

**HotSW LEP People Leadership Group  
Monday 13<sup>th</sup> July 2015 10am  
Cullompton Community Centre**

**Attendees**

Stephen Criddle (Chair) *HotSW LEP*  
Keri Denton *HotSW LEP*  
Paul Taylor *HotSW LEP*  
Rosie Bates *HotSW LEP / DCC*  
Deborah Passmore *TEDC Ltd*  
Elaine Cook *CVS Representative*  
Mark Shepard *EHoD ESB*  
Helena Davison *HotSW LEP*  
Rod Davis *Dorset and Somerset TPN*  
Ben Neild *HE Representative*  
Sarah Grigg *NDevon ESB*  
Sally Kittle *DWP*  
Jamshid Ahmadi *Somerset ESB*  
Tom Satterly (Notes) *DCC*

**Agenda item Guests**

Craig Marshall *Dorset and Somerset TPN*  
Nicola Squibb *Prospects*

**Apologies**

Tony Skeel *SFA*  
Peter Livingstone *Somerset ESB*  
Neil Murphy *Somerset Chamber*  
Catherine Stevens *BIG Lottery Fund*  
Chris Garcia *HotSW LEP*  
Ed Coley *PCC*  
Phil Brownsord *Manufacturers Assoc.*  
Phillip Harrall *FSB*  
Chris Evans *HE Representative*

<b>1.</b>	<b>Welcome and Apologies</b> SC welcomed colleagues and confirmed apologies received.	
<b>2.</b>	<b>Minutes from Previous Meeting</b> Action points revisited. Minutes were agreed by the group.	
<b>3.</b>	<b>Matters Arising</b> RB updated the group on Enterprise Education. A bid has been submitted to the Careers and Enterprise Company for the Enterprise Advisor opportunity and a response is due on 31st July.	

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4.	<p><b>Digital Project Presentation</b></p> <p>Presentation was delivered by Craig Marshall (TPN). PowerPoint and report referenced is attached to the email. There was significant interest and discussion of the ever growing and changing digital sector.</p> <p>RB updated the group on the Digital Sub Group. They have commissioned research on the digital skills and inclusion to support ESIF commissioning, Draft report is due to be available Mid-August.</p>	
	<p><b>Action: RB/SK to bring report to next People Leadership Group meeting in Sept.</b></p>	<p><b>RB/SK</b></p>
5.	<p><b>Growth Deal Update / Pipeline Process</b></p> <p>Document circulated providing information on Growth Deal 3. It is attached with the minutes. There is a need to start developing a pipeline of projects now, ready for when the process is started by government, anticipated to be early autumn.</p> <p>KD provided an update on HPTA Package Capital Bids (part of GD1)</p> <ul style="list-style-type: none"> <li>• Recommended to SIP to accept 3 bids (South Devon College, Cornwall College and Yeovil College)</li> <li>• 2 bids deferred (Bridgwater College and Exeter College)</li> <li>• 2 other bids (Strode College and Petroc) were not able to meet the deadline. Still hoping they will submit a bid.</li> <li>• If all 7 go ahead, this will amount to a 300k underspend</li> </ul>	
6.	<p><b>ESIF Update</b></p> <p>Continue to progress activities with 3 opt-in providers as follows</p>	
	<p><u>BIG</u></p> <ul style="list-style-type: none"> <li>• Application submitted to the MA.</li> <li>• Supporting BIG funding officers working on projects outlines with additional data etc.</li> <li>• Some final decision to be made on some call detail.</li> <li>• Launch in early October</li> </ul>	
	<p><u>SFA</u></p> <ul style="list-style-type: none"> <li>• Application form submitted to MA.</li> <li>• Still deciding on a couple of elements being put through opt-in.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Workforce Skills to be first call launched (hopefully autumn).</li> <li>• Potential to push forward a NEET call - as a small pilot, not all allocated funding.</li> </ul>	
	<b>Action: KD / RB to work on the detail of this to inform decision.</b>	<b>KD/RB</b>
	<u>DWP</u> <ul style="list-style-type: none"> <li>• Application form with DWP, some small clarification needed.</li> <li>• Working towards early 2016 launch of call</li> </ul>	
	<b>Action: TS to include ESIF updates as standing agenda item</b>	<b>TS</b>

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<b>7</b>	<p><b>Construction Project</b></p> <p>DP provided an update on the Construction Project.</p> <ul style="list-style-type: none"> <li>• Next steering group meeting scheduled for the 7<sup>th</sup> August</li> <li>• Presently identifying current work that is going on and also further funding</li> <li>• DP stressed that people resource is a current issue for the group</li> </ul>	
	<b>Action: Update on next agenda item</b>	<b>DP/RB</b>
<b>8</b>	<p><b>National Career Service Update</b></p> <p>Nicola Squibb was invited to join the group for a quarterly update on CSW as agreed in a previous People Group meeting. PowerPoint is attached to the minutes</p>	
<b>9</b>	<p><b>AOB</b></p> <p>The possibility of meeting with the Business Leadership group was discussed and agreed by the group, and new interest being encouraged.</p> <p>Philip Harrall (FSB) and Phil Brownsword (EEF) both stepping down from the group, and new interest being encouraged</p> <p>Representative from Yeo Valley would like to transfer from Business Leadership group to the People Leadership group. This was also welcomed by the group.</p>	
	<b>Action: FSB to be approach for new rep</b>	<b>HH</b>
<b>10</b>	<p><b>Next Meeting Thursday 24th September 2015</b> 1330 –1530 , Cullompton Community Centre EX15 1JX (postponed from 3rd September)</p>	



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