

**DRAFT**  
**Minutes of the Marches LEP Performance, Risk & Monitoring Committee (PRMC)**  
**Thursday 22 February 2024**

**Present**

<b>Sonia Roberts</b>	SR	Chair of the Marches LEP Board
<b>Rachel Laver</b>	RL	Marches LEP Chief Executive
<b>Mark Schneider</b>	MS	Marches LEP Head of Business Development and Delivery
<b>Kathryn Jones</b>	KJ	Marches LEP Head of Partnerships and Strategy
<b>Sara Williams</b>	SW	Board Member
<b>Judith Tranmer</b>	JT	Chief Accountant, Herefordshire Council
<b>Karen Morris</b>	KM	Deputy nominated by Section 151 Officer, Herefordshire Council
<b>Ben Jay</b>	BJ	Deputy nominated by Section 151 Officer, Shropshire Council
<b>James Walton</b>	JW	Section 151 Officer, Shropshire Council
<b>Michelle Broadway</b>	MB	Section 151 Officer, Telford & Wrekin Council
<b>Alex Collins</b>	AC	Deputy Area Lead, Cities & Local Growth Unit
<b>Katherine Kynaston</b>	KK	Telford & Wrekin Council
<b>James Dunn</b>	JD	Telford & Wrekin Council

ITEM		ACTION
<b>1</b>	<p><b>Welcome, apologies and introductions.</b>  The Chair welcomed everyone to the meeting.</p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Dainy Runton</li> <li>• Rachel Hart</li> </ul> <p>MS noted that the meeting was being recorded to aid the production of the minutes.</p> <p>There were no declarations of interest.</p>	
<b>2</b>	<p><b>Minutes of the last meeting and matters arising</b></p> <p>The minutes of the last meeting on 14.12.2023 were reviewed, checked for accuracy, and approved as an accurate record of the meeting.</p> <p>Deeds of variations for the following projects are being processed or have been completed</p> <ul style="list-style-type: none"> <li>• NMITE1 &amp; 2</li> <li>• Flaxmill</li> <li>• Newport Innovation &amp; Enterprise Package</li> <li>• Pride Hill</li> </ul> <p>Other actions from the previous minutes were either completed or would be discussed under agenda items at this meeting.</p>	
<b>3</b>	<p><b>Top Risk Registers</b></p> <p>MS highlighted that a column has now been added to risk registers to present the status all the identified risks once the LEP closes on the 31<sup>st</sup> March. This was added to indicate which risks will close once the LEP closes</p> <p>a) Corporate Risk Register</p> <p>Since the agreement to close the LEP all of the remaining risks have reduced or been closed. As this register is entirely linked to the status of LEP, once it closes so will the register.</p>	

	<p>b) Programme Risk Register</p> <p>An increased risk related to the CEC contract was noted, there has been a delay in hiring someone to deliver the contract in Herefordshire which has increased the workload. Once the appointment has been made this risk can be closed. Other significant risks relate to the identification of a contact within the accountable body that will be taking on the responsibility of monitoring the programmes. JW confirmed that the Accountable Body will continue to monitor and report on programmes risks. AC agreed that DBT would expect this to continue. Shropshire Council hope to have identified a contact point shortly so that a handover of the risk register can take place.</p>	
4	<p><b>Performance Monitoring exceptions</b></p> <p>a) Overall position of LGF and GBF projects</p> <p>The risk associated with a number of projects had been reduced following deeds of variation extending their end dates to allow outcomes to be completed. MS highlighted that £25 million of match was outstanding on the GBF projects and £21.3 million for the LGF projects. SR noted that many of the outputs seemed unlikely to be delivered and that it would very important once the LEP closes that projects continue to be held to account. JM confirmed that the Joint Committee would continue to review, monitor and impose remedial action on any projects that were failing to deliver. Shropshire Council as the Accountable Body will take responsibility for the monitoring and reporting on project progress. MS confirmed that a master monitoring sheet had been created for all LEP projects and this would be handed over to Shropshire Council. This master document would also be used in the transfer documents. <b>MS will provide a final PRMC report to the last LEP Board meeting on the 12<sup>th</sup> March</b></p> <p>b) Integrated Construction Wetlands</p> <p>Ben Boswell presented the progress achieved with the project to date and confirmed that 1182 housing units have been unlocked. <b>The committee approved the recommendation to extend the end date of the project to 31st March 2025.</b></p> <p>c) Hereford City Centre Improvement Package</p> <p>Concerns remain that there will be an underspend shopfront business grants of the project, although £260k of the £500k budget had been allocated. <b>Any underspend should be subject to clawback because the actual value of underspend will not be known until July 2024, this decision will be passed onto the Joint Committee.</b></p> <p>d) Oxon Link Road</p> <p>The paper presented was the same as presented at the LEP Board on the 20<sup>th</sup> February. The clawback conditions contained in the report were supported by the Board and a deed of variation should be completed before the 12<sup>th</sup> March.</p>	<p>MS</p> <p>MS</p>
5	<p><b>Project Update</b></p> <p>Newport Innovation &amp; Enterprise Package</p> <p>The committee commended the project on the progress made and highlighted the need for economic benefits delivered by all projects beyond those defined by the contractual outputs, to be collected</p>	
6	<p><b>Project Update</b></p> <p>Stronger Communities</p> <p>The committee commended the project on the progress made</p>	
5	<p><b>Any Other Business</b></p> <p>RL thanked SB for supporting the work of the PRMC</p>	