

**Minutes of LEP SIP Meeting
04/04/2018
at
Santander UK plc, Milford House, Pynes Hill**

Board attendees:

Amanda Ratsey, Business Lead, LEP Management Team

Barbara Shaw, Chair Place Leadership Group, LEP Board Member

Chris Garcia, LEP Chief Executive

Paul Hickson, Place Lead, LEP Management Team

Richard Stevens, Chair Business Leadership Group, LEP Board Member (acting chair)

Officers in attendance:

Ed Cross, LEP PMO (minutes)

Helena Davison, Communications Manager, HotSW LEP

Iain Harrison, Independent Transport Assessor

Mel Roberts, SCC, Accountable Body

Mel Sealey, LEP PMO

Others in attendance:

N/A

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

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 • Ben Bryant • David Bird • Eifion Jones • Fiona McMillan • Keri Denton • Sally Edgington 	N/A
2	Declarations of Interest	
	<ul style="list-style-type: none"> • Amanda Ratsey – Plymouth transport projects, Growth Hub • Paul Hickson – Huntspill, Jn25 M5 • Richard Stevens – Growth Hub 	N/A
3	Minutes from Last SIP Meeting 5th March 2018	
	<p>SIP approved the minutes.</p> <p>Action CF: Produce briefing note on progress of projects which have pending business cases.</p>	MS/EC
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growth Deal	
4.1.1	Plymouth Transport Projects Funding Variation	
	<p>This request had been endorsed by the LTB at their March meeting. Due to the relatively small amount a SIP decision is sufficient in this case. SIP Members raised concerns about the potential precedent set by reducing funding for the Derriford Hospital scheme (given cost savings from the project) and reallocation of these savings to the Derriford Transport scheme. However, it was agreed that in this specific case, the underspend had been apparent over a long timeframe and it was clear that savings were not being found to cover a gap in the other project. SIP also highlighted that the reallocation was significantly less than the gap and did not conveniently balance.</p> <p>Decision: SIP approved the appraiser's recommendation to move the amount of £85,071. This was also well below the £250,000 limit, for LEP Board approval. AR abstained from voting due to declaration of interest.</p>	IH / MS
4.1.2	Growth Hub Update	
	<p>AR explained that the current Growth Hub was delivering well on contracted requirements and BEIS have offered new funding towards the Growth Hub service for the next 2 years. However, BEIS' new key requirements to meet their nationally consistent programme are very different from our existing contract, especially in areas of Scale Up support, which the LEP's current programme is not contracted to deliver. Also there are elements currently being delivered that</p>	

BEIS would not fund that the LEP may like to retain. So, if the LEP wishes to utilise the BEIS funding, it needs to rethink delivery of the Growth Hub.		
<u>Decision: SIP noted the paper and agreed that the LEP needed an assessment of the options . A paper will be presented to the June SIP Meeting outlining the options and recommendations.</u>		AR
5	Investment Programme Delivery	
5.1	Investment Programme Report	
MS informed SIP that 19 projects had now completed the construction phase of their delivery with the overall spend profile delays meaning it now aligns better with Government's funding profile.		
Action: Ask DCC to update SIP on Enterprise Advisors Network (EAN) on behalf of People LG at next SIP meeting and add EAN outputs to the LEP reporting		MS
SIP also discussed the potential release of funds (approx. £1.5m-£2m estimated) from J25 M5 which Somerset County Council had agreed to confirm before the end of last financial year. The SIP not having heard from Somerset about this.		
Action: Write to Somerset requesting a meeting to outline the situation, history and agreed reallocations, with an aim to provide an update to the May SIP and a position for the May Board meeting.		CG/IH
5.2	Amber Project Review	
SIP agreed to turn Exeter Science Park Open Innovation to RED, given that it had failed to produce a satisfactory business plan within the timeframe provided with no response received from the LEP's letter last Monday.		
Action: Turn Exeter Science Park Open Innovation to RED.		MS
Action: Meet with Sally Basker to discuss way forward.		CG
5.3	Q3 Dashboard for Review and Approval	
Action: Add quarterly output numbers to dashboard with commentary.		EC/MS
Action: Send list of projects who responded and did not respond regarding outputs to CG and theme leads.		MS
5.4	Expenditure Profile Update	
Action: Check terms of Growth Deal funding allocation in grant determination letter from MHCLG.		MR
Action: Produce a plan and required timescales for launching new calls for Unlocking Growth Fund from underspends.		AR
Action: Add CDS update to May's SIP Agenda.		MS/PH
5.5	Update on Huntspill Business Case Approval	
SIP noted the update and were happy with the developments/progress made to date.		N/A
5.6	SCC Update	

None		N/A
6	Strategic Agenda Items	
6.1	Productivity Strategy	
CG informed SIP that the strategy has now been approved by Board and Joint Committee.		N/A
6.2	ESIF Update	
None		N/A
7	AOB	
None		N/A

Next Meeting: 03/05/2018

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Plymouth Transport funding variation	Approval of a transfer of underspend of £85k from Derriford Hospital to the Derriford Transport Scheme.	SIP approved the proposal. The amount is well below the Board approval requirement limit. AR abstained from voting due to declaration of interest.
Growth Hub update	Agreement on a potential way forward.	SIP agreed that the LEP needed an assessment of the consequences, costs and timescales of various options for a paper to come to the June SIP meeting.