

**Western Gateway partnership board meeting**

**Monday 20<sup>th</sup> March 2023 9.30-11.30**

**University of Bath**

<b>Attendees</b>	<p>Katherine Bennett, Business Representative (Chair) (KB)  Cllr Jane Mudd, Newport City Council (Vice Chair) (JM)  Cllr Toby Savage, South Gloucestershire Council (Vice Chair) (TS)  Will Godfrey, Bath &amp; North East Somerset Council (WG)  Mayor Marvin Rees, Bristol City Council (MR)  Lhosa Daly, Business Representative (LD)  Ben Pritchard, Business Representative (BP)  Ian Edwards, Business Representative (IE)  Cllr Huw Thomas, Cardiff City Council (HT)  Gareth Newell, Cardiff City Council (GN)  Cllr Mark Hawthorne, Gloucestershire County Council (MH)  Cllr Richard Cook, Gloucester City Council (RC)  Cllr Robert Francis-Davies, Swansea Council (RFD)  Ian Mean, Business West (IM)  Paul Moorby, Swindon &amp; Wiltshire Local Enterprise Partnership (PM)  Cllr David Renard, Swindon Borough Council (DR)  Prof. Ian White, University Representative (IW)  Richard Bonner, West of England Local Enterprise Partnership (RB)</p>
<b>Secretariat in attendance</b>	<p>John Wilkinson, Secretariat (JW)  James Cooke, Secretariat (JC)  Joe Ball, Secretariat (JB)  Fiona Williams, Secretariat (FW)  Debby Skellern, Secretariat (DS)  William Mansfield, Secretariat (WM)  Tom Burton, Secretariat (TAB)  Nicola Knowles, Secretariat (NK)  Barbara Jackson, Secretariat (BJ)</p>
<b>Apologies</b>	<p>Cllr Richard Clewer, Wiltshire Council (RC)  Cllr Rowena Hay, Cheltenham Borough Council (RH)  Cllr Steve Bridger, North Somerset Council (SB)  Cllr Tim Ball, Bath and NE Somerset Council (TB)  Cllr Rob Stewart, Swansea Council (RS)  Mayor Dan Norris, West of England Combined Authority (DN)  Ruth Dooley, GFirst LEP (RD)  Cllr Anthony Hunt, Torfaen County Borough Council (AH)  Paul Orders, Cardiff City Council (PO)  Cllr Kevin Guy, Bath &amp; North East Somerset (KG)  Cllr Mary-Ann Brocklesby, Cardiff Capital Region (MAB)  Stephen Bashford, West of England Combined Authority (SBA)  David Hopkins, Swansea Council (DH)  Phillip Holmes, Swansea Council (PH)  Cllr Lis Burnett, Vale of Glamorgan Council (LB)  Martin Nicholls, Swansea Council (MN)  Sara Pritchard, Secretariat (SP)</p>
<b>Guests</b>	<p>Laura Elliott, University of Bath (LE)</p>

<b>Observers</b>	Sally Edgington, Cities & Local Growth Unit (SE)
<b>Chair</b>	Katherine Bennett, CEO of HVM Catapult (KB)
<b>Minutes</b>	Tom Burton, Western Gateway (TAB)
<b>Venue</b>	University of Bath
<b>Start time</b>	09:30 am
<b>Finish time</b>	11:30 am

Item	Summary of the discussion held and decisions made	Deadline
<b>1.0</b>	<b>Welcome and Introductions, Conflicts of Interest</b>	
	<p>KB welcomed Board members to the meeting.</p> <p>IW welcomed the Board to the University of Bath and said a few words about the importance of the Western Gateway to him and the University.</p> <p><b>Declaration of conflicts of interest</b> BP declared an interest, noting that ARUP are the lead consultants for the Western Gateway Strategic Rail Vision 2050 but noting that he was not involved in the appointment and would not be engaging in potential phase 2 arrangements.</p>	
<b>2.0</b>	<b>Minutes of the last meeting and matters arising</b>	
	<p>The minutes of the last meeting were agreed.</p> <p>Matters arising</p> <p><b>Action 1: The Western Gateway Partnership Board to provide comments on the draft budget and resources plan.</b></p> <p><b>Action 2: JW to bring a final budget and resource plan to the March 2023 Board meeting for approval.</b></p> <p><b>Action 3: Secretariat to share City Leap details with Board members.</b></p> <p><b>Action 4: JC to contact Mark Harper and Lee Waters this week.</b></p> <p><b>Action 5: Board members to provide feedback to Secretariat to start shaping into a Ministerial launch.</b></p> <p><b>Action 6: JC to talk with CC regarding the possible inclusion of stations in Gloucestershire, a narrative that considers cyber in the Rail Vision and broader statement of opportunities in each area.</b></p> <p><b>Action 7: RC to provide JC with notes on Gloucester City Council’s £100m Forum Digital Quarter</b></p> <p><b>Action 8: Western Gateway Secretariat will share Rail Vision material with EEH STB ahead of Ministerial launch.</b></p> <p><b>Action 9: Secretariat to look at how mapping technology can assist in presenting Creative and Cyber assets.</b></p> <p><b>Action 10: KB, MH, &amp; TS to discuss ongoing contact with RR SMR.</b></p> <p><b>Action 11: Board members to notify the Secretariat if they would like to speak on behalf of the Partnership at events.</b></p> <p><b>Action 12: Secretariat to consider options for the Western Gateway to promote and engage with COP events.</b></p> <p>KB spoke to the Board about the recent UK Government announcements on Investment Zones and Local Enterprise Partnerships.</p>	<p>20.03.23</p> <p>20.03.23</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>02.02.23</p> <p>03.02.23</p> <p>Complete</p> <p>10.03.23</p> <p>Ongoing</p> <p>10.03.23</p> <p>On-going</p>

<p>KB referred to the recent Pan-Regional Partnership meeting that she attended and stated the opportunities to build strong connections with them.</p> <p>Regarding MIPIM, JM informed the Board that the joint events where Western Gateway representatives spoke at were a success and well attended. There was a useful conversation on the Western Gateway's identity and branding.</p> <p>There was a discussion on how the Western Gateway can take advantage of new opportunities announced in the Chancellor of the Exchequer's Spring Budget concerning Research and Development (R&amp;D) resources.</p> <p><b>Action 1: JW and KB to engage with UKRI on R&amp;D resources as well as other research and innovation funding announced in Budget.</b></p> <p>There was collective disappointment shared amongst the Board that UK Government Investment Zones had been awarded to the Midlands and Northern England, with none in the South West, London or the South East. This was followed up with a constructive discussion of how and what the Western Gateway should be engaging with the UK Government going forward.</p> <p><b>Action 2: JW to draft letter to UK Government underlining the Partnership's desire to explore future opportunities to secure funding for the Western Gateway area.</b></p> <p><b>Action 3: Board members to speak to UK Government representatives on future opportunities when appropriate.</b></p> <p>PM spoke about the recent UK Government announcement in the Spring Budget concerning LEPs and that he will be speaking to Councils on the matter.</p> <p>KB reiterated the Partnership's appreciation for all the important work carried out by LEPs located in the Western Gateway geography and that a unified approach can be maintained going forward.</p>	<p>24.06.23</p> <p>28.04.23</p> <p>24.06.23</p>
<p><b>3.0 Director's update</b></p>	
<p><b>3.a Activity update – FOR INFORMATION, Paper 3a</b></p>	
<p>JW spoke to the Board about the various meetings and events attended by the Western Gateway Secretariat in the past two months as well as those upcoming.</p>	
<p><b>3.b Business Plan – FOR DELEGATED APPROVAL, Paper 3b</b></p>	
<p>JW presented the Secretariat's 2023/2024 business plan for the Partnership concerning the next two years to the Board. He stated that amendments have been made to account for board member suggestions from the previous meeting. JW referred to DLUHC's support for the drafted proposal's direction of travel.</p> <p>The Board thanked JW and the Secretariat team for producing the business plan.</p> <p>There were interesting discussions on how the Western Gateway can maximise its engagement, networking, and sponsorship through events and how the budget can reflect this.</p> <p><b>Action 4: JW to redraft medium term budget table to reflect minimum partner contributions as separate to minimum private sector contributions.</b></p>	<p>31.03.23</p>

<p>The Board discussed how the Partnership approaches the Innovation and Investment workstream. There was interest in what makes the Western Gateway a functioning regional area as well as where the Partnership can invest in innovation and play its part so that we can maximise student retention, increase productivity, and add billions to the UK economy.</p> <p>Some Board members talked about the potential to harness greater resource from partner organisations.</p> <p>Decision</p> <p><b>The Board delegated approval to JW to publish the business plan following any further comments being received from board members.</b></p> <p><b>Action 5: Partnership’s Board to provide comments on Business Plan</b>  <b>Action 6: Western Gateway Secretariat to submit approved business plan to DLUHC to gain approval for the 2023/2024 grant payments.</b></p>	<p>31.03.23 06.04.23</p>
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<b>4.0</b>	<b>Workplan updates</b>	
<b>4.a</b>	<b>Cyber Super Cluster – FOR INFORMATION, paper 4a</b>	
	<p>BJ updated the Secretariat’s progress in both the cyber super cluster project and discussions with the CBI on a formal collaboration around their ‘Cyber Tech West’ project.</p> <p>The Board had a conversation about ensuring the project involves key partners and its aims are clarified. The Secretariat reassured the Board that they are in discussion with partners across the Western Gateway geography.</p> <p><b>The Board gave approval for payment to the CBI so that the Partnership can sponsor, co-create and brand the ‘Cyber Tech West’ vision document.</b></p> <p><b>Action 7: JW and BJ to continue engagement with Gloucestershire County Council, Cynam, and the CBI.</b></p>	<p>24.06.23</p>
<b>4.b</b>	<b>UK Real Estate investment and infrastructure Forum (UKREiiF) – FOR INFORMATION, paper 4b</b>	
	<p>JB updated the partnership’s arrangements for UKREiiF 2023, including increasing its presence with a pavilion that will enable the Partnership to hold its own talks and agenda of speakers. It will feature in the main promotional materials for the conference.</p> <p>JB provided details on related activities the Secretariat has undertaken since the last board meeting. He also asked the Board to get in touch with the Secretariat if they would like to get involved in UKREiiF.</p> <p>There was a discussion regarding the Partnership convening its members together by holding an event prior to UKREiiF.</p> <p><b>Action 8: Partnership Board members to contact the Secretariat team if they wish to take part in events being planned for the pavilion or would like to ensure their respective teams to have access to facilities, e.g. booking forms and digital promotional materials.</b>  <b>Action 9: Secretariat to organise pre-UKREiiF in-person event.</b></p>	<p>17.04.23</p>

		<b>17.04.23</b>
<b>4.c</b>	<b>Strategic Rail Vision 2050 – FOR INFORMATION, Paper 4c</b>	
<p>KB introduced the paper, stating her excitement for the Partnership’s upcoming Rail Vision launch and her desire to see strong support from the Board. She referred to the Secretary of State for Wales recording a speech for the event and that strategic partners would be presenting some related material too.</p> <p>JC gave his gratitude for the work carried out by the Steering Committee and IE as its Chair, who have helped create the Vision and agreed its launch and publication. He informed the Board that the final draft was presented to a well-attended and well-supported APPG meeting on March 14<sup>th</sup> in partnership with speakers from Great Western Railway and Transport for Wales.</p> <p>JC invited Board Members to attend the launch at the Burges Salmon Offices in Bristol Temple Quay from 09:30 on March 23<sup>rd</sup>. He asked Members sending Cabinet Leads or appropriate officers to notify the Secretariat as soon as possible.</p> <p>JC spoke of the upcoming opportunities to promote the Rail Vision to different stakeholders. He invited the Board to comment on other opportunities to do this.</p> <p>There was a discussion concerning how mass transit can be further promoted by the Partnership.</p> <p><b>Action 10: Secretariat to emphasise mass-transit case where possible at Rail Launch.</b></p>		<b>23.03.23</b>
<b>4.d</b>	<b>Hydrogen Workstream – FOR APPROVAL, Paper 4d</b>	
<p>KB invited DS to update the Board on the Hydrogen Workstream.</p> <p>DS informed the Board about the work undertaken to progress the hydrogen workstream since its last meeting. The main focus of the work had been to progress the development of the Western Gateway Hydrogen Strategy and Delivery Plan to 2050, a brief overview was given to the Board including plans for stakeholder consultation in April. The final draft would be brought to the May Board for approval.</p> <p>Other activities included:</p> <ul style="list-style-type: none"> <li>• organising the Hydrogen Gateway conference for 9 June,</li> <li>• the Hydrogen Working Group which was working very well, its meeting in March discussed on hydrogen refuse collection vehicles. Officers had requested a chat platform to be established to support knowledge sharing between meetings; and</li> <li>• the development of the Low Carbon Energy Workstream workplan for 2023/24 for the Business Plan which brought together hydrogen, nuclear and the Severn Estuary Commission activity together to focus on energy systems holistically.</li> <li>• Engagement on the University of Bath’s Hy-RES bid and Place Based Innovation Impact Accelerator bid.</li> </ul> <p><b>Decision</b>  <b>The Board delegated the sign-off and payment for the pre-consultation draft of the Western Gateway Hydrogen Strategy and Delivery Pathway</b></p>		

	<p><b>2050 to the Director subject to feedback from the Hydrogen Steering Committee.</b></p> <p><b>The Board noted the progress made in developing the Hydrogen Strategy and Delivery Pathway 2050 and the timeline for internal stakeholder consultation.</b></p> <p><b>Action 11: Bring the Hydrogen Strategy and Delivery Pathway 2050 to the June Board meeting for approval.</b></p> <p><b>Action 12: Board support for Hy-RES and the PB IAA to be sought by email.</b></p>	<p>26.06.23</p> <p>17.04.23</p>
<p><b>4.e</b></p>	<p><b>Severn Estuary Independent Commission – FOR DISCUSSION AND DECISION, Paper 4e</b></p>	
	<p>KB introduced the paper, praising the work of the Steering Committee and expressed her delight in the Board’s strong support to be involved in the work.</p> <p>HT updated the Board on the work undertaken since the last Board meeting. He informed the Board of the Steering Committee’s first meeting and the progress expected over the next few months, highlighting the priority around appointing a Chair of the Independent Commission.</p> <p>HT stated that the Steering Committee will continue to engage with the Severn Estuary Partnership (SEP) and that there was scope to expand the Steering Committee to include SEP and other Local Authorities. HT reported back on the Committee’s desire to include people with backgrounds in infrastructure and finance in particular within the Commission.</p> <p>WM informed the Board that recruitment for a full-time officer to support the Commission process would be advertised imminently, with the interview stage expected to commence in late April.</p> <p><b>Decision</b>  <b>The Board approved expansion of the Steering Committee beyond its current membership where applicable.</b></p>	
<p><b>5.0</b></p>	<p><b>Governance &amp; Membership – FOR DISCUSSION &amp; DECISION, Paper 5</b></p>	
	<p>KB highlighted the importance of continuing to build the Partnership’s governance and hard work required to demonstrate the value of membership of the Western Gateway. Into her final year as Chair, she informed the Board of her current plans to stand down as Chair and timescales. KB thanked the Board for their support.</p> <p>JW outlined that the Chair’s post required a formal appointment process and UK Government approval. He informed the Board that JM had agreed to chair the Chair Appointment Task and Finish group which would help with making the appointment.</p> <p>The Board mentioned increasing the number of people on the Task and Finish group from three to five as well as who would be included.</p> <p>Maximising the benefits of events and breakfasts was discussed by Board members.</p>	

<p>JW provided a summary of Western Gateway governance as the partnership continued to evolve. He referred to the importance of governance, membership and partnership work being evaluated on a reoccurring basis.</p> <p>JW informed the Board that governance arrangements will be further developed during 2023/24 to include an Accountable Body Agreement with South Gloucestershire Council. He went on to talk about the development of a Membership Pack, which outlines the Western Gateway’s offer to members.</p> <p>The Board discussed its size and construct with a view to shaping a further review in 2023/24.</p> <p><b>Action 13: Board Members to let KB and JW know if they would like to be on task and finish group.</b></p> <p><b>Action 14: Secretariat to expand Task and Finish Group from three to five.</b></p> <p><b>Decisions</b>  <b>The Board members committed to pay outstanding £10k membership payments for 2022/23.</b>  <b>The Board committed to pay £10k membership each for 2023/24.</b>  <b>The Board agreed to the Secretariat establishing a Chair Appointment Task and Finish group to begin the process of selecting a new Chair of the Western Gateway Partnership.</b></p>		<p>29.05.23</p> <p>19.06.23</p>
<b>6.0</b>	<b>Partner updates and requests</b>	
	None.	
<b>7.0</b>	<b>AOB</b>	
	None.	
<b>8.0</b>	<b>Date and time of the next meeting/s</b>	
	The next Board meeting is on Monday 26 <sup>th</sup> June 2023.	
	KB expressed she would like to make the next Board meeting face-to-face as well. The Board agreed on this.	
<b>Close</b>		