

TEA Meeting

Date & Time:	Wednesday 21 st September 2011 2.00pm -4.00pm
Venue:	The Boardroom Trafford College
Attendees:	Chris Fletcher (Chair) – Greater Manchester Chamber of Commerce Neil Smith – Managing Director Kinetic and Chair of the Trafford Exec of GMCC Suzanne Hilton – Head of Regeneration & ED Trafford Council Paul Corner – Regeneration & ED Trafford Council Debbie Thompson – Regeneration & ED Trafford Council Mel Dawson – Regeneration & ED Trafford Council Elaine Wood – Regeneration & ED Trafford Council Penny Bell – Town Centre Partnerships Kay Harwood – Tourism Trafford Council John Smith – Altrincham Town Centre Partnership Tony Ward – Manufacturing Institute Kirsty Roberts – HR Trafford Council Julia Finegan – Skills Funding Agency Elaine Heeler – 14 to 19 Trafford Council Alison Gordon– New Economy Rachel Hiorns – Strategic Planning Trafford Council George Baines – Standguide Fiona Slack- Partnerships & Performance Trafford Council Colin Billingsley – Job Centre Plus
Apologies:	Nick Gerrard – Director of Economic Growth & Prosperity Trafford Council Stephen Bailey – National Apprenticeship Service Debbie Nash– Drug & Alcohol Team Trafford Council Imran Kahn – Partnerships & Performance Trafford Council Karen Hirst – Salford City Council Joan Scott– Trafford College Andy Fawcett – Skills Funding Agency Debbie Cowley – Culture & Sport Trafford Council Lisa Hooley – HR Trafford Council Alison Reid Trafford Centre

Agenda Item	Key points	Actions	Lead Officer
1. Welcome & Introductions	The Chair welcomed the attendees listed above and gave a special welcome to a new private sector partner Neil Smith the Managing Director of Trafford based Kinetic plc, who provide recruitment and human resource services to the UK and worldwide manufacturing, engineering and technical markets. Neil is also the Chair of the Trafford Executive of the GM Chamber of Commerce.	Non required	
2. Apologies	The apologies above were noted by the Chair	Non required	
3. Minutes of the last meeting	The minutes of the last meeting on the 2 nd August 2011 were agreed as a true & accurate account and the items not on the main agenda or being covered under AOB, were updated as follows: RGF Round 2: Decision expected to be announced by BIS is October 2011	TEA to await the outcome of the bid in October	Suzanne Hilton

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		2011 before considering the opportunities for Trafford	
	Working in Deprived Areas A revised paper on this is currently being prepared	Revised Paper on Working in Deprived areas to be fed back at the 17 th October meeting of TEA	Paul Corner
	North West Fund (Trafford information awaited and to be chase with Andy Leach to circulate to TEA partners)	Brief update to be given at TEA meeting 17 th October	Suzanne Hilton
	Who's Who in the Employment & Skills Landscape / Trafford Skills Readiness Review. Following meeting with key partners the information / data collected will be used to populate the review document	Update report and draft skills readiness review to be taken to next TEA meeting on 17 th October 2011	Debbie Thompson
	Flexible Support Fund Following initial meetings with partners in Old Trafford, Sale West & Partington, TEA is to continue to support the on going development of suitable projects to be funded by FSF . Partners in Partington are being encourage to make a submission for their project outlined at TEA by the date of the fist JC plus panel on the 30 th September 2011	The Partington project is to be submitted to Andy Carr / Colin Billingsley before the 30 th September to check eligibility for going to the 1 st JC Plus panel on the 30 th September	Elaine Wood / Mel Dawson
4. Trafford Business Engagement Strategy	TEA is to develop a Business Engagement Strategy and an outline plan is to be circulated, with a call for partners to comment and suggest how we engage with businesses in a more co-ordinated way This will be set down in the framework, with consideration to be given to: <ul style="list-style-type: none"> • More efficient engagement • Better value for money • Improved Private and Public Sector working • Look at best practice from Lancaster City Council • Speak to MIDAS / Marketing Manchester 	TEA to produce a draft document which streamlines all Business Engagement Activity in Trafford and defines set of protocols This is to be circulated prior and then brought to the next meeting of TEA on the 17 th October for consideration and approval.	Suzanne Hilton / Paul Corner

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5. Trafford Park Business Neighbourhood Plan (TPBNP)	<p>Outstanding actions are as follows:</p> <ul style="list-style-type: none"> • Meet with MUFC as the remaining major landowner- secure support • Meet CLG to clarify specific planning issues and establish parameters of “business referendum” (early October 2011) • Establish Shadow Management Board- pro tem-: Council, GMCC, SEGRO, Peel, CSC MUFC- leaving flexibility following engagement with major employers, other key stakeholders / constituencies- agree nominations • Establish core delivery group from key partners and identify specific relevant expertise for resource plan • Update land ownerships and business master list from TP Master Plan Phase 1 baseline • Engage major employers: Cargill Proctor & Gamble; L’Oreal; Regatta; Kellogg • GMCC to commence structured engagement of business base taking account of key geographies and sectors in the Park • Identify “ambassadors” for TPBN from the above • Identify geographic and industry views from business engagement (transport, energy, skills, infrastructure) • Commence liaison with neighbouring cities of Manchester and Salford • Scope engagement with elected members and neighbouring residential communities • Establish Management Board – agree representation; Terms of Reference; decision making protocols • Agree Plan development process-parameters, scope, timescale, consultation, independent inspection and approval (informed by meeting with CLG early October 2011) 	<p>Progress on the outstanding actions to be reported at the next meeting of TEA on the 17th October</p>	<p>Chris Fletcher / Suzanne Hilton</p>
6. LAA Reward Grant/ISUS	<p>LAA Reward Grant/ISUS programme has been approved by Trafford Partnership so funding to be released to Manchester Solutions to match ERDF to cover delivery in 2012/13. The mechanisms to draw down this funding has yet to be distributed.</p> <p>Energy Co-operative project has been to the development working group who advised that they would like to see a business case. However regeneration officers have responded that a sensitivity analysis is more appropriate and this will be completed by the 20th October 2011 (date of the deadline for the next working group)</p>	<p>Update to be brought to the next meeting of Tea on the 17th October</p>	<p>Paul Corner</p>
7. Headline and Proxy Indicators	<p>Headline and Proxy Indicators The missing headline indicators from the Greater</p>	<p>Chris Fletcher agreed to lead</p>	<p>Chris Fletcher</p>

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	<p>Manchester Strategy and Trafford Council Annual Pan / Partnership Dashboard are to be included in Trafford EDP</p> <p>Quarterly reported proxy indicators for these headline indicators are to be put forward by representatives from the following subgroup</p> <ul style="list-style-type: none"> o The Chamber o Trafford Council o New Economy o SFA o Job Centre Plus <p>TEA is to agree proxy indicators to be presented to Trafford Partnership for quarterly monitoring</p> <p>The review of exiting indicators and targets is to be completed in line with the latest GMFM 2010 release</p>	<p>on this</p> <p>List of suggested proxy indicators to be brought to the next meeting of Tea on the 17th October</p>	<p>Paul Corner</p>
8. AOB	<p>Food and Drink is to take place at Altrincham Market on 25th September 2011</p> <p>John Smith circulated copies of the Altrincham Town Centre Partnership Newsletter. More available from John if required.</p> <p>The business Spending Challenge workshops are as follows:</p> <p>11/10 18.00 on Sale 13/10 08.00 Urmston 1/11 08.00 Altrincham</p> <p>Contact penny Bell for further details</p>	<p>Non required</p>	<p>Kay Harwood</p> <p>'John Smith</p> <p>Penny Bell</p>
9 . Date and time of next meeting	<p>Monday 17 October 2011 at THT Sale Point</p>	<p>Non Required</p>	