

**Minutes of LEP SIP Meeting
27/09/2018 at 09.30-11.30
at
Santander, Pynes Hill, Exeter EX2 5TH**

Board attendees:

David Bird, Chairman of SIP, LEP Board Member
David Ralph, LEP Chief Executive
Julia Blaschke, PCC (on behalf of Amanda Ratsey)
Paul Hickson, Place Lead, LEP Management Team
Phil Adams, DCC (on behalf of Keri Denton)
Richard Stevens, Chair Business Leadership Group, LEP Board Member

Officers in attendance:

Ben Bryant, SCC, Accountable Body
Ed Cross, DCC & LEP PMO (minutes)
Helena Davison, Communications Manager, HotSW LEP
Ian Harrison, Independent Transport Assessor
Mel Sealey, DCC & LEP PMO
Mel Roberts, SCC Accountable Body

Others in attendance:

Sally Edgington, Area Lead, CLGU (by telephone)

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 6

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 Eifion Jones Fiona McMillan Keri Denton Alan Denby Councillor Andrea Davis 	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 4th September 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: Follow up potential compatibility of renewable plastic businesses for low carbon calls.</p> <p>Action CF: Work with Torbay and N. Devon on narrative for securing future fishing funding and uses for any potential underspend.</p>	<p>KD/PA</p> <p>EJ</p> <p>AR</p>
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growth Deal	
4.1.1	North Devon Enterprise Centre	
	<p>JB outlined the appraisal report and recommended conditions for approval of the project and a discussion followed.</p> <p>Decision: SIP agreed to approve the business case, subject to all recommended conditions including a revision to the evidence from DCC regarding ongoing sustainability of the project.</p>	JB
4.2	Other Funding	
4.2.1	West Somerset Opportunity Area	
	<p>IH outlined the background to the programme, suggesting SIP support both LEP involvement with the framing and evaluation of transport related elements, and funding of a literature review into the link between transport and social mobility.</p> <p>Decision: SIP agreed to support the project, and provide funding for the literature review, emphasising the need to link to the Shared Prosperity Fund</p>	

<u>and North Devon and Torridge geographies.</u>		IH
5	Investment Programme Delivery	
5.1	Investment Programme Report	
Action: Check government publicity email to see if milestones cover more than just publicity.		MS
5.2	Amber Project Review	
No change		N/A
5.3	Q1 18/19 Dashboard Sign-off	
SIP agreed to approve by email, allowing further time for collation of output data from projects.		MS/EC
5.4	TORs F&R	
SIP agreed on the outlined proposals in principle, subject to consultation with F&R members and continuation of back to back meetings with F&R. Richard requested to join the F&R considering the scope of reporting of the group; a request will be put to F&R to review its membership.		MR/MS
5.5	Publicity Requirements	
SIP agreed there was a need to be more explicit about funding agreement obligations and associated sanctions. The use of a 5% retention rate linked to a progress report outlining required publicity milestones for sign off by theme leads was also agreed on going forward. SIP agreed that the claim form will be updated to ask projects to confirm that they have: <ul style="list-style-type: none"> Adhered to the PR requirements Submitted a progress report detailing publicity milestones Submitted M&E reports in accordance with Schedule 5 All new Funding Agreements will contain a special condition requesting the provision of an outline publicity schedule (Consider requesting this as an additional schedule).		MR/MS
5.6	SCC Update	
No update		N/A
6	Strategic Agenda Items	
6.1	Productivity Strategy	
DR informed SIP that the plan had gone to board following feedback and is due to be presented at Joint Committee and at the LEP AGM.		N/A
6.2	ESIF Update	
No change		N/A

7	AOB	
<p>SIP was made aware that a draft of the National Assurance Framework from BEIS is expected soon with the final draft by the end of March 2019 and implementation from April 2019. The format of the Annual Conversation will also change with 2018/19 a transition period in terms of reviewing LEP performance.</p>		N/A

Next Meeting: 08/11/2018

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
North Devon Enterprise Centre	Approval of business case	Decision: SIP agreed to approve the business case, subject to appraisers recommended conditions
West Somerset Opportunity Area	Approval of funding for transport/social mobility studies	Decision: SIP agreed to support the project, and provide funding for the literature review, emphasising the need to link to the Shared Prosperity Fund and North Devon and Torridge geographies.

DRAFT