

**MINUTES OF THE MEETING OF
THE IGNITE PROJECT STEERING GROUP
HELD IN THE BOARDROOM, STELLA HOUSE
ON Friday 13th October 2006 AT 2.30pm**

Present:

Members

Mr Phil Hughes Chair

Mr Colin Haylock

Dr. Tony Chapman

Mr David Williams

Mr Barry Errington

Mr Steve Gawthorpe

Officers

Mrs Kirsteen Thomson

Miss Olive Armstrong Acting as Secretary

ACTION

Comment [JEH1]: UPDATE
NUMBERS FROM LAST
MINUTES

IPS/06/01 Apologies for Absence

Apologies received from Barry Clark, Alison Thain and John Holmes.

IPS/06/02 Welcome and Introduction

The Chair welcomed the members to the first meeting of the Ignite Steering Committee.

IPS/06/03 Declarations of Interest

No interests were declared.

Action:

- i. Check if any declaration of interest forms has been received; and*
- ii. If not, Declaration of Interest forms to be sent to all members.*

SEC

SEC

IPS/06/04 Briefing Paper

Kirsteen Thomson presented paper ISG/OCT/06/01 (Briefing Paper). The purpose of the paper was to provide the steering group with the background to the purpose of the regional centres of excellence and their key relationships both nationally and regionally.

The Committee discussed the paper. It was agreed that Ignite sits between delivery and strategy and that the Committee needs to advise ways forward for the Agency.

Resolved:

- i. that paper ISG/OCT/06/01 (Briefing Paper) should be published in the public records of the Agency.*

IPS/06/05 Memorandum of Understanding with Academy for Sustainable Communities

Kirsteen Thomson presented the paper ISG/OCT/06/02 (Memorandum of Understanding with Academy for Sustainable Communities). The purpose of the report was to seek the Groups agreement for IGNITE to be party to the MOU between ASC and the RCE Network.

ACTION

Comment [JEH1]: UPDATE NUMBERS FROM LAST MINUTES

Action :

- i. Wording at 8.2 of Memorandum to be reviewed; and*
- ii. Discuss with ASC the value of what has been set up regarding search engine, oracle system etc.*

PH/
KT

PH/
KT

Resolved:

- i. that the Chair will sign the Memorandum on behalf of IGNITE when the wording has been agreed;*
- ii. that this report may be published in the public records of the Agency; and*
- iii. that the decision of the Committee may be published in the public records.*

IPS/06/06 Business Plan and Key Delivery Partners

Kirsteen Thomson presented the paper ISG/OCT/06/03 (Business Plan and Key Delivery Partners). The purpose of this report is to provide background information on the progress made to develop a detailed business plan and identify Key Delivery Partners to enable the Steering Group to engage with and influence this process. The Academy for Sustainable Communities – ACS – has discussed and drafted a MoU for ratification by the RCEs.

It was agreed that an Away Day would be useful to move this item forward. The members agreed that 27th November would be a suitable day, with 29th November as a second choice, if Barry Clarke were unable to make 27th November.

Action :

- i. Away Day to be arranged;*
- ii. David Williams to facilitate an away day for the Committee;*
- iii. Seema Patel to be invited to the away day; and*
- iv. Agree an action plan at the away day.*

KT

DW

KT

ALL

ACTION

Comment [JEH1]: UPDATE NUMBERS FROM LAST MINUTES

Resolved:

- i. that the Steering Group participate in the process of business planning to priorities the activities to come within the allocated budget;***
- ii. that this report may be published in the public records of the Agency***
- iii. that the annexes to this report may not be published in the public records of the Agency as this represents work in progress;***
- iv. that the Steering Group agree to the MoU with ASC being endorsed subject to any points raised by the Steering Group; and***
- v. that the decision of the Steering Group may be published in the public records.***

IPS/06/07 Composition and Purpose of the Steering Group

Kirsteen Thomson presented the paper ISG/OCT/06/04 (Composition and Purpose of the Steering Group). The purpose of this report is to advise the new Steering Group of the Terms of Reference (TOR) of the Group and its composition.

It was agreed that future meetings would be held prior to the Regeneration Committee meetings, with sufficient time to allow feedback to be given to the Regeneration Committee. It was also stated that the previous Chair of Regeneration had been a Design Champion and that the new Chair would need to be supported. It was also agreed that the minutes from the Ignite meeting should be sent to the Regeneration Committee.

The Terms of Reference were discussed, in particular the quorum for meetings (3.2) and the co-option of the Chair onto the Agency's regeneration Committee (5.3.5).

Action :

- i. Amendment to point 3.2 of TOR to read "one Member of the Lead Partners" not "one Member each of the Lead Partners"; and***

SEC

		ACTION	
<p>ii. Investigate position regarding Chair's co-option onto the Regeneration Committee.</p> <p>Resolved:</p> <p style="padding-left: 40px;">i. That paper should be published in the public records of the Agency.</p>		<p>SEC</p>	<p>Comment [JEH1]: UPDATE NUMBERS FROM LAST MINUTES</p>
IPS/06/08 Network Learning for the Region			
<p>Kirsteen Thomson gave a verbal report on the Network Learning for the Region.</p>			
Action :			
<p>i. Network Learning Report to be forwarded to all Members;</p>		<p>KT</p>	
<p>ii. Ideas to be discussed at Away Day; and</p>		<p>ALL</p>	
<p>iii. Legacy of DOTTO7 – to be reviewed with Alan Clarke.</p>		<p>PH</p>	
IPS/06/09 Away Day			
<p>This was discussed previously in the meeting (minute IPS/06/06).</p>			
IPS/06/10 Future Meetings/Housekeeping			
<p>The frequency of meetings was discussed at decided that the Ignite Steering Committee needs to meet prior to the Regeneration Committee, with sufficient time in between for the minutes to be provided to the Regeneration Committee.</p> <p>It was also agreed that interim meetings would be held whenever it was deemed necessary.</p> <p>The issue of expenses was also raised. The Committee was informed that there was provision within the budget but that the position regarding expenses would be confirmed.</p>			
Action :			
<p>i. Proposed meeting dates for 2007 to be provided for agreement at the away day; and</p>		<p>SEC</p>	
<p>ii. Review expenses policy for Ignite</p>		<p>SEC</p>	

ACTION

Comment [JEH1]: UPDATE NUMBERS FROM LAST MINUTES

IPS/06/11 Any Other Business

Colin Haylock distributed the "Design Review Panel" for member's information.

Kirsteen Thomson requested that a copy of the RES Action Plan be distributed to the members.

Action:

- i. "Design Review Panel" to be sent to Barry Clarke; and**
- ii. Issue a copy of the RES Action Plan to each of the Members.**

SEC

SEC

IPS/06/12 Date of the Next Meeting

The next meeting will be an Away Day, provisionally 27th November 2006 at a venue to be confirmed.

Meeting dates for 2007 will be agreed at the away day.

IPS/06/13 The Meeting closed at 4.26pm

I confirm that these are a true record of the proceedings of the meeting to which they relate:-

Signed :
Phil Hughes

Dated:

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