

**Minutes of LEP SIP Meeting
08/11/2018 at 09.30-11.30
at
Santander, 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 Bird, Chairman of SIP, LEP Board Member
David Ralph, LEP Chief Executive
Keri Denton, People Lead, LEP Management Team
Paul Hickson, Place Lead, LEP Management Team*

Officers in attendance:

*Ben Bryant, SCC, Accountable Body
Colin Bettison, Plymouth City Council
Ed Cross, DCC & LEP PMO (minutes)
Eifion Jones, Head of Strategy & Operations, HotSW LEP
Helena Davison, Communications Manager, HotSW LEP
Ian Harrison, Independent Transport Assessor
Mel Sealey, DCC & LEP PMO
Mel Roberts, SCC Accountable Body*

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 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 Fiona McMillan Sally Edgington Councillor Andrea Davis Richard Stevens 	N/A
2	Declarations of Interest	
	<ul style="list-style-type: none"> Carl Wyard – iAero Keri Denton – 4G and Exeter Science Park Paul Hickson - iAero 	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: Send out another publicity reminder letter</p>	<p>KD/PA</p> <p>HD/MS</p>
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growth Deal	
4.1.1	iAero business case approval	
	<p>Colin Bettison outlined the proposal and recommended conditions. A discussion followed.</p> <p>Decision: SIP agreed the business case subject to the recommended conditions with additional conditions as follows:</p> <ul style="list-style-type: none"> <u>LEP 1st charge position is clarified</u> <u>The project revises the milestones and risk assessment, including cost overruns</u> 	CB
4.1.2	4G Mobile business case approval	
	<p>Paul Hickson outlined the proposal and recommendations.</p> <p>SIP raised concerns that the market had moved on significantly since the early days of the project - significant investment having occurred in recent years, potentially reducing the cost benefit of the programme. SIP also recognised that</p>	

the patchy nature of 4G coverage, caused by a lack of infrastructure sharing by operators, was difficult to address under the confines of State Aid and existing legislation.		PH/KD/EC
<u>Decision: SIP agreed to take stock and re-evaluate with respect to the forthcoming digital strategy, presenting a revised set of options to the LEP Board in January.</u>		
4.1.3	Exeter Science Park Grow Ons variation	
Amanda Ratsey updated SIP on the proposed transfer variation, confirming that legal advice will be sought in respect of the detail of the variation.		CB/AR
<u>SIP approved the proposal in principle.</u>		
5	Investment Programme Delivery	
5.1	Investment Programme Report	
Mel Sealey updated SIP on the latest project expenditure with Mel Roberts raising a question on the use of top slice funding to cover excessive legal costs by projects.		MR
Action: Produce a list of projects claiming for excessive legal costs and the associated amounts for SIP to review if they wish to allow/set a threshold for future legal cost claims		
Action: Set up a meeting with Ben Bryant to discuss LEP cashflow		MS
5.2	Amber Project Review	
SIP agreed to move 4G Mobile to red on the amber project review and to keep Exeter Science Park Open Innovation Building as amber.		MS
Action: Move 4G Mobile to red		
5.3	Marsh Barton Update	
Ian Harrison informed SIP that DCC's bid for the transforming cities fund had not been successful, although this was expected given the requirements of the fund. DCC's bid to the industry risk fund has made some progress with an interim determination having been made back in August. DCC continues to look at reducing design costs and is working towards the SIP deadline of the 31 st March 2019.		N/A
5.6	SCC Update	
No update		N/A
6	Strategic Agenda Items	
6.1	Productivity Strategy	
Eifion Jones informed SIP that the delivery plan had been approved – the delivery plan set to inform the local industrial strategy.		N/A
6.2	ESIF Update	
No change		N/A

7	AOB	
<p>Keri Denton updated SIP on the status of CDS, SIP agreeing to review again in January in time for the Annual Conversation. Action: Add to January SIP Agenda</p>		MS

Next Meeting: 04/12/2018

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
iAero business case	Approval	SIP approved the business case subject to the given caveats with the addition of 1 st charge clarification, revised milestones, risk assessment including how SCC will cover any cost overruns.
4G business case	Approval	SIP did not approve the business case. Decision deferred to January board given that the 4G market has changed significantly since the project was envisaged.

DRAFT