

**Minutes of Finance and Resources Committee**  
**26 June 2018**  
**At**  
**Petroc, Tiverton Campus**

**Committee Attendees:**

Chris Garcia, LEP  
Mel Squires, NFU and LEP Board Member  
David Ralph, LEP  
Diane Dimond, (Chair) Petroc and LEP Board Member  
Eifion Jones, LEP  
Keri Denton, Devon County Council  
Melanie Roberts, Somerset County Council (minutes)  
Paul Hickson, Somerset County Council  
Ben Bryant, Somerset County Council  
Alan Denby, TDA

1.	Welcome and Apologies	Action by
1.1	Apologies were received from:  Carl Wyard, TDA Amanda Ratsey, Plymouth City Council David Bird, Santander and LEP Board Member	
2.	Declarations of Interest	
2.1	David Ralph – Conflict of Interest not published yet, but will be soon. Nothing to declare for this meeting. Keri - Scrutiny conflict for DCC	
3.	Minutes and Matters Arising 24 May 2018	
3.1	Minutes – agreed subject to following: <ul style="list-style-type: none"> <li>• Governance - relationship with leadership groups - DR will pick up in due course and bring back to future meeting.</li> <li>• Top slice reporting - will come back to a future meeting (end of summer).</li> </ul> Marine: <ul style="list-style-type: none"> <li>• Session with business reps in July to talk through all opportunities and seek feedback. Longer term business engagement to be considered.</li> <li>• Cross sector leads discussing (Corinne/Sheldon) but will widen out. Strategy being developed. Eifion to circulate the presentations given. And will bring back to Sept/Oct meeting.</li> <li>• GDPR / SLA templates - wording agreed to be circulated for signing.</li> </ul>	<p style="text-align: center;"><b>DR</b></p> <p style="text-align: center;"><b>BB/MR</b></p> <p style="text-align: center;"><b>EJ</b></p> <p style="text-align: center;"><b>MR</b></p>

	<ul style="list-style-type: none"> <li>Chris held discussions - balance of RGN funding being used as match for Growth Support Programme (ERDF) - split between Somerset and Devon. Confirmation needed for DCC.</li> </ul> <p>Nothing to note in respect of Somerset financial/Unitary discussions at this time - longer term programme of activity. Confirm that SCC is happy that the LEP is exempt from Procurement - MR to email DR.</p> <p>Briefing note re: ESIF/EU funds to be resent.</p>	<p>DR</p> <p>MR</p> <p>EJ</p>
4.	<b>Resources</b>	
4.1	<p><b>Scrutiny of LEP by Joint Committee</b></p> <p>a) As a result of the Annual Conversation there is a requirement to put in place additional/independent scrutiny measures. Julian Gale (SCC) is developing proposals across the Local Authorities and was asked, by the local authorities, to formally seek funding for scrutiny function from the LEP - DCC will be the accountable body for this function.</p> <p>b) Other LEPs were approached. Of the 6 respondents all confirmed they do not financially support a scrutiny process but do recognise support is needed from LEP.</p> <p><b>Agreed:</b> HotSW would apply same approach and will not provide funding, but will provide officer time to support.</p> <p>c) Principle of establishing a scrutiny function was welcomed subject to the following comments:</p> <ul style="list-style-type: none"> <li>Scrutiny sets its own agenda so need to ensure it adds value to governance; LEP should work with it to establish a work programme with the objective of holding LEP to account and to keep its effectiveness under review. Strike a balance between compliance versus added value.</li> <li>Confidentiality needs to be considered.</li> <li>Training for Scrutiny members is essential to ensure understanding of LEP structures/objectives. Need to ensure relevant experience.</li> <li>To note, in respect of resource implications, Scrutiny is more time consuming than general executive making decisions and attracts media attention.</li> <li>Frequency of meetings - 3 per year seems overboard. Needs to be linked to the LEP planning cycle to ensure the process adds value to current issues.</li> <li>The proposal is for a high level scrutiny function and there is an expectation that local scrutiny would continue with a focus on what is happening in their areas. Need to ensure the ToR reflect this.</li> </ul> <p>d) Given this progress Government have confirmed we are now compliant and no longer needing improvement. But we will need to implemented before next Annual Conversation (Nov/Dec).</p> <p><b>Agreed:</b> Welcome process; keen for CEO to work with officers to develop/refine ToR to take into account future accountability requirements. Bring back to sign</p>	<p>DR</p>

	<p>off at next meeting. DR will continue discussions with Julian.</p> <p>F&amp;R to review actions from Annual Conversation at the next meeting. The annual Assurance Statement will also be reviewed by F&amp;R (ToR reflects this).</p> <p>A LEP Equalities Policy has also been published to the website along with the decision making process.</p>	<b>DR</b>
4.2	<p><b>Digital Skills Partnership</b></p> <p>Has been launched and was well attended.</p> <ul style="list-style-type: none"> <li>£75k per year for capacity from DCMS. In London twice per month to ensure linked into national work. Salary c£45-50k. Post holder to develop skeleton work programme. DCC agreed to be accountable body for post. No cost to the LEP.</li> </ul> <p>Longer term vision ... what happens after 12 months:</p> <ul style="list-style-type: none"> <li>Continuity of funding will be requested. National commitment so optimistic, but may be asked to match locally. Need confirmation sooner rather than later.</li> <li>Apprenticeship - DCC to explore but timeframe may not allow, budget may also not stretch to FT officer and apprentice. DCC will explore options - secondment /PT etc? Graduate programme possibility too.</li> </ul> <p><b>Agreed:</b> DCC to progress with appointments.</p>	<b>KD</b>
	<b>Finances (CONFIDENTIAL)</b>	
5.	<b>Risk Register Review (CONFIDENTIAL)</b>	
6.	<b>Performance Reviews (GPF, Growth Deals, ESIF)</b>	
6.1	<p><b>SIP Highlight Report/Programme Summary</b></p> <ul style="list-style-type: none"> <li>J25 - discussed at SIP - recommendation to be taken to Board.</li> <li>Marsh Barton - still at risk.</li> <li>Transforming Cities Fund - LEP endorsed bid.</li> <li>ESP - progress being made (Keri declares an interest). Project meeting with PCC and will be feedback to SIP - expect that SIP will be able to move back to Amber.</li> <li>Growth Hub - will come back to SIP then go to Board.</li> </ul>	
6.2	<p><b>ESIF</b></p> <ul style="list-style-type: none"> <li>ESF - calls mid-August £10m, ESFA extending national opt in. Big lottery also extending.</li> <li>ERDF - EAFRD - no updates - ESIF meeting on 10th July so will update then.</li> <li>ERDF - risk on spend profile - encourage spending cross all projects. CLG processes not helpful - holding up progress. CLG see as high risk and therefore stringent compliance processes put in place.</li> </ul> <p>We need to feedback to government as to the issues accountable bodies are</p>	

	<p>facing in trying to deliver projects - processes don't work. Mel Squires happy to help in respect of feeding back via MPs. Do we have an alternative solution for the Shared Prosperity Fund? Need a constructive conversation. Can LEP Network support feedback?</p> <p><b>ACTION:</b> All to provide evidence of issues/what hasn't worked to EJ - by end July for meeting on 2nd August.</p> <p>David R to discuss with new senior sponsor - need to aim for SPF to be delivered/managed differently! Need to manage local risk.</p>	<p><b>All/EJ</b></p> <p><b>DR</b></p>
<b>7.</b>	<b>AOB</b>	
7.1	<p>Questions were raised whether there is any merit in bringing SIP/F&amp;R together longer term? As the agenda and memberships overlap. Need to define the role and responsibilities for each group then assess merging potential. DR/DB to consider.</p> <p>Thanks were given to Chris for his enthusiasm and commitment. All wished him well in his retirement.</p>	<b>DR/DB</b>

**Next Meeting: 26<sup>th</sup> July 2018 – 10:00 – 12:30, Santander Offices, Exeter.**