

**Minutes of LEP SIP Meeting
03/05/2018 at 13.30-16.00
at
Santander UK plc, Milford House, Pynes Hill**

Board attendees:

*Alan Denby, Business Lead, LEP Management Team
Amanda Ratsey, Business Lead, LEP Management Team
Chris Garcia, LEP Chief Executive
David Bird, Chairman of SIP, LEP Board Member
Dr Fiona McMillan, Non-Executive Board Director, LEP Board Member
Keri Denton, People Lead, LEP Management Team
Paul Hickson, Place Lead, LEP Management Team*

Officers in attendance:

*Ben Bryant, SCC Accountable Body Representative (on phone)
Ed Cross, LEP PMO (minutes)
Helena Davison, Communications Manager, HotSW LEP
Mel Roberts, SCC, Accountable Body
Mel Sealey, LEP PMO
Phill Adams, DCC, People LG (joined during item 6)*

Others in attendance:

N/A

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 7

NOTE FOR AUTHOR

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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"> Eifion Jones Ian Harrison Richard Stevens Sally Edgington Barbara Shaw 	N/A
2	Declarations of Interest	
	<ul style="list-style-type: none"> Alan Denby – ESIF Keri Denton – CDS/Mobile, Exeter Science Park, EAN Paul Hickson – CDS/Mobile and Junction 25 	N/A
3	Minutes from Last SIP Meeting 5th March 2018	
	SIP Members approved the minutes, subject to amendment of declarations of interest for Amanda Ratsey (change of Derriford to Plymouth transport projects).	EC
	Action CF: Send list of projects who responded and did not respond regarding outputs to CG and theme leads.	MS
4	For Decision - Investment Programme Business Cases and Project Changes	
	N/A	N/A
5	Investment Programme Delivery	
5.1	Investment Programme Report	
	MS talked through the documents provided, including that further information has been provided to the Business LG for the appraisal of the Exeter Science Park Open Innovation Building buildings. DCC is also working on new output request for Q4 reporting, capturing any revisions to LGF forecasts for each project. Action: Ensure Theme leads are copied in on mailers out to projects to capture Q4 outputs	EC/MS
	Action: Change headings for programme summary to a clearer colour.	EC
5.2	Amber Project Review	
	No change	N/A
5.3	Update on EAN	
	SIP agreed that this is a good time to review the EAN and that the LEP needs to carefully align delivery of the EAN, with its wider skills strategy, as well as to make it clear what the EAN is for - the EAN not being a replacement for the careers advice service.	

	Action: Take EAN update paper to LEP Board and Joint Committee.	CG
	Action: Put on agenda for Joint Committee	KD
5.4	Update on J25 M5	
	CG outlined to SIP the status regarding the over profiling of the project – the LEP expecting between £1.5 and £2m to be repaid by Somerset for reallocation by the SIP.	
	Action: Write back to Somerset CC asking for confirmation of current growth deal funding requirement and date by which final amount can be confirmed	CG
	Action: Investigate match funding package with Ian Harrison, including comparison to original GD bid and programme entry business case	CG/MS
5.5	Update on CDS and 4G Mobile	
	In terms of GD2, KD informed SIP that despite an initial delay to the rollout, Gigaclear has started delivery and is expected to deliver the majority of contracted connections by the end of 2019. The GD3 business case can be written after the local broadband plan is approved by the LEP and Joint Committee, likely before September 2018. The 4G programme is further considering their State Aid advice, and a decision is expected on the 11 th May regarding the way forward. SIP agreed to revisit the 4G project in June.	
	Action: Add 4G Mobile to next SIP meeting agenda.	MS
5.6	Update on pre-business case projects	
	MS provided SIP an update on the remaining pre-business case projects and their statuses. Progress is overall reassuring in terms of meeting 2021 expenditure deadline. Many projects were seeking to submit in June, requiring allocation of appropriate time and resource by theme leads and SCC finance and early notification if sign-off becomes a higher priority for such projects.	Officer leads, MR, MS
	Action: Notify CG if any more escalation is required for projects seeking European funds – Eifion to produce a short paper for new HMCLG sponsor.	All/EJ
5.6	SCC Update	
	No change	N/A
6	Strategic Agenda Items	
6.1	Productivity Strategy	
	CG informed SIP that the Policy and Technical Group are meeting next Tuesday to develop detailed criteria that align programme outputs with the productivity strategy. SIP was also made aware of a potential new funding stream from Innovate UK (Defence and Security Accelerator) – an £800m fund spanning a period of 10 years, focused on SMEs and academia involved in the security and defence of the realm. CG also mentioned a new Innovate UK centre of Excellence based in Shepton Mallet, focused on agritech which is also a 5G trial bed site.	N/A
6.2	ESIF Update	
	Action: Circulate EJ update email to SIP members.	MS

7	AOB
	None
	N/A

Next Meeting: 07/06/2018

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
	None	

DRAFT