

**Minutes of LEP SIP Meeting
07/06/2018 at 13.30-16.30
at
Santander UK plc, Milford House, Pynes Hill**

Board attendees:

Alan Denby, Business Lead, LEP Management Team
Amanda Ratsey, Business Lead, LEP Management Team
David Bird, Chairman of SIP, LEP Board Member
David Ralph, LEP Chief Executive
Dr Fiona McMillan, Non-Executive Board Director, LEP Board Member (phone)
Keri Denton, People Lead, LEP Management Team
Paul Hickson, Place Lead, LEP Management Team
Richard Stevens, Chair Business Leadership Group, LEP Board Member

Officers in attendance:

Ed Cross, DCC & LEP PMO (minutes)
Eifion Jones, LEP Head of Strategy & Operations
Ian Harrison, Independent Transport Assessor (phone)
Mel Roberts, SCC, Accountable Body
Mel Sealey, DCC & LEP PMO

Others in attendance:

Chris Garcia, former LEP Chief Executive

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 8

NOTE FOR AUTHOR

Please mark any confidential items so that they can be removed before publishing. We, the publisher, accept no responsibility for items that are not marked and result in them being published in the public domain or any resulting consequences.

These minutes and the accompanying decision/actions table are now required to be published onto the LEP website with 10 clear working days of the meeting taking place. This may be in draft if internal LEP processes require clearance before they are finalised. The final documents must be published within 10 clear working days of being approved.

Therefore, following the process outlined above, please send the documents to LEPAdmin@somerset.gov.uk who will upload them onto the website.

Item No.	Agenda Item	Actioned By
1	Apologies	
	<ul style="list-style-type: none"> Ben Bryant Helena Davison Sally Edgington 	N/A
2	Declarations of Interest	
	<ul style="list-style-type: none"> Alan Denby – Unlocking Growth Fund Keri Denton – 4G, Exeter Science Park Paul Hickson – Minehead Rail, Junction 25 M5 	N/A
3	Minutes from Last SIP Meeting 3rd May 2018	
	<p>Minutes were approved with the following actions carried forward.</p> <p>Action : Regarding Joint Committee action on EAN, arrange meeting of Business and People LGs to discuss the EAN and wider linkages – to include FM, RS, KD, AR</p> <p>Action: Regarding action on outputs submissions. Send out letter to projects in DR name if Q4 outputs deadline missed, explaining the consequences of not reporting on projects with signed funding agreements.</p> <p>Action CF: Produce briefing on European Funding Profiles</p>	<p>KD</p> <p>MS/DR</p> <p>EJ</p>
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growth Deal	
4.1.1	Exeter Science Park OIB	
	<p>AR outlined the current situation regarding LEP requests for information from the Science Park. SIP expressing concerns about the lack of provision of the requested information. A meeting is due to take place on Friday 8th June to discuss questions and outstanding information with ESPL with the aim of bringing the business case to the July SIP meeting.</p> <p>Decision: SIP agreed to set a deadline after which, if the requested information is not forthcoming, SIP would present an options paper to board..</p> <p>Action: AR to meet with Science Park, informing them of the SIP's decision, outlining the deadline and potential consequences if missed.</p>	AR
4.1.2	Growth Hub	
	<p>AR took SIP through the paper. SIP requested consideration of an in-house option to be part of the options paper presented to the LEP Board with the pros and cons clearly highlighted.</p> <p>Decision: SIP noted the paper and the request for the Board. SIP also requested that the figures were checked to ensure funds weren't</p>	

overcommitted for each proposal.		
Action: Draft paper for Board outlining all potential options along with the pros and cons for each (getting SIP to review before submitting to Board).		AR
Action: Send scale-up example to AR		DR
4.1.3	Unlocking Growth Fund	
AR outlined proposal to open expressions of interest, changing the previous process to include a minimum monetary value and alterations to the eligibility criteria.		
Decision: <u>SIP agreed with the proposals outlined within the paper but agreed there needed to be further thought regarding who to notify when EOIs open. SIP also agreed that the use of GPF loans in conjunction should be considered.</u>		AR
4.2	Special Projects	
4.2.1	Minehead Rail Feasibility Study	
SIP agreed that the study should be broadened to include all modes of transport and the impact on social mobility, not just rail.		
Action: Revise document to propose a more general look at transport and connectivity impacts on social mobility for presentation at the next SIP.		IH
5	Investment Programme Delivery	
5.1	Investment Programme Report	
SIP agreed GD3 expenditure approval date proposal		MS/MR
5.2	Amber Project Review	
No change		N/A
5.4	Update on J25 M5	
IH updated SIP on the latest proposition from Somerset regarding future repayment of underspend from J25 and a discussion followed.		
Action: Revise draft report to LTB and produce LEP Board paper including recommendations on risks associated with all available options.		IH
5.6	4G Mobile Update	
SIP noted the briefing paper and progress made, requesting a revised business case to be drawn up.		
Action: Draw up revised business case for appraisal and review at August SIP.		EC/PH
5.6	SCC Update	
No change		N/A
6	Strategic Agenda Items	
6.1	Productivity Strategy	

<p>EJ informed SIP that the Food & Drink sector description had been altered to include agriculture. EJ confirmed that the first stage of the delivery plan is expected to complete by the end of September for launch events. A series of business engagement events are planned over the summer and the intention is to setup start and finish groups to develop the delivery plan for each opportunity area.</p> <p>Action: Setup meeting with relevant SIP members to discuss business engagement aspects to the strategy.</p>		EJ
6.2	ESIF Update	
<p>EJ reported that local calls totalling £10m were now worked up for ESF and due to publication w/c 13th August - a letter from DWP confirming that the Employment & Skills Funding Agency will consider further opt-in contributions from LEP areas. It is expected these two routes will use most of the remaining ESF allocation for the area.</p>		N/A
7	AOB	
None		N/A

Next Meeting: 12/07/2018

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Exeter Science Park OIB	Next steps to take given absence of requested information from Exeter Science Park	SIP agreed to set a deadline for Science Park after which, if the requested information was not forthcoming, SIP would present an options paper to the Board
Growth Hub	Agreement on options to present to LEP Board.	SIP noted the paper, agreeing to review an updated paper at next SIP, prior to LEP Board review.
Unlocking Growth Fund	Agreement to open expression of interest shortly to ensure any successfully projects have enough time to deliver within the funding time horizon.	SIP agreed with the proposals outlined within the paper but agreed there needed to be further thought regarding who to notify when EOIs open. SIP also agreed that the use of GPF loans in conjunction with GD grants should be considered.