

**CORNWALL & ISLES OF SCILLY ERDF CONVERGENCE PROGRAMME
SHADOW PARTNERSHIP DELIVERY BOARD**

Summary of Meeting Notes

5 November 2007

Present:	Richard Fish (RF)	- Cornwall County Council
	Sheila Healy (SH)	- Cornwall County Council
	Richard Bayly (RB)	- Government Office South West
	Colin Molton, Chair (CM)	- South West Regional Development Agency
Apologies:	Jane Henderson (JH)	- South West Regional Development Agency
In attendance:	David Pattison (DP)	- Cornwall County Council
	Philip Johnson (PJ)	- Government Office South West
	Carleen Kelemen (KC)	- Partnership Office
	Mark Yeoman (MY)	- Partnership Office
	Craig Whibley (CW)	- South West Regional Development Agency
	Diana Mompoloki (DM)	- South West Regional Development Agency
	Phil McVey (PM)	- South West Regional Development Agency
	Sue Brownlow (SB)	- South West Regional Development Agency
	Theo Leijser (TL)	- South West Regional Development Agency

Update on Operational Programme development

- A verbal update was given on the progress of the Operational Programme negotiations with the European Commission. Approval was expected by the end of the year. The first formal Programme Monitoring Committee (PMC) meeting was expected in January 2008 and would mark the opening of the Programme.

Update on Commissioned activity

- Added 'Risk information' to commissioned activities table.
- Received a verbal update relating to Newquay Airport.

Commissioning Instruction Forms (CIF)

Commissioning instruction Forms were discussed and the following agreed:

- Cornwall University of the Arts: Endorsed commissioning activity.
- Workspace Strategic Investment Framework: Endorsed commissioning activity.
- St Austell and Clay Country Strategic Investment Framework: Endorsed commissioning activity.
- Penzance and Isles of Scilly Strategic Investment Framework: Endorsed commissioning activity

Endorsement Sub Group - Draft Terms of Reference

- Noted the Endorsement Sub Group is a mechanism for formally endorsing (or otherwise) Programme investment for ultimate RDA decision on behalf of the Managing Authority.
- Membership would be drawn primarily from organisations represented at PMC but individuals would be selected for their personal contribution, not as representatives of any one organisation or group. As the Endorsement Sub Group would deal with a large volume of technical detail it would have a core membership with additional expertise drawn in as required.

Business Support Simplification

- Discussions between the Regional Development Agencies and the Dept for Business Enterprise and Regulatory Reform were ongoing around various aspects of Business Support Simplification (BSS).

Communications

Discussions covered :

- ESF communications activity
- The Partnership Office's role in Convergence Programme communications
- A new Cornwall County Council Communications Officer was in post and would liaise with Partnership Office as required.
- Noted ongoing Partnership Office communications activity for Convergence included fortnightly newsletters, website development, managing media enquiries, work with partners and identifying private sector champions for the Programme

(Shadow) Programme Monitoring Committee

- The Partnership Delivery Board was to regularly consider the Programme Monitoring Committee's feedback at its meetings.
- At its December meeting the ERDF Programme Monitoring Committee was to consider the development of regulatory requirements.
- Noted that the Programme Monitoring Committee would only explore the detail of individual investments if the Partnership Delivery Board identified the investment as potentially novel and/or contentious or where the RDA would be the final beneficiary.

Any Other Business

- Delegation from Bulgaria: A delegation was to meet the Board to consider partnership working and environmental aspects of the Programme.
- Local Area Agreements (LAA): Considered linkages between LAAs, Cornwall Development Agency and Convergence.