

**Minutes of LEP SIP Meeting
07/02/2019 at 09.30-11.30
at
Santander, Pynes Hill, Exeter EX2 5TH**

Board attendees:

Barbara Shaw, Chair Place Leadership Group, LEP Board Member (via telephone)
Carl Wyard (on behalf of Alan Denby), Torbay Development Agency
David Bird, Chairman of SIP, LEP Board Member
David Ralph, LEP Chief Executive (Via telephone)
Phill Adams, DCC (on behalf of Keri Denton)
Paul Hickson, Place Lead, LEP Management Team

Officers in attendance:

Ben Bryant, SCC, Accountable Body
Eifion Jones, Head of Strategy & Operations, HotSW LEP
Helena Davison, Communications Manager, HotSW LEP
Ian Harrison, Independent Transport Assessor
Mel Sealey, DCC & LEP PMO
Tom Satterly, DCC & LEP PMO (minutes)

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

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
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1	Apologies	
	<ul style="list-style-type: none"> Alan Denby Keri Denton Fiona McMillan Amanda Ratsey Richard Stevens Councillor Andrea Davis Mel Roberts Suzanne Bond 	N/A
2	Declarations of Interest	
	None	N/A
3	Minutes from Last SIP Meeting 8th January 2018	
	<p>Minutes were approved with the following actions carried forward.</p> <p>PA mentioned that Victoria Gage had met with EAN members and recommended to wait to see what happens with the SAP before organising a full joint meeting.</p> <p>Action CF: Find out status of EAN meeting</p> <p>Action CF: Action CF: MS and BB to meet to discuss LEP cashflow</p> <p>DR referred to the previous minutes table of decisions and requested an update on the 'Reprofile of CDS Growing Places Fund'</p> <p>Action: MS to contact Katriona Lovelock</p>	<p>KD</p> <p>MS & BB</p> <p>MS</p>
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growing Places Fund	
	No update	
4.2	Growth Deal	
	<p>DR requested an update on Claylands.</p> <p>Action: MS to contact project re Claylands project timescales for DR</p>	MS
4.2.2	Other Projects	
	PA provided an update on the Digital Skills Partnership. Currently in discussion with DFE to reduce the budget as the original budget was overestimated.	
5	Investment Programme Delivery	
5.1	Investment Programme Report	
	<p>MS provided an overview of the Highlight Report</p> <ul style="list-style-type: none"> Change in government schedule means reporting deadlines are tight. This is consistent across all LEP's MS and TS are working on a spreadsheet that will make the information on projects more 'digestible' MS is waiting on a few variation requests from project holders IH will be reviewing transport projects <p>EJ updating overall underspend policy to review at March SIP</p>	

