

**MINUTES OF A MEETING OF
THE IGNITE STEERING GROUP
HELD IN ROOM FF03, STELLA HOUSE
TUESDAY 20 JANUARY 2009 at 9.30am**

Present:

Members

Phil Hughes	Chair
Dr Tony Chapman	Teesside University
Barry Errington	GONE
Colin Haylock	Ryder Architecture

Officers

Kirsteen Thomson	Sustainable Regeneration Manager
John Hammill	Secretariat

ISG/09/01 Apologies for absence

Apologies were received from David Cramond, One North East Director of Capital Development, and Steve Gawthorpe.

ISG/09/02 Declarations of Interest

Colin Haylock declared his interest in CABA Ryder HKS. No further interests were declared.

ISG/09/03 Minutes from meeting on 23 October 2008

The minutes of the meeting held on 23 October 2008 were agreed as a correct record and signed by the Chairman.

ISG/09/04 Matters arising

The Chairman reported that he had contacted Melanie Laws (a director of ANEC) and would be meeting with her to discuss an ANEC representative being recruited to join the Group.

The Group then discussed the possibility of co-opting others to join the Group. In particular the merits of Mark Henderson (of Home Group) and John Burns (of CIC) were discussed.

Action: Chairman to meet with Melanie Laws and Mark Henderson (Kirsteen Thomson also to attend) to discuss their appointment to the Group.

PH/KT

ISG/09/05 New Director of Capital Development

The Chairman noted that David Cramond had become Director of Capital Development at One North East and looked forward to meeting him.

ISG/09/06 Regional Design Review & Enabling Service

Kirsteen Thomson presented paper ISG/JAN/09/01 which updated the Group on progress made to establish the Regional Design Review and Enabling Service.

A full OJEU procurement procedure had been used in order to evaluate a quality organisation to provide the required service. After the PQQ stage of the process only five organisations were left in the running. Of these, only two tendered for the contract and the clear winner was Arup.

The procurement procedure was now in the 10 day Alcatel standstill period during which challenges could be made to the award of the contract. Provided that no successful challenges are made, the award of the contract to Arup could be announced at the end of this period.

Colin Haylock noted that it might be perceived that his connection with CABE had influenced the selection of Arup. It was noted that Colin Haylock had seen none of the documentation relating to the procurement and that he had not been conflicted as a result of it.

The Group discussed the likelihood that any challenges would be brought in respect of the proposed appointment of Arup. It was noted that the procurement had been a robust procedure.

Kirsteen Thomson reported that Arup would be responsible for preparing and circulating all paperwork, organising all meetings of Panel Members, preparing minutes for the meetings and liaising with One North East and HCA. Colin Haylock voiced a concern that Arup would, as a result of its responsibilities, have the opportunity to see confidential work prepared by its competitors. It was noted that Arup would need to ensure that appropriate internal “Chinese Wall” arrangements were in place.

Members were informed that advertisements relating to membership of the Panel had been posted on the IGNITE website and the One North East e-tendering portal. In addition, an advert had been placed in *Regeneration & Renewal* magazine on 16 January and in *The Journal*. It was proposed that at least 35 Panel Members would be appointed.

Barry Errington noted that the content of the adverts meant that community representatives with experience of regeneration might not be encouraged to apply. It was agreed that some Panel Members should have grass-roots contact.

The financial implications of the project were noted (£100,000 per year for two years). The Steering Group (Colin Haylock abstaining) endorsed the appointment of the preferred bidder.

Action: Forward advert to Barry Errington and Arts Council for wider circulation

KT

Resolved:

- i) That the Steering Group endorse the appointment of the preferred bidder and the allocation of funds to the project; and***
- ii) That this report may be published in the public records of the Agency.***

ISG/09/07 Progress on repositioning of IGNITE

Kirsteen Thomson presented paper ISG/JAN/09/02 which outlined the proposed next steps to develop IGNITE as a shared Centre of Excellence for Sustainable Communities.

A revised plan for 2009-2012 needed to be prepared for the proposed

Centre, pulling together partnership resource and activity to support the development of the regional skills and capacity needed to create and maintain the sustainable communities of the North East.

Discussions were still ongoing with ANEC and HCA about forming a regional partnership with One North East to support the proposed Centre of Excellence.

It was reported that ANEC had allocated money to 10 workstreams and that IGNITE would be required to apply to the various workstreams for funding for the proposed Centre of Excellence. It was noted that the lead for ANEC/RIEP Construction and Asset Management workstream had asked IGNITE to submit a response to the approved Delivery Plan and that an approach had already been made to the “Partnership” workstream.

It was agreed that Melanie Laws (a director of ANEC) should be invited to join the Steering Group to strengthen the business case and to gain support for ANEC/RIEP partnering.

The Group discussed the study commissioned by One North East to look at how IGNITE should be positioned. It was reported that the consultant who would undertake the study had not yet been appointed. It was expected that a consultant would be appointed early in February and the report prepared by the end of March.

It was suggested that an interim meeting of the Steering Group be scheduled for either 23, 24 or 25 February to which the appointed consultant could be invited.

The Group then discussed proposals from One North East in respect of the budget and business plan going forward. It was noted that One North East had requested that a business plan be prepared for each of 3 circumstances: full running costs, running costs on a reduced budget of 25% and running costs on a reduced budget of 50%.

Action: Interim meeting of the Steering Group to be arranged in the period 23-25 February. Sec

Resolved:

- i) That a revised plan is prepared to facilitate discussions with all potential funding and delivery partners;***
- ii) That the Steering Group should have the opportunity to comment on the plans and study as they become available; and***
- iii) That this report may be published in the public records of the Agency.***

ISG/09/08 Any other business

Kirsteen Thomson advised that the HCA Academy had advertised for consultants to build an e-library. As the specification was similar to that of IGNITE, she recommended that IGNITE bid for the service and offered the IPR of the Agency's "The IGNITE Solution" as a basis on which to develop.

Action: Formulate a bid in response to the HCA Academy's tender for a portal KT

ISG/09/09 Date of Next Meeting

Subject to any date arranged for an interim meeting, the next full meeting would be on 24 March 2009 at 9.30am.

ISG/09/10 The meeting closed at 11.15am

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

Signed: Date:

Phil Hughes

One NorthEast Secretariat
Stella House
Newburn Riverside
Newcastle upon Tyne
NE15 8NY