p> <p>The following comments were recorded:</p>		
<b>Name</b>	<b>Comment</b>	
David Throup (DT)	Stated that the extension approach seemed sensible and was supportive of the project	
<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	

## **Annex B Actions**

### **List of Agreed Actions from 11/02/19 Worcestershire LEP ESIF Sub-Committee Meeting**

1. JF/GW to arrange a project presentation for the next meeting.
2. JF to arrange for a representative from the Community Fund to attend the next meeting.
3. Emma Smith (ES)/Tom Wood (TW) to issue Conflict of Interest forms to all members for completion prior to the next meeting.
4. ES/TW to arrange meetings for the remainder of 2019.

## Official

### 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>
John Fuller (JF) (Chair)	Ministry of Housing Communities and Local Government (MHCLG) Managing Authority
Gary Woodman (GW)	Worcestershire LEP

##### Sub-Committee Members:

<b>Name, title and organisation</b>	<b>Sector/Organisation Representing</b>
Tim George (TG)	Department for Work and Pensions (DWP) Managing Authority
Dave Manstridge (DM)	Department for Work and Pensions (DWP) Managing Authority
Cllr Linda Robinson (LR)	Local Authority (Wychavon District Council)
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)

##### 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)
Tom Wood (TW)	Ministry of Housing Communities and Local Government (MHCLG)

## Official

	Managing Authority (observer)
--	----------------------------------

### Apologies:

Name, title and organisation	Sector/Organisation Representing
Chris Hallam (CH)	Banking and Private Sector (TSB Bank)
Jo Jury (JJ)	Rural Payments Agency (RPA) Managing Authority
John Dawson (JD)	Business Partner – SME (Prestige)
Juliana Crowe (JC)	Equalities (Rooftop Housing Group)
Caroline Bedell (CB)	Rural (CLA Midlands)
Ian Stirzaker (IS)	Business Partner (SME Solicitors)
Ann Williams (AW)	Department for Work and Pensions (DWP) Managing Authority
Luke Willetts (LW)	Worcestershire LEP
Cllr Dr Ken Pollock (KP)	Local Authority (Worcestershire County Council)
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)



Annex D Updated RPA/EAFRD paper



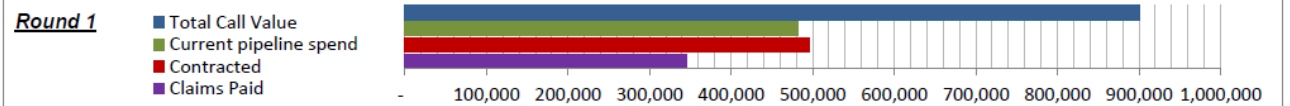
Rural Payments Agency

Report date: 31/01/2019

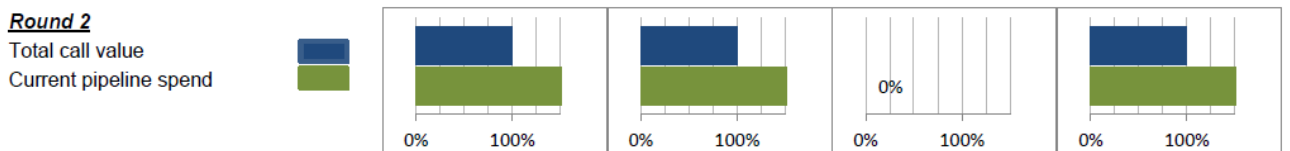
**Worcestershire ESIF EAFRD Management Information**

Notional allocation £ 2,242,595

Growth Programme Round 1	Total		Business Development		Food Processing		Tourism	
	Projects	Value £	Projects	Value £	Projects	Value £	Projects	Value £
Total Call Value	-	900,000		300,000		300,000		300,000
Current pipeline spend EOI + Endorsed + FA + Approved - Not Viable		482,142		218,308		155,472		108,361
Claims Paid	-	345,507		218,308		84,472		42,727
EOI Received	11	983,278	3	334,378	4	331,100	4	317,800
Endorsed for full application								
Full Applications Received	6	616,484	2	228,357	3	288,713	1	99,414
Contracted	5	495,264	2	227,189	2	168,661	1	99,414
Applications no longer viable	6	419,924	1	100,000	2	128,124	3	191,800
Drop out rate	55%	43%	33%	30%	50%	39%	75%	60%



Growth Programme Round 2 25/01/2017 - 31/01/2018	Total		Business Development		Food Processing		Tourism	
	Projects	Value £	Projects	Value £	Projects	Value £	Projects	Value £
Total Call Value		1,769,401		1,250,000		-		519,401
Current pipeline spend EOI + Endorsed + FA + Approved - Not Viable		3,716,659		1,911,659		-		1,805,000
Under(Over) Programmed		(1,947,258)		(661,659)		0		(1,285,599)
Claims paid		395,510		395,510		-		-
EOI Received	30	5,192,816	26	3,293,282	1	94,534	3	1,805,000
- EOI In Progress	-	-	-	-	-	-	-	-
Endorsed for full application	28	4,651,316	24	2,751,782	1	94,534	3	1,805,000
Full Applications Received	14	1,565,134	13	1,491,015	1	74,119	-	-
- FA In Progress	-	-	-	-	-	-	-	-
Contracted	11	1,236,765	11	1,236,765	-	-	-	-
Applications no longer viable	11	1,369,117	10	1,294,998	1	74,119	-	-
Drop out rate	37%	26%	38%	39%	100%	78%	0%	0%



Issues - strategic programme and/or project issues

## Official

### Pipeline Summary

WLEP has contracted 16 projects to date with a value of £1.73m

7 projects with a value of £2.3m, were endorsed at EOI stage by WLEP ESIFSC, have yet to submit a FA.

<b>Project</b>	<b>Value (£)</b>
Valefresco Salad Processing Line	£97,661.10
Worcestershire Mushrooms	£71,000.08
T.I. Simpson Windy Bank Abattoir	£139,337.20
Lambswick Drinks Company Ltd:	£87,852.00
Broadway Tower Country Park Ltd:	£99,414.00
5 Axis CNC Machine	£62,748.00
Pensons Farm Venue Development	£169,880.51
Clive's Farm Shop and Cafe	£99,061.23
Chadbury Farm Shop Cafe	£63,930.02
GR Moule Millridge Cherry Covers	£52,791.84
Styles Capacity Expansion Project	£89,790.00
C&J Brockie Corran Dean	£167,427.60
Wildgoose Rural Training	£111,319.00
Croome Cuisine -	£118,646.00
Hayloft Plants greenhouse	£173,445.61
Fews Marquees - Igloo Marquee	£127,725.47
<b>Grand Total</b>	<b>£1,732,029.66</b>

Syntley Barns Winery and Holiday Lets Application in appraisal

### Note:

The **Current pipeline** figure takes into account the latest value that could be used if the application is or has been successful.

The **Applications no longer viable** combines the withdrawn and rejected projects at whichever point in the process it happens.