

**Minutes of LEP SIP Meeting
04/09/2018 at 10.00-12.00**

at

D14 at Petroc, Mid Devon Campus, Bolham Rd, Tiverton EX16 6SH

Board attendees:

Amanda Ratsey, Business Lead, LEP Management Team

David Ralph, LEP Chief Executive

Dr Fiona McMillan, Non-Executive Board Director, LEP Board Member

Paul Hickson, Place Lead, LEP Management Team

Richard Stevens, Chair Business Leadership Group, LEP Board Member

Officers in attendance:

Ben Bryant, SCC, Accountable Body

Carl Wyard (on behalf of Alan Denby), TDA

Ed Cross, DCC & LEP PMO (minutes)

Eifion Jones, Head of Strategy & Operations

Helena Davison, Communications Manager, HotSW LEP

Mel Sealey, DCC & LEP PMO

Phil Adams (on behalf of Keri Denton), DCC

Mel Roberts, SCC

Others in attendance:

N/A

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 5

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"> Alan Denby Barbara Shaw David Bird Ian Harrison Keri Denton Sally Edgington 	N/A
2	Declarations of Interest	
	<ul style="list-style-type: none"> Phill Adams – North Devon Enterprise Centre 	N/A
3	Minutes from Last SIP Meeting 7th June 2018	
	<p>Minutes were approved with the following actions carried forward.</p> <p>Action CF: 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 – to take place once staff are in post and criteria are confirmed.</p> <p>Action CF: Ensure current and past Hinkley revenue projects outputs are fed back to MS/EC</p>	<p>KD/PA</p> <p>CB</p>
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growth Deal	
4.1.1	North Devon Enterprise Centre	
	<p>AR explained that, whilst a business case had been received, more information is required to complete the appraisal and show that the business plan for the ongoing running costs is sustainable.</p> <p>Decision: SIP agreed that subject to viability being shown the business case will come to SIP for approval, ideally at the 27th September meeting, due to the need to align with ESIF approval timescales.</p>	AR
5	Investment Programme Delivery	
5.1	Investment Programme Report	
	MS updated SIP on current progress, noting that all GD2 business case approvals had completed. MS also presented an updated expenditure profile reflecting Q1 18/19 claims.	N/A
5.2	Amber Project Review	
	SIP agreed that Mobile 4G must submit their business case by the November SIP	PH
5.6	SCC Update	
	No update	N/A

6	Strategic Agenda Items	
6.1	Productivity Strategy	
	Delivery plan continues in development and review via leadership groups. Local Industrial Strategy discussion with Government later today. Evidence base in place to support. SIP members noted the need to ensure activities, groups and strategies align going forward.	N/A
6.2	ESIF Update	
	EJ informed SIP that, due to changes in the exchange rate, another £9m of ERDF funding was now available, with calls planned for October. Low carbon remained challenging with Government reluctant to allow reallocation of funds to business support calls. Exchange rate change means additional monies are expected for ESF as well though DWP have not confirmed the amount as yet	N/A
	Action: Follow up potential compatibility of renewable plastic businesses for low carbon calls.	EJ
	Action: Work with Torbay and N.Devon on narrative for securing future fishing funding, and uses for any potential underspend.	AR
7	AOB	
	None	N/A

Next Meeting: 27/09/2018

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
NONE	NONE	NONE