

## Agenda Item 15

### ADVANTAGE WEST MIDLANDS

#### NON CONFIDENTIAL

Minutes from the 91st Board meeting held on April 24th 2007

#### Present:

Nick Paul – Chairman, Cllr Richard Hyde, Dr David Brown, Professor Michael Sterling, Gerard Coyne from item 7, Cllr Roger Lawrence, John Crabtree, Brendan Connor, Cllr Diane Rayner, Michael Oakes, Tony Sealey, Sue Prince, Dr Isabella Moore

#### Executive:

John Edwards	Chief Executive
Mick Laverty	Deputy Chief Executive/Corporate Director of Resources and Operations
Dr Richard Hutchins	Corporate Director for Economic Development
Mark Pearce	Corporate Director for Economic Regeneration
Tim Gebbels	Corporate Director for Strategy and Communications

#### Apologies:

Karen Yeomans - Corporate Director, Operations, David Smith, Cllr Ken Taylor

#### In attendance:

Trudi Elliott - Regional Director, GOWM, Deborah Lawrenson, Head of Board Support and Internal Communications, Sue Marwa - Board Support Executive

ITEM	DETAILS	ACTION
<b>1.</b>	<b>Minutes from the last meeting</b>	
<b>1.1</b>	The minutes were approved.	
<b>2.</b>	<b>Matters arising</b>	
<b>2.1</b>	With regard to the discussion at the previous meeting on Corporate Plan roll forward members asked for clarification on the following elements:	
<b>2.2</b>	8.5.7 Tony Sealey asked if existing funding to BRN (Black Regeneration Network) would continue into the 07/08 financial year – this was confirmed	
<b>2.3</b>	8.5.6 Sue Prince asked, regarding funding of Broadband whether this would continue as there are still rural businesses who are yet to access it– it was confirmed that although funding was no longer required for WMNC, support would continue for the rural broadband access target. However it was noted that funding for this target is finite and businesses would need to be proactive in flagging up their need.	

<b>2.4</b>	Michael Sterling asked if the Executive had received feedback on the shortlisting process for the Energy Technology Institute. <b>Action</b> The Chief Executive agreed to raise it at his meeting the following day with DTI.	<b>John Edwards</b>
<b>3.</b>	<b>Declarations of Interest</b>	
<b>3.1</b>	None	
<b>4.</b>	<b>Declaration of items of any other business</b>	
<b>4.1</b>	None	
<b>5.</b>	<b>Chairman's report</b>	
<b>5.1</b>	The Chairman drew attention to the following items from his report	
<b>5.2</b>	<b>Item 4 – Dinner with Qinetiq</b> – The Chairman and Chief Executive had met with Qinetiq and representatives from defence training elements of the MOD and Metrix to discuss future opportunities for training at RAF Cosford – detail of which would be clearer after conclusion of the Defence Review. This had been an extremely positive meeting with clear indication that all parties see a strong future for Cosford in provision of elements of defence training. The Board were informed that the Agency had commissioned Professor Steve Molyneaux to work it and partners in developing this work. A cross government department meeting was due to take place the following day which would be attended by the Chief Executive and Professor Molyneaux to begin this process. David Brown suggested that at some stage it would be helpful to bring in additional government departments to ensure that issues such as safety are covered.	
<b>5.3</b>	<b>Item 8 – AWM Board recruitment event</b> – The Chairman thanked Board members Tony Sealey, Di Rayner and John Crabtree as well as Trudi Elliot for joining the team at a seminar for potential Board members which had been held at Government Office on Friday April 20 <sup>th</sup> .	
<b>5.4</b>	<b>Item 7. Dinner with Cllr Mike Whitby</b> – it was noted that this dinner had been postponed.	
<b>5.5</b>	<b>Item 10. West Midlands Ambassadors visit to Birmingham</b> – David Brown commended the visit of such a high number of regional ambassadors to a series of key projects across the region.	
<b>5.6</b>	Trudi Elliot added that she had recently hosted a visit by several Government Ministers which had included the Permanent Secretary of DCMS. They had visited the RSC who had highly commended the Agency for the role it had played in supporting the RSC not only in providing funding but in providing expertise and ongoing support. This had ensured that the ministers had gone away from the event with a very	

	positive image of the Agency.	
<b>6.</b>	<b>Chief Executive's Report</b>	
<b>6.1</b>	The Chief Executive asked Richard Hutchins to provide the Board with an update on:	
<b>6.2</b>	<b>Item 1. Implementation of the new West Midlands Business Link Service</b> – the Board were informed that the launch of the new service had gone well, there had been no adverse publicity and only one complaint so this had been a very positive beginning. Further updates will be provided to the Board in due course.	
<b>6.3</b>	<b>Item 3. Update on Regeneration Zones and High Technology Corridors – Quarter 4</b> – Sue Prince asked with regard to 3.1.3 the Arc of Opportunity Zone, and comments regarding two visitor attraction projects, whether green public transport plans are being integrated with project developments such as this. <b>Action</b> – it was agreed Karen Yeomans would pick this up with Sue Prince outside of the meeting	<b>Karen Yeomans</b>
<b>6.4</b>	<b>Item 3.1.6</b> – North Staffordshire Zone were commended by Sue Prince for achieving its spend target for the SRB programme	
<b>6.5</b>	<b>Item 3.2.3</b> – with regard to the Wolverhampton Telford Corridor work with consultants SQW to generate new project proposals in order to develop a stronger programme of activity, David Brown asked for a further update on this to be provided at some point. <b>Action Karen Yeomans</b>	<b>Karen Yeomans</b>
<b>7.</b>	<b>Confidential item</b>	
<b>8.</b>	<b>Consultation Draft on the Review of the Regional Economic Strategy</b>	
<b>8.1</b>	Tim Gebbels reminded members of the process that had been followed in developing the draft consultation report which is due to be launched on May 8 <sup>th</sup> . Board members discussed the initial draft of this at the March Board meeting and will be provided with an updated version in due course. <b>Action Tim Gebbels</b>	<b>Tim Gebbels all actions pertaining to suggestions made by the Board</b>
<b>8.2</b>	Board members were asked to discuss the following three elements of the consultation document: <ul style="list-style-type: none"> <li>• Can we improve the vision?</li> <li>• Are the proposed headline performance indicators acceptable as the basis for consultation?</li> <li>• Should we seek to group the objectives under each main theme so that there are no more than three headline objectives under each of Business, Place and People?</li> </ul>	

8.3	Given the length of the discussion feedback on these issues was captured in a separate document which is available to Board members on request.	
9.	<b>IPA improvement plan</b>	
9.1	Mick Lavery presented the IPA improvement plan to members for comment. It was noted that delegation for final sign off of the plan before its submission to the NAO, would be given to the Chief Executive.	
9.2	It was noted that the plan was high level with detailed action plans with milestones, sitting underneath it and that the final version of the plan will be presented in a format to fit with the Investors in Excellence enabler categories	
9.3	David Brown suggested that the plan felt complex with a commitment to production of a number of strategies and frameworks and asked if some could be combined to make it less onerous for the teams to deliver.	
9.4	Mick Lavery explained that most of them were already planned and in track but for example actions for the communications teams would, for the most part, be picked up under delivery of a single overarching action.	
9.5	Sue Prince asked what the KLOE's mean. Mick Lavery explained that these are terms laid down by the Audit Commission for structuring the response.	
9.6	She went onto ask if the Executive were confident the communications elements could be delivered. The Chief Executive replied that they were in the process of appointing a new Director of Communications who would take this work forward.	
9.7	Confidential item	
10.	<b>New Website</b>	
10.1	Tim Gebbels updated the Board on the redesign of the new corporate website and talked through the process of intensive review which had taken place in determining the changes and developments which were required for the new site.	<b>Tim Gebbels to take forward all actions</b>
10.2	It had been planned to give the Board a demonstration of the new site, as referenced in the paper, however due to technical difficulties it was not ready to take place and will now be shown to the Board after the May meeting. <b>Action Tim Gebbels</b> The launch will be held back until after this demonstration has taken place.	

<p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p> <p><b>10.6</b></p> <p><b>10.7</b></p>	<p>The Board members raised the following issues all actions to be taken forward by Tim Gebbels and the E-Communications team :</p> <p>Isabella Moore asked if there will be links on the site to other regional websites such as the one for International Trade. Tim Gebbels confirmed that there would be though he was unsure if International Trade were one of these and he would follow this up with the team to ensure it was included. <b>Action</b></p> <p>Ms Moore stressed that the corporate website could potentially be a first point of contact for inward investors and therefore asked if the site would be multilingual. Mr Gebbels agreed to follow this up with team as he was unsure if this was intended or not and again would follow it up with the team. However he did stress that the website is not the primary interface between inward investors and region as there were other, more relevant mechanisms for doing so. <b>Action</b></p> <p>Sue Prince asked if the Zone and Clusters would be able to update case studies onto the site themselves. Mr Gebbels explained that it would be doubtful that organisations outside of the AWM network would be able to do this directly, however content management was being devolved to leads on Zones and Clusters as it was to other areas of the Agency, and it would be made clear to them that case studies would need to be uploaded and kept fresh - <b>Action</b>. Comprehensive training for teams responsible for content management is being rolled out.</p> <p>Gerard Coyne asked with regards to links to other websites whether there would be links to other RDA sites and other businesses who are on the boundaries of the region as this had been an issue in the past in terms of improving business relationships with organisations such as (the National Park). Again Mr Gebbels agreed to follow this up with the E-Communications team – <b>Action</b></p>	
<p><b>11.</b></p>	<p><b>Confidential item</b></p>	
<p><b>12.</b></p>	<p><b>Confidential item</b></p>	
<p><b>13.</b></p>	<p><b>Any other business</b></p>	
<p><b>13.1</b></p> <p><b>13.2</b></p>	<p>It was noted that the June 18<sup>th</sup> Board away day is being postponed and alternative dates would be circulated to them by the Board support team.</p> <p>Tony Sealey noted the success of a regional health club on which he had previously updated members, which now has the largest membership of any health club in the country.</p>	<p><b>CMT and Board members to note</b></p>

**ADVANTAGE WEST MIDLANDS  
NON CONFIDENTIAL**

Minutes from the 92nd Board meeting held on May 22nd 2007

**Present:**

Nick Paul – Chairman, Cllr Richard Hyde, Dr David Brown, Professor Michael Sterling, Gerard Coyne, Cllr Roger Lawrence, Brendan Connor, Cllr Diane Rayner, Michael Oakes, Tony Sealey, Sue Prince, Dr Isabella Moore, David Smith, Cllr Ken Taylor

**Executive:**

John Edwards	Chief Executive
Mick Laverty	Deputy Chief Executive/Corporate Director of Resources and Operations
Dr Richard Hutchins	Corporate Director for Economic Development
Mark Pearce	Corporate Director for Economic Regeneration
Tim Gebbels	Corporate Director for Strategy and Communications
Karen Yeomans	Corporate Director, Operations

**Apologies:**

John Crabtree, Trudi Elliott - Regional Director, Government Office West Midlands

**In attendance:**

Deborah Lawrenson	Head of Board Support and Internal Communications
Sue Marwa	Board Support Executive

ITEM	DETAILS	ACTION
<b>1.</b>	<b>Minutes from the last meeting</b>	
1.1	The minutes were approved.	
<b>2.</b>	<b>Matters arising</b>	
2.1	<b>Item 2.4</b> - With regard to the discussion at the previous meeting on the Energy Technology Institute it was confirmed that the West Midlands Consortium had got through to the final to host the hub. The decision is expected in early autumn.	
2.2	<b>Item 9.6</b> – The Chief Executive informed members that a new Director of Communications, Steve Hodgson, had been appointed and would be starting on June 5 <sup>th</sup> .	
<b>3.</b>	<b>Declarations of Interest</b>	
3.1	Item 1.2.13 Tourism & Leisure Cluster update – Sue Prince declared an interest as a Business member Staffordshire DMP	
<b>4.</b>	<b>Declaration of items of any other business</b>	
4.1	<ul style="list-style-type: none"> <li>• Update on the Planning White Paper – Mark Pearce</li> <li>• Issues in the forthcoming Energy White Paper – Mark Pearce</li> </ul>	
<b>5.</b>	<b>Chairman’s report</b>	
5.1	The Chairman drew attention to the following items from his report:	

<p>5.2</p> <p>5.3</p> <p>5.3.1</p> <p>5.4</p> <p>5.5</p>	<p><b>Item 3 – RDA Chairs meetings with ministers.</b> The Chairman explained that this had been a productive meeting discussion issues such as CSR, ERDF and the Skills agenda. The RDAs would be sending in a collective response to Treasury on the Leitch recommendations alongside continuing to work with DfES..</p> <p><b>Item 4 – Board visit to North Staffordshire.</b> The Chairman informed members that he had been disappointed at the apparent lack of progress since his last visit six months ago. He would be following up on specific issues regarding this with Karen Yeomans.</p> <p><b>Confidential item</b></p> <p><b>Item 6. Dinner with the Leader of Birmingham City Council.</b> The Chairman reported that this dinner had been postponed again by Cllr Whitby.</p> <p><b>Item 7. Visit to Business Support Gateway/Brokerage.</b> It was noted that the number of calls coming into the centre are relatively low at present but proactive awareness raising was underway.</p>	
<p>6.</p>	<p><b>Chief Executive’s Report</b></p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>The Chief Executive asked Richard Hutchins to provide the Board with an update on:</p> <p><b>Item 1. Summary of activity against each Cluster</b> -It was noted that the activity outlined showed a strong pipeline of projects coming through the cluster programmes.</p> <p><b>Confidential item</b></p>	
<p>7.</p>	<p><b>Confidential item</b></p>	
<p>8.</p>	<p><b>Project Performance Annual Report</b></p>	
<p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Karen Yeomans provided the Board with an update on improvements in the Agency processes for project assessment, approval and contracting. This included detail on the average time for projects to go through the assessment and approval elements.</p> <p>It was noted that the Agency was improving year on year in terms of throughout time for projects at both the outline and full stage. This year the Agency has achieved its target timescales at outline stage of project approval on 57 % of projects and at the full stage on 67% of projects.</p> <p>There are a small number of projects which are taking longer to go through the system which is either due to the complexity of the project. Exceptions will be reported to the Board.</p>	

8.4	A new process is being trialled internally which would enable partners to track progress on their projects going through the various stages of the process on line with the aim of rolling this out to partners by the end of the year. AWM are the first RDA to take this forward.	
8.5	The Board asked what the target is this year for outline and full. Karen Yeomans explained that a realistic level at this point would be for 70% of the projects to go through the process within the given timeframe. This was dependent upon both the Agency and its partners in fulfilling their various responsibilities/roles.	
8.6	<b>Action</b> - The Board asked that the targets the Agency is aiming to achieve for each element be outlined in future update reports. It was noted that updates would continue to be brought on a quarterly basis.	<b>Karen Yeomans</b>
8.7	The Board were informed that key areas which require addressing are around the development and contracting stages. To assist both staff and partners in this the guidance provided to applicants at the pre application stage is being further simplified and streamlined.	
8.8	The Board asked what processes are in place for measuring the views of partners regarding the process. It was noted that the new project tracker would provide this analysis.	
8.9	It was noted that the the Agency will be taking on responsibility for the new European programme from October and therefore for a period of time it would need to operate two systems until such a point as they can be brought together.	
9.	<b>Annual Monitoring Report to DCLG</b>	
9.1	Mark Pearce presented this annual report to the Board. Given that it is written in a template laid down by DCLG it was agreed it would be helpful for another paper to be brought to the Board with more detail on the impact of our response to the statutory consultations. <b>Action</b>	<b>Action</b> Mark Pearce to take forward and advise on timing.
9.2	Isabella Moore asked how the responses sit alongside planning reforms in terms of the Agency as a statutory consultee. Mark Pearce confirmed that there will be overlap. The Chairman added that Dft had invited himself and the Agency's lead on Transport Policy for a briefing meeting on planning reforms.	
9.3	Sue Prince noted that the whole of the Peak District National Park is consulted as part of EMDA's role as a statutory consultee and asked what the relationship is between AWM and the Park on these issues and specifically with regard to the LDF being prepared by the National Park and asked if	

	AWM is a statutory consultee on that. Mark Pearce explained that the Agency is in discussion with EMDA but he would check whether or not AWM is a statutory consultee. Action Mark Pearce to let Sue Prince know the outcome.	
<b>10.</b>	<b>Remuneration and HR Committee terms of reference</b>	
<b>10.1</b>	Richard Hyde, as Chair of the Remuneration and HR committee presented revised terms of reference for approval. It was noted that the committee had been keen to align them with best practice and therefore they reflect the TOR's of the Audit Committee. He assured the Board that he is keeping the Chairman abreast of issues arising from committee discussions and an Annual Report will be provided to the Board. <b>Action</b> Mick Laverty to advise on timing.	
<b>11.</b>	<b>Confidential item</b>	
<b>12.</b>	<b>Confidential item</b>	
<b>13.</b>	<b>RSP Six monthly report</b>	
<b>13.1</b>	Richard Hutchins presented the report which covered the period October 2006 – March 2007. The report included detail on the good progress made by the RSP and the strength of the Agency's contribution to this. The report also highlighted key issues and demands arising for consultations which had taken place with employers during the year and outlined the RSPs priorities going forward.	
<b>13.2</b>	It was noted that the RDAs would be provided collective input regarding Leitch Implementation plans.	
<b>13.3</b>	Ken Taylor asked for confirmation that appropriate links are being made between the RSPs plans and those of the WMES. It was confirmed that this is taking place as the RSP secretariat which is housed within AWM, drafts both sets of priorities.	
<b>13.4</b>	Isabella Moore expressed her disappointment that the Leitch report focused primarily on basic level skills without acknowledgement of the role of the regions in addressing issues. She was also concerned about the lack of linkages across with the educational sector as she felt this was needed in order to successfully mainstream. She further raised the issue of migrant labour and the importance of understanding the impact of this for the region. The Chief Executive reminded members that the detailed report on Migrant workers which was being developed alongside the WMES review would be brought back to the Board for discussion in the autumn.	
<b>13.5</b>	David Brown added that from the perspective of the Engineering institutions they are concerned about potential shortages in the future which would not be resolved without a clear path for retaining graduates within the regions.	

<p><b>13.6</b></p> <p><b>13.7</b></p> <p><b>13.8</b></p> <p><b>13.9</b></p> <p><b>13.10</b></p>	<p>The Chief Executive noted that one of the requirements of Leitch was that employers would sign up to the Employers Pledge and businesses had not been forthcoming in this thus far.</p> <p>He suggested that the Leitch report had been good with regard to analysing the issues but less strong on identifying how we should move from A to B in addressing them. The response to Leitch from DfES did not deal with the issue of skills from competitiveness which is a concern of the RDAs as well as the connections between each level up to and including Higher level skills.</p> <p>Professor Sterling concurred adding that students choose whether they want higher education and what they want to study and changing the routing of funding would not address that issue. He further added that there had been only one mention in the report of Higher Education and if the country does not provide level 4 and above and build on that it will fail to be innovative with the result that a growing number of businesses are looking overseas to recruit higher level skills.</p> <p>The Chairman noted positive feedback for the region and in changing perceptions of Birmingham, which he had received from Price Waterhouse Coopers. They had explained to him that previously they had found it difficult to recruit graduates to work in Birmingham but this had been turned around. The reasons why this is the case will be captured.</p> <p>Michael Oakes asked what the Agency's representation is on the RSP and whether this needed strengthening given the future of LSCs. The Chief Executive explained that the Agency would need to ensure it is represented on the regional LSC when it is established and it continues to be represented on the RSP at Board level.</p>	
<p><b>14.</b></p>	<p><b>Health, Safety and Environmental Management</b></p>	
<p><b>14.1</b></p>	<p>Michael Laverty updated the Board with progress on the objectives of the Health and Safety Committee and presented its first Annual Report. Management arrangements have been strengthened and the officer with responsibility for this was being further trained. The team are working hard to ensure the appropriate systems and processes are in place to capture data and more analysis will be provided to the Board in due course.</p>	
<p><b>15.</b></p>	<p><b>Confidential item</b></p>	
<p><b>16.</b></p>	<p><b>Confidential item</b></p>	
<p><b>17.</b></p>	<p><b>Any other business</b></p>	
<p><b>17.1</b></p>	<p><b>Confidential item</b></p>	
<p><b>17.2</b></p>	<p><b>Planning White paper</b></p>	

17.2.1	Mark Pearce updated members on the government's planning white paper which had been released the previous day. He explained that the aim is to streamline processes and to create an independent commission to take decisions on nationally significant infrastructure issues and cases; such as major airport expansion and strategic road networks. He added that there will be a series of national policy statements.	
17.3	<b>Energy White paper</b>	
17.3.1	This was due out the following day. It is expected to place RDAs in a central position with regard to framing regional response and policy. <b>Action</b> – the paper will be circulated to members together with a short briefing paper.	<b>Board Support to circulate white paper.</b>
17.4	<b>Board away day</b>	<b>Mark Pearce to provide briefing</b>
17.4.1	This will now take place on the morning of June 11 <sup>th</sup> and will be focussed on communications.	
17.5	<b>Richard Hutchins</b>	
17.5.1	The Board thanked Richard Hutchins for contribution over the last four years leading on issues such as Business Support and the roll out of Broadband amongst many others. They wished him well in his new role as Chief Executive of York Science City.	
17.6	<b>Olympics Pool</b>	
17.6.1	It was noted that there had been pressure from within the Region for AWM to fund the building of a pool. The Chief Executive reaffirmed that the Agency <u>will not</u> be doing so and this had been conveyed to partners. It was noted that the Agency is discussing various ideas with Sport England which would be brought back to the Board in due course.	
17.7	<b>Website Demonstration</b>	
17.7.1	The Board received a demonstration of the new website which is due to be launched shortly.	
17.7.2	<b>Action</b> - They made the following requests for changes or additions:	
	<ul style="list-style-type: none"> <li>• Links to be provided at some point within case studies to the websites of the featured businesses</li> <li>• Changing the reference to the Staffordshire sub region to Stoke on Trent and Staffordshire</li> <li>• More prominence being given to Birmingham Science City as a regional link</li> </ul>	<b>Tim Gebbels</b>
17.7.3	It was noted that five language choices would be added during phase II of the further development of the site.	



2.2	<p><b>Item 2.1 Energy Technology Institute.</b> Michael Sterling informed members that he had hosted a positive visit, supported by Dr Phil Extance, the Agency lead on Innovation policy, from the assessment panel for Institute hub. There had been an exchange of information with regard to the criteria for selection of the hub) 5 have made it to the shortlist including the Midlands bid.</p>	
2.3	<p><b>Item 5. 3.5 September Board meeting.</b> At the previous Board meeting it had agreed that the September Board meeting would be held in Stoke on Trent. The Chief Executive confirmed that arrangements are underway. The Board will meet the day before for a tour of significant sub regional development sites followed by dinner with a number of key partners. He asked that Board members make time in their diaries for this additional commitment.</p>	
2.4	<p><b>Confidential Item 4.3.8</b></p>	
2.5	<p><b>Item 6.3.5 FOI requests.</b> The Board had asked at the last meeting how many FOI requests had been received during the course of the year. The Chief Executive confirmed the figure was 70.</p>	
2.6	<p><b>Item 13.6 Leitch Report –</b> Richard Hutchins informed members that the Skills Pledge had been launched on June 14<sup>th</sup>. Board members expressed concern that the pledge is not sufficiently focussed on middle and high end skills.</p>	
2.7	<p><b>Item 17.1.1 Board Recruitment –</b> The Chief Executive outlined the current recruitment process, noting that the response thus far had been positive.</p>	
2.8	<p><b>Item 17.4 Board away day –</b> The Chief Executive apologised for the late cancellation of the away day, he confirmed this will now take place after the July Board meeting.</p>	
3.	<p><b>Declarations of Interest</b></p>	
3.1	<p>Michael Sterling declared an interest in item 9. Science City as Birmingham University, of which he is Vice Chancellor, is involved in several related projects.</p>	
4.	<p><b>Declaration of items of any other business</b></p>	
4.1	<p>Confidential item</p>	
5.	<p><b>Chairman’s report</b></p>	
5.1	<p>The report was noted</p>	
6.	<p><b>Chief Executive’s Report</b></p>	

<b>6.1</b>	The Chief Executive drew attention to the following items from his report:	
<b>6.2</b>	<b>Item 1 Business Links</b> – Richard Hutchins confirmed that progress is satisfactory thus far. The Business Links are on track to hit all but one of their Key Performance Indicators (KPI's) and on track to hit all nationally set KPI's.	
<b>6.3</b>	<b>Item 4 Critical Success Factors</b> – The Board approved the updated CSFs. Progress will now be reported quarterly beginning in July.	
<b>7.</b>	<b>Confidential item</b>	
<b>8.</b>	<b>Confidential item</b>	
<b>9.</b>	<b>Confidential item I</b>	
<b>10.</b>	<b>Science City – non confidential</b>	
<b>10.1</b>	Richard Hutchins provided the Board with an update on Birmingham Science City together with progress on Governance arrangements and outlined demonstrator projects and communication activities. He commended the work of both Birmingham and Warwick Universities in developing the demonstrator projects.	
<b>10.2</b>	It was noted that the Chief Executive has been chairing the Steering Group and this had now developed into the Partnership Board which meet for the first time in July and will be chaired by an independent private sector Chair, Norman Price.	
<b>10.3</b>	Richard Hutchins noted a range of activity in November including the Lord Staford awards, the Nation Summit for Science Cities and the Festival of Innovation.	
<b>10.4</b>	David Brown welcomed the progress made. He asked that the Agency work with partners to ensure the success of Birmingham and Warwick Universities is matched by other regional universities.	
<b>11.</b>	<b>WMES update on Action Plan – non confidential</b>	
<b>11.1</b>	Tim Gebbels updated Board member on progress with the development of the WMES Action Plan for the new WMES.	
<b>11.2</b>	The Board agreed to the recommendations in the paper. In summary these are to:	

	<ul style="list-style-type: none"> <li>• Present the strategy and action plan as two separate but clearly linked documents</li> <li>• That the Action Plan should have no more than 30 – 40 actions of which 5 -10 will be key ‘transformational’ actions</li> <li>• That there should be a clear audit trail closing off or linking actions from the current WMES Action Plan to the new one</li> <li>• That the action plan be presented in tabular form using the headings What and Why?; How?; Who?; and measures for success</li> <li>• That the Agency should engage with partners over the next few months to broker their agreement to take on lead roles in relation to either commissioning or delivery of identified actions</li> </ul>	
11.3	It was noted that a key objective is to ensure clarity of focus and therefore the number of actions has reduced from the current action plan with clear focus on key transformational actions.	
11.4	The Action Plan will be developed in conjunction with partners.	
<b>12.</b>	<b>Efficiency Plan – non confidential</b>	
12.1	Mick Lavery updated the Board on the latest position with the Efficiency Plan which had been audited by the Audit Committee and assessed as ‘good’. It was noted that the Agency had exceeded its targets for the second year running.	
12.2	The Board approved submission of the Q4 return to DTI.	
<b>13.</b>	<b>Confidential item</b>	
<b>14.</b>	<b>Confidential item</b>	
<b>15.</b>	<b>Confidential item</b>	
<b>16.</b>	<b>Any other business</b>	
16.1	<b>Confidential item .</b>	
16.2	<b>Departure of Executive Director, Richard Hutchins</b>	
16.2.1	The Board formally thanked Richard Hutchins as this was his last Board meeting and wished him and his family well in their move to York.	

<b>17 &amp; 18</b>	<b>Presentation by Michael Oakes on Rural Issues and Presentation by Stuart Burgess and Graham Garbutt from the Commission for Rural Communities</b>	
	The presentations will be attached to the minutes for information.	