



Minutes of the Partnership for Urban South Hampshire (PUSH) Joint Committee

*Minutes of a meeting held on 8 June 2011
in the Council Chamber, Civic Offices, Fareham*

Members:

Councillor	Seán Woodward (Chairman)
	Jeremy Moulton (deputising for Royston Smith)
Councillor	Ken Moon
Councillor	Keith House
Councillor	Mark Hook
Councillor	Ray Ellis
Councillor	Tony Briggs
Councillor	Hugh Mason (Deputising for Gerald Vernon-Jackson)
Councillor	Martin Hatley
Councillor	George Beckett

**Authority
Represented:**

Fareham BC
Southampton CC
East Hampshire BC
Eastleigh BC
Gosport BC
Hampshire CC
Havant BC
Portsmouth CC
Test Valley BC
Winchester CC

Chief Executives:

Bernie Topham
Peter Grimwood
Ian Lycett
Stuart Jarvis (deputising for Andrew Smith)
Sandy Hopkins
David Williams
Alistair Neill
Roger Tetstall
Simon Eden

Authority Represented:

Eastleigh BC
Fareham BC
Gosport BC
Hampshire CC
Havant BC & East Hampshire DC
Portsmouth CC
Southampton CC
Test Valley BC
Winchester CC

Anne-Marie Mountifield

PUSH Executive Director

**Co-opted, Non-Voting
Members 2011/12:**

Body Represented:

Kathy Slack
Debra Humphris

South East England Development Agency (SEEDA)
University of Southampton

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1. ELECTION OF CHAIRMAN

RESOLVED that Councillor S D T Woodward, Fareham Borough Council, be elected Chairman for the Municipal Year 2011/12.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Councillors Gerald Vernon-Jackson, Portsmouth City Council, and Royston Smith, Southampton City Council, be appointed Vice-Chairmen for the Municipal Year 2011/12.

3. APOLOGIES FOR ABSENCE AND CHANGES IN JOINT COMMITTEE MEMBERSHIP

Apologies for absence were received from Councillors David Pugh, Isle of Wight Council and Royston Smith, Southampton City Council. Apologies were also received from Kevin Bourner, Housing and Communities Agency, Andrew Smith, Hampshire County Council and Steve Beynon Isle of Wight Council.

RESOLVED that the relevant changes to the membership for this meeting be NOTED, as above.

4. MINUTES

RESOLVED that the minutes of the meeting of the PUSH Joint Committee held on 9 March 2011 (pjc-110309-m) be confirmed and signed as a correct record.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillors George Beckett and Ken Moon as new members of the Joint committee.

The Chairman made the following announcements:-

Items of Correspondence:

The Chairman advised that since the last meeting, PUSH had received the following key item of correspondence:

(a) Letter from Kathy Slack - SEEDA (letter circulated at the meeting):

SEEDA has advised that it has reviewed all work with external partners, and in light of its reducing resources, it will be withdrawing from PUSH, and the Joint Committee, effective from now.

SEEDA has played a key role alongside PUSH, taking forward economic development and the Chairman took the opportunity to record PUSH's thanks to SEEDA and in particular Kathy Slack for her support in taking forwards the economic agenda in PUSH. SEEDA has always been strong advocates for PUSH, as seen in the investment that have made in the Local economy, and in the active role it has played in the partnership.

It is now acknowledged that the Solent LEP will play a leading role in taking forward the economic strategy for the area, and will be determining the key

economic priorities going forward. On this basis, it is important that PUSH had a business Board member to represent the LEP on the Joint Committee. This aligns with the new PUSH Business Plan framework 2011-13, agreed by the Joint Committee in March 2011, and the Chairman asked all Members to formally agree to extend an invitation to the Solent LEP to nominate a business Board member to join the Joint Committee as a non-voting member with immediate effect.

The Chairman also read out a letter he had sent in response to Kathy Slack of SEEDA, thanking her for her valuable contribution to the work of PUSH.

(b) Solent Local Enterprise Partnership:

The Chairman reminded members that on 28 October 2010, PUSH was invited by the Government to form a Local Enterprise Partnership, and put in place a Permanent Board. The Chairman advised that he had chaired the Shadow Board for the period to 31 March 2011, and a Permanent Board was elected by the end of April 2011.

As a result, both the Chairman of the Solent LEP and the Chairman of PUSH had written to the Government to confirm that they had completed this stage of the process and to confirm that the Solent LEP was now in place. A copy of the letter was circulated at the meeting.

RESOLVED that:-

- i. it be NOTED that SEEDA are withdrawing from the partnership; and
- ii. b. members AGREED to extend an invitation to the Solent LEP to nominate a business Board member to join the Joint Committee as a non-voting member with immediate effect.

(c) Visit by European delegation in June 2011:

The Chairman advised that there will be a visit of MEPs to the UK by the Regional Development Committee from the EU, in June 2011. Catherine Bearder MEP was organising the visit for the delegation of the European Parliament's Regional Development Committee (REGI) on 15 June 2011 and they had included the Partnership for Urban South Hampshire in the programme, who will host a dinner for them.

Around 16 MEPs and interpreters will be attending, and PUSH has already put together the following participants to represent PUSH:

- Cllr Tony Briggs, Chairman of ED Panel;
- Cllr Keith House, Chairman of External Funding Panel;
- Anne-Marie Mountifield – PUSH Executive Director;
- David Williams – Lead CX for PUSH;
- Bernie Topham – Lead CX for Economic Development;
- Debra Humphris, Southampton University and Chair of the ESB; and
- Chris Allington, Oxford Innovation, Solent LEP Business Board member and Deputy Chair of the ESB.

The Chairman also advised that there would be a discussion on ERDF / European funding and the MEP's would be seeking feedback on European

funding opportunities. They are keen to understand why many potential beneficiaries of ERDF money do not apply for funding, or try to secure funding, but fail in the bidding process. It was hoped that this will inform future funding rounds.

(d) Cancellation of Meeting:

The Chairman advised that as the PUSH accounts were being considered at this meeting later on in the agenda, there was now no requirement for the July meeting. He therefore advised that the meeting scheduled to be held on 21 July 2011, would be cancelled.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

5. DEPUTATIONS

There were no deputations made at the meeting.

6. EXECUTIVE DIRECTOR'S REPORT

The Panel considered a report by the PUSH Executive Director, which represented an additional method for PUSH business to be reported to the Joint Committee. The Executive Director's report provided an opportunity for issues which were significant, but did not justify a full report in their own right, to be brought to the attention of the Joint Committee for a decision or for information.

In relation to the Solent LEP, the Executive Director updated the Committee that PUSH would provide the key interface for executive support to the Solent LEP. She also advised that the Memorandum of Understanding would reflect this and the approach to wider support that is being developed jointly by PUSH with Hampshire County council (HCC) and the Isle of Wight Council (IOW).

The report was divided into Parts A and B (copy of report pjc- 110608-r05-amm circulated, prior to the meeting and appended to the signed minutes).

RESOLVED that:-

- (a) the approach to providing executive support to the Solent LEP be SUPPORTED, and that a contract for services be established for 2011/12 with the Solent LEP, supported by a Memorandum of Understanding;
- (b) the continued work on the Enterprise Zone bid be ENDORSED and the approach taken by the Solent LEP, be SUPPORTED, as outlined in paragraph 9 of the report;
- (c) the continued work on the RGF round 2 bids be ENDORSED and the approach SUPPORTED, as outlined in paragraph 11 of the report;
- (d) the allocation of the transition grant, across housing, planning and economic development, in equal parts with each area receiving £30,000, be AGREED.

and the approach to development of the spatial strategy, be SUPPORTED, as outlined in paragraphs 14 and 15 of the report; and

- (e) the revisions to the Housing Market Monitoring report, dated April 2011, be APPROVED.

5. UPDATES FROM DELIVERY PANEL CHAIRMEN

The Committee received verbal updates from the following Delivery Panel Chairmen:-

- External Funding Delivery Panel:

The Panel had met in April 2011. The discussions were mainly set out in the business plan report and Appendix C, detailed elsewhere on the agenda. The Panel was also working with the Sustainability and Community Infrastructure Delivery Panel on the Community Infrastructure Level (CIL). The Panel will look at the enterprise zone bid for Daedalus and ongoing work in relation to the SEEDA sites portfolio. The Chairman of the Delivery Panel advised that there would be changes to the Local Government Finance arrangements coming from the Government shortly and this would also be considered by the Panel as it seeks to develop funding models going forward. The next meeting of the Panel would be held in a few weeks.

- Economic Development (ED) Delivery Panel:

The Panel has continued to work on the development and delivery of the key actions within the ED strategy initially focusing on:-

- Employment and Skills;
- Inward Investment.

In addition, now that the LEP Permanent Board is in place and the Chairman appointed, the Chairman of the ED Panel advised of his intentions to meet with him shortly to discuss the work of the ED Panel, linkages with the LEP and to seek views on how the ED Panel can support the work of the Solent LEP going forward.

The next ED Panel meeting is in July when it will start to consider business enterprise and the role that PUSH can play in leading the launch of the new enterprise allowance mentoring service, which will go live in the PUSH area from 1 August 2011. This service is intended to provide support to those who are unemployed, to start their own business, by providing personalised individual support from experienced business mentors. The mentoring service will be funded through grants administered by job Centre Plus and there is a closing date for applications for funding on 20 June.

Recognising that many of the local have low levels of enterprise, PUSH, through the multi agency task force will submit a bid for funding support. Given the track record on delivering previous initiatives such as the future

jobs fund, the Chairman of the ED Panel advised that PUSH was well placed to lead this.

He then invited Debra Humphris, Chair of the ESB, to provide an update on the work of the Board, and Councillor Mark Hook to provide an update on the work of the Inward Investment Board.

Professor Humphris advised that the Employment and Skills Board had taken action to establish an apprenticeship expansion pilot. Much of the Board's work would include strengthening local business partnerships between employers and Higher Education Institutions, further education and schools promoting graduate retention from the four Universities in the sub-region. She advised that a business mentoring scheme had been established in partnership with BAE Systems and Job Centre Plus, and that a graduate intern would be taken on to support the ESB with a third of the funding coming from the University of Southampton. A full report would be presented to the Joint Committee at its next meeting.

Councillor Hook advised that the Inward Investment Board had commissioned work to develop the Solent Value proposition with OCO Global and that this was near conclusion. It would come to the Joint Committee for consideration in the autumn.

- Sustainability and Community Infrastructure:

Councillor Hatley updated on the white paper, as he had been in London for the launch of the white paper, where the Secretary of State was also present. A competition to improve nature areas was in progress with the opportunity to win a share of £7.5 million. The formation of Local Nature Partnerships (LNP's) was being encouraged. Councillor Hatley advised that PUSH had been an exemplifying model of how things should be done. He had also discussed with the Minister the £560 million, which was available for greener transport. He had also discussed flood risk with the Environment Agency, who recognised that PUSH provided added value. Councillor Hatley advised that the Panel would continue to work in partnership with the Environment Agency.

Councillor Hatley also advised that the work on Forest Park had concluded and subject to funding, this project could be progressed.

The Panel had also looked at the draft action plan for performance measures. It was clear that some of the Panels' work overlapped and it was therefore important that there was clear communication between them.

- Quality Places Delivery Panel:

The Chief Executive of Winchester City Council gave a brief update on the work of the Panel, including an update on creative industries.

RESOLVED that the information provided by the Delivery Panel Chairmen, be NOTED.

6. PUSH BUSINESS PLAN 2011-2013

The Committee received a report regarding the new Business Plan for 2011- 2013, which sought the Joint Committee's approval for the final draft of the PUSH Business Plan for 2011-13 and associated Transition and Delivery Plans for each of the PUSH Delivery Panels (copy of report pjc-110608-r01-amm circulated with the agenda and appended to the signed minutes).

The PUSH Executive Director advised of some typographical errors in the report as follows:-

- table 1 - paragraph 6 - should include Councillor Ken Moon, East Hampshire District Council, as a member of the Quality Places Delivery Panel, replacing Cllr Burridge; and
- the revenue tables in section 3.12 and 3.13 would be updated to reflect the final out turn for 2010/11 and the confirmed revenue budget for 2011/12.

RESOLVED that:-

- (a) the PUSH Business Plan for 2011-13, attached at Appendix A to the report, be ADOPTED;
- (b) the Delivery Panel Transition and Delivery Plans (attached at Appendices B-F to the report), be ENDORSED, recognising they are likely to evolve during the year as the policy and organisational environment develops;
- (c) member representation on the current PUSH Delivery Panels for the 2011/12 municipal year, set out in the table on page 3 and paragraph 7 of the report be AGREED; and
- (d) changes in the ex-officio membership of the Joint Committee to remove GOSE and SEEDA and add the Environment Agency and a representative of the Solent Local Enterprise Partnership (LEP) be AGREED.

7. CAPITAL AND REVENUE OUTFURN 2010/11 AND CAPITAL AND REVENUE BUDGET FOR 2011/12

The Committee received a report on the Capital and Revenue Outturn 2010/11 and Capital and Revenue Budget for 2011/12, which summarised the outturn against the budget for the financial year 2010/11, as set out in the Statement of Accounts 2010/11 (copy of report pjc-110608-r02-alo circulated with the agenda and appended to the signed minutes).

RESOLVED that:-

- (a) the outturn for the financial year 2010/11, be NOTED;
- (b) the revised Capital and Revenue Budgets for 2011/12, as set out in the report, be APPROVED;

- (c) the following adjustments to the carry forwards previously approved for the Revenue Budget 2011/12, be APPROVED:
- Economic Development – approved carry forward reduced from £98,000 to £90,000 resulting in a total allocation for 2011/12 of £192,000;
 - Sustainability and Community Infrastructure – carry forward increased from £26,000 to £29,000;
 - Quality Places – approved carry forward reduced by £10,000 to £23,000, resulting in a total allocation for 2011/12 of £38,000;
 - External Funding – carry forward increased from £50,000 to £75,000.
- (d) the following adjustments to the carry forwards previously approved for the Capital Budget 2011/12, be APPROVED:
- Dunsbury Hill Farm – carry forward increased from £250,000 to £335,000;
 - National Cycle Network – budget for 2011/12 reduced from £145,000 to £137,000;
 - Somerstown – budget for 2011/12 reduced from £470,000 to £302,000; and
- (e) the use of the uncommitted balance in 2010/11 to fund the cost of the Employer's Liability arising from the restructuring of the PUSH Team be APPROVED.

9. APPROVAL OF PUSH ACCOUNTS 2010/11

The Committee received a report setting out the final PUSH accounts for the financial year 2010/11 (copy of report pjc-110608-r03-alo circulated prior to the meeting and appended to the signed minutes).

The Chief Financial Officer, Southampton City Council advised that he would require signature from the Chairman and the executive Director, following the agreement of the accounts.

RESOLVED that:-

- (a) the Annual Governance Statement on pages 7 to 14 of the Statement of Accounts 2010/11, be APPROVED;
- (b) the Statement of Accounts for the 2010/11 financial year, be APPROVED;
- (c) the carry forward of the total underspend of £4,615,000 from 2010/11 into 2011/12, be APPROVED;
- (d) the submission of the Audit Return to the Audit Commission, be APPROVED; and

- (e) it be NOTED that the impact of the underspending in 2010/11 has been incorporated into the revised 2011/12 budgets presented to this meeting of the Joint Committee in a separate report.

The accounts were duly signed by the Chairman of the Joint Committee and the PUSH Executive Director.

10. PUSH PERFORMANCE REPORT FOR 2010/11

The Committee received the yearly progress report on PUSH's performance for 2010/11 (copy of report pjc-110608-r04-gig circulated with the agenda and appended to the signed minutes).

RESOLVED that:-

- (a) the new performance framework and associated strategic outcomes be APPROVED as a method for measuring performance going forward. The new framework is predicated on the strategic priorities identified within the recently adopted Economic Development Strategy and the emerging PUSH Business Plan framework for the forthcoming transition year 2011/12; and
- (b) it be NOTED that the revised performance framework and reporting for the 2010/2011 financial year is against a set of revised strategic outcomes. Benchmarking against national and regional measures, where appropriate, has been retained. The report also reflected analysis against the PUSH 2010/11 capital and revenue programme and achievements to date.

(The meeting started at 6:00pm and ended at 7:13pm).

*(NB: The next meeting of the Partnership for Urban South Hampshire (PUSH) Joint Committee will be held on **Thursday, 6 October at 6:00pm**).*