

**Minutes of Western Gateway Partnership Board meeting,  
Date of meeting: 30 January 2023**

<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)  Cllr Kevin Guy, Bath &amp; NE Somerset (KG)  Mayor Marvin Rees, Bristol City Council (MR)  Ben Pritchard, Business Representative (BP)  Ian Edwards, Business Representative (IE)  Lhosa Daly, Business Representative (LD)  Cllr Huw Thomas, Cardiff City Council (HT)  Ruth Dooley, GFirst LEP (RD)  Cllr Mark Hawthorne, Gloucestershire County Council (MH)  Richard Cook, Gloucestershire County Council (RC)  Cllr Robert Francis-Davies, Swansea Council (RFD)  David Hopkins, Swansea Council (DH)  Phillip Holmes, Swansea Council (PH)  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)  Stephen Bashford, West of England Combined Authority (SB)</p>
<b>Secretariat in attendance</b>	<p>John Wilkinson, Secretariat (JW)  James Cooke, Secretariat (JC)  Barbara Jackson, Secretariat (BJ)  Joe Ball, Secretariat (JB)  Fiona Williams, Secretariat (FW)  Nicola Knowles, Secretariat (NK)  Debby Skellern, Secretariat (DS)  William Mansfield, Secretariat (WM)  Sara Pritchard, Secretariat (SP)  Tom Burton, Secretariat (TAB)</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 Anthony Hunt, Cardiff Capital Region (AH)  Cllr Rob Stewart, Swansea Council (RS)  Mayor Dan Norris, West of England Combined Authority (DN)</p>
<b>Guests</b>	
<b>Observers</b>	<p>Huw Bryer, Department for Levelling Up, Housing, and Communities (DLUHC) (HB)  Peter Greenwood, DLUHC (PG)  Tom Taylor, Department for International Trade (TT)  Colin Chick, Gloucestershire County Council (CC)</p>

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<b>Chair</b>	Katherine Bennett, CEO of HVM Catapult (KB)
<b>Minutes</b>	Tom Burton, Western Gateway (TAB)
<b>Venue</b>	Teams
<b>Start time</b>	09:30 am
<b>Finish time</b>	11:30 am

<b>Item</b>	<b>Summary of the discussion held and decisions made</b>	<b>Deadline</b>
<b>1.0</b>	<b>Welcome and Introductions, Conflicts of Interest</b>	
	<p>KB welcomed Board members to the meeting.</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: All Board Members to complete Register of Interests and Secretariat to resolve mediation and employment responsibility gap in papers.</b></p> <p><b>Action 2: Western Gateway Secretariat to commence planning process for events at the 2023 Party Conferences.</b></p> <p><b>Action 3: Western Gateway Secretariat to review budget position with new Director.</b></p> <p><b>Action 4: Director and Strategic Rail Consultants to meet with Gloucestershire CC.</b></p> <p><b>Action 5: Draft Strategic Rail Vision 2050 to be shared with the Board.</b></p> <p><b>Action 6: Acting Director to progress Phase 2 in consultation with the Rail Steering Committee.</b></p> <p><b>Action 7: Hydrogen lead to progress Strategy and Delivery Pathway Procurement.</b></p>	<p>In-progress</p> <p>In-progress</p> <p>In-progress</p> <p>01.11.22</p> <p>30.01.23</p> <p>Tbc</p> <p>In-progress</p>
<b>3.0</b>	<b>Director's update</b>	
	<p>KB welcomed the Partnership's new Director, John Wilkinson, for his first Board meeting before updating the Board on various announcements and activities undertaken since the previous meeting and brought the attention of the Board to the forthcoming event on 21 February bringing all the Pan-Regional Partnerships together for the first time.</p> <p>JW thanked the Board and the Secretariat for his welcome and stated his desire to visit all areas of the Western Gateway geography as soon as possible. JW shared his reflections on his first two months in post and highlighted some of the activities that the Western Gateway Secretariat had undertaken since the last board meeting.</p> <p>A discussion followed regarding the Partnership's overarching narrative, the importance of aligning workstreams to deliver that narrative, the value of scaling up</p>	

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	<p>existing partner projects and the opportunity to increase engagement with local MPs and Ministers. JW confirmed that the Secretariat will continue to build on MP engagement and progress the opportunity for the Partnership to identify a Ministerial champion.</p> <p>JW spoke to the interim budget and resource plan which moves the partnership on to a 3-year spend profile and committed to bringing an update to the next meeting.</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>06.03.22</b></p> <p><b>20.03.23</b></p>
4.0	<b>Workplan updates</b>	
4.a	<p><b>Severn Estuary Project Initiation Document – FOR DECISION, Paper 4.a</b></p> <p>RB introduced the paper, reminding the Board of the significant role the Severn Estuary could potentially play in the UK’s decarbonisation story. The Board was reminded of the roundtable hosted on tidal energy and that the Commission would be a significant investment drawing on the knowledge of experts. A brief discussion was held in relation to the important role the Western Gateway had in the Commission and understanding the complementary projects in development along the estuary and in supporting a wide range of sectors. The City Leap Programme was highlighted as a good example.</p> <p><b>Action 3: Secretariat to share City Leap details with Board members.</b></p> <p><b>Board decisions:</b>  <b>Board approved the Project Initiation Document and its associated actions/budget.</b>  <b>Board approved the recruitment, and associated job description, for a dedicated Western Gateway Secretariat team member to lead on the workstream.</b>  <b>Board delegated authority and re-launch of the workstream to the Severn Estuary Steering Committee.</b></p>	<p><b>10.02.23</b></p>
4.b	<b>Strategic Rail – FOR DISCUSSION AND DELEGATED DECISION, Paper 4.b</b>	

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<p>KB welcomed the complementary announcement of £100m funding for Cardiff Crossrail as well as the prominence of electrification and the role of rail in the Government's Net Zero Review. JC briefed the Board on the 2050 vision to transform rail for South Wales and Western England. He stated his desire to get a final draft circulated to the Rail Steering Committee at the earliest possible moment. The Secretariat are shaping the options for a Ministerial launch in March. The Board discussed some relatively minor additions to the strategy and agreed to provide feedback to JC. The Board recognised opportunities regarding connectivity of core cities and integration with mass transit as well as the role Leaders and partners can play in supporting launch arrangements for the strategy and the engagement with Ministers and MPs.</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></p> <p><b>03.02.23</b></p> <p><b>10.02.23</b></p> <p><b>02.02.23</b></p> <p><b>03.02.23</b></p> <p><b>01.03.23</b></p>
<p><b>4.c   Innovation – FOR DECISION, Paper 4.c</b></p>	<p></p>
<p>KB introduced the work, notably the investment showcase project and work to explore pension funds as an investment tool. BJ provided more details regarding the work packages as outlined in Item 4c of the Board Papers. The Board discussed whether the Partnership could incorporate other areas of cyber beyond cyber security and SB stated his interest in participating in the Creative sector roundtable.</p> <p><b>Action 9: Secretariat to look at how mapping technology can assist in presenting Creative and Cyber assets.</b></p>	<p><b>10.03.23</b></p>
<p><b>4.d   Hydrogen – FOR INFORMATION, Paper 4.d</b></p>	<p></p>
<p>KB introduced the item and the decisions the Board were being asked to consider in relation to the conference budget and an offer of sponsorship. PM reported back to the Board on the Hydrogen Steering Committee meeting on January 23<sup>rd</sup> which has been productive and focussed on the Hydrogen Strategy and Delivery Pathway to 2050.</p> <p>DS highlighted some of the key activities undertaken since the last meeting detailed in Item 4d of the Board Papers including that the Hydrogen strategy and Delivery Pathway to 2050 is progressing well, to schedule, and is a key deliverable this year. She further outlined that the Hydrogen Gateway Conference will take place on 9 June in Newport and will be jointly branded with SWIC, HSW, and GW4.</p> <p><b>Hydrogen Conference update</b> JB informed the Board the conference would develop the narrative of the Western Gateway as a green energy supercluster and exporter, demystify hydrogen amongst businesses and raise awareness of Western Gateway projects, government support</p>	<p></p>

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	and innovation activity. Ministerial attendance would be sought. The conference would seek a UK audience and c. 500 attendees and as such a budget amount up to £90k was sought for agreement.	
	<b>Board decisions:</b> <b>The Board approved spend up to £90k on the conference.</b> <b>The Board approved the acceptance of £7,500 sponsorship offer from Ernst and Young (EY) towards the conference.</b>	
<b>4.e</b>	<b>Nuclear – FOR INFORMATION, Paper 4.e</b>	
	KB informed the Board of Rolls Royce Small Modular Reactor’s (RR SMR) visit to the Severn Edge sites and of the interesting discussions taking place with SMR and Advanced Modular Reactor technology vendors.	
	<b>Action 10: KB, MH, &amp; TS to discuss ongoing contact with RR SMR.</b>	<b>10.03.23</b>
<b>4.f</b>	<b>Economic dashboard, Paper 4.f</b>	
	KB spoke of the need to monitor the economy of the area, through developing an economic observatory as an additional and ongoing feature of the Partnership’s core evidence base. BJ provided more details regarding the proposal to develop an economic dashboard as outlined in Item 4f in the Board Papers. Several Board members put forward suggestions that could assist with shaping this work piece.	
<b>5.0</b>	<b>Forward look of opportunities and events</b>	
	KB informed the Board that there are many events the Secretariat are continuing to lead or support with partners recognising that this is a significant part of the Partnership offer. JB provided an overview of the scope of the Partnership’s activity over the next 10 months as outlined in Item 5 of the Board Papers. Board Members suggested other event opportunities, including those that their respective organisations were putting on, that the Partnership could support. This included a suggestion that the Partnership develop an approach to COP.	
	<b>Action 11: Board members to notify the Secretariat if they would like to speak on behalf of the Partnership.</b>	<b>10.03.23</b>
	<b>Action 12: Secretariat to consider options for the Western Gateway to promote and engage with COP events.</b>	<b>03.03.23</b>
<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>	
	Monday 20 <sup>th</sup> March 2023, 9.30-11.30am, in person meeting at a venue in Bath, exact location TBC.	

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