

**Minutes of LEP SIP Meeting  
04/04/2019 at 09.30-11.30  
at  
NFU, Pynes Hill, Exeter EX2, 5TH**

**Board attendees:**

*Amanda Ratsey, Business Lead, LEP Management Team  
Carl Wyard (on behalf of Alan Denby), Torbay Development Agency  
David Ralph, LEP Chief Executive  
Fiona McMillan (People Lead, LEP Board Member)  
Keri Denton, People Lead, LEP Management Team  
Paul Hickson, Place Lead, LEP Management Team  
Richard Stevens (Acting Chairman)*

**Officers in attendance:**

*Eifion Jones, Head of Strategy & Operations, HotSW LEP  
Helena Davison, Communications Manager, HotSW LEP  
Ian Harrison, Independent Transport Assessor  
Colin Bettison, Plymouth City Council  
Mel Roberts, SCC Accountable Body  
Mel Sealey, DCC & LEP PMO  
Tom Satterly, DCC & LEP PMO (minutes)  
Suzanne Bond (Cities and Local Growth Unit BEIS)*

**Others in attendance:**

*N/A*

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

**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](mailto:LEPAdmin@somerset.gov.uk) who will upload them onto the website.**

Item No.	Agenda Item	Actioned By
<b>1</b>	<b>Apologies</b>	
	Barbara Shaw David Bird Ben Bryant	<b>N/A</b>
<b>2</b>	<b>Declarations of Interest</b>	
	Members declared an interest in the following agenda items. Amanda Ratsey – Forder Valley Link Road Paul Hickson – SEIC Carl Wyard - SEIC Fiona McMillan – Hinkley Point	<b>N/A</b>
<b>3</b>	<b>Minutes from Last SIP Meeting 7<sup>th</sup> February 2019</b>	
	Minutes from previous meeting requiring a minor amendment. <b>Action</b> – TS to amend previous minutes and send to Isaac to upload to the website  Actions updates from previous minutes <b>Action Completed:</b> Find out status of EAN meeting  <b>Action CF:</b> MS and BB to meet to discuss LEP cashflow  <b>Action CF:</b> MS to contact Katriona Lovelock ‘Reprofile of CDS Growing Places Fund’  <b>Action Completed:</b> MS to contact project re Claylands project timescales for DR	<b>TS</b>    <b>MS</b>  <b>MS</b>
<b>4</b>	<b>For Decision - Investment Programme Business Cases and Project Changes</b>	
<b>4.1</b>	<b>Growing Places Fund</b>	
	No update	
<b>4.2</b>	<b>Growth Deal</b>	
	<b>Marsh Barton Variation</b> IH guided the group through the Marsh Barton paper. Key points; <ul style="list-style-type: none"> <li>• The re-design has not affected the expected outputs</li> <li>• New planning permission required</li> <li>• Network Rail need to approve the re-design</li> </ul>	

	<ul style="list-style-type: none"> <li>LTB approved the Marsh Barton re-design</li> </ul> <p><b>Decision</b> – Variation approved. Marsh Barton to change from Red to Amber on review list</p>	<b>MS</b>
	<p><b>SEIC Phase 3 Business Case</b> CB and AR talked through the business case. Key points;</p> <ul style="list-style-type: none"> <li>1000 m2 of office, meeting space. Conference space changed into collaboration space as market research proved there is more demand for this type of space.</li> <li>Smaller building and less jobs than originally anticipated but added benefits of supporting businesses and additional facilities. Revised outputs are still offering value for money.</li> <li>Michelmores providing state aid advice</li> </ul> <p><b>Decision</b> – SIP approved SEIC business case including revised outputs.</p>	<b>CB/MS</b>
<b>4.2.2</b>	<b>Other Projects</b>	
	No updates	
<b>5</b>	<b>Investment Programme Delivery</b>	
<b>5.1</b>	<b>Investment Programme Report</b>	
	<p><b>Programme Summary</b> MS provided overview of the paper</p> <p><b>Blue Screen ICT</b></p> <ul style="list-style-type: none"> <li>RS informed the group of the recent Blue Screen ICT story on the BBC website. Business case expected for May SIP</li> </ul> <p><b>Action</b> – MS to review and report back to group</p> <p><b>Outputs Summary</b> MS explained that the Outputs table shared was a draft and opened to the group to provide feedback on the layout. This data is from Q3 and yet to be updated for Q4.</p> <ul style="list-style-type: none"> <li>Addition of yearly profiling of outputs along with total</li> </ul> <p><b>Action</b> – TS to update spreadsheet and bring it to May SIP.</p>	<b>MS</b>       <b>TS</b>
<b>5.2</b>	<b>Amber Project Review</b>	
	<p>Changes agreed to the Amber Project Review.</p> <ul style="list-style-type: none"> <li>Marsh Barton to change from red to amber</li> <li>Caddsdwn will be changed to green and come off the list</li> <li>SEIC will be changed to green then come off the list</li> </ul>	<b>MS</b>
<b>5.3</b>	<b>Forder Valley Link Road update</b>	
	IH talked through the paper provided.	

	<p>The group shared concerns around the lack of clarity around the LEP's responsibilities for this project and wanted assurances around accountability, risk to the LEP and whether there is a need to charge a 2% administration fee.</p> <p><b>Action</b> – IH to write to DfT and PCC seeking assurances and clarity over the HotSW LEP's position in relation to this project</p>	IH
5.4	<b>Intervention rate policy</b>	
	<p>EJ read the draft policy to the group requesting any feedback.</p> <p><b>Action</b> –EJ to make minor amendments to the policy before circulating electronically to SIP for approval.</p>	EJ
5.5	<b>Underspend Policy</b>	
	<p>EJ invited feedback on the draft underspend policy.</p> <p>Points raised</p> <ul style="list-style-type: none"> <li>• Need to clarify the Growth Deal spend end date of March 2021 and consider which if any projects may need to spend beyond this</li> <li>• SIP requested the policy is termed “guidance” and finalised by the LEP management team</li> </ul>	EJ
5.6	<b>Annual Performance Review Report and Actions</b>	
	<p>DR opened the discussion to the group regarding how to respond to the Annual Performance Review letter.</p> <p><b>Action and Decision</b> – It was agreed that a response would be sent asking for further justification to the APR delivery status of needing improvement.</p>	DR
5.7	<b>CDS Updates</b>	
	<p>PH provided an overview of the programme management structure. Once the digital strategy is produced CDS will have a clearer idea of how the programme will progress.</p> <p><b>Action</b> - PH, KD, DR and DB to meet to discuss the digital strategy in May.</p> <p><b>Decision</b> – This will be reviewed again at June SIP. A written report will be provided beforehand along with an expenditure profile and position statement.</p>	PH PH
5.8	<b>SCC Update</b>	
	Nothing to report.	
6	<b>Strategic Agenda Items</b>	
6.1	<b>ESIF Update</b>	
	Nothing to add.	

7	<b>AOB</b>
AR – will need to bring a paper on Science Park to next SIP	
<b>AR</b>	

**Next Meeting: 02/05/2019**

**Table of Decisions**

SIP Paper	Decision Required	Decision Agreed
<b>Marsh Barton Variation</b>	Approval of changes to Marsh Barton Station project	Variations approved
<b>SEIC Phase 3 Business Case</b>	Approval of revised business case	Revised business case approved
<b>Annual Performance Review Report and Actions</b>	Agree the response to the APR	Response to be sent asking for further justification for the APR delivery status of needing improvement.
<b>CDS Update</b>	Agree a proposed way forward	Review at June SIP