

**Minutes of Finance and Resources Committee
31 July 2018
At
Santander, Pynes Hill, Exeter**

Committee Attendees:

David Bird, Santander and LEP Board Member (chair)
 David Ralph, LEP CEO
 Keri Denton, Devon County Council / People Theme
 Melanie Roberts, Somerset County Council (minutes)
 Paul Hickson, Somerset County Council / Place Theme
 Ben Bryant, Somerset County Council / Accountable Body
 Carl Wyard, TDA
 Amanda Ratsey, Plymouth City Council / Business Theme (joined from item 4)

1.	Welcome and Apologies	Action by
1.1	<p>Apologies were received from:</p> <p>Mel Squires, NFU and LEP Board Member Diane Dimond, (Chair) Petroc and LEP Board Member Eifion Jones, LEP Alan Denby, TDA</p>	
2.	Declarations of Interest	
2.1	Keri declared an interest in relation to the Scrutiny Function discussion.	
3.	Minutes and Matters Arising 26 June 2018	
3.1	<p>3.1 Governance discussions are ongoing. National LEP Review has now been published. A Governance refresh document will be published in due course. Eifion will review the documentation and determine what the LEP needs to do to ensure compliance. This will come back to September F&R.</p> <p>4.1 Discussions are ongoing regarding Scrutiny. David will feedback comments received through previous discussions. A report will come back to August F&R.</p> <p>4.1 Annual Assurance Statement will be discussed at the August F&R.</p> <p>4.2 DSP recruitment will be launched in September. Work Programme may need to be adjusted depending on lead in time for recruitment.</p> <p>4.3 Work is ongoing; need to agree what is presented to the Joint Committee at the end of September. Further updates will be brought back to the September F&R meeting.</p>	<p>EJ</p> <p>DR</p> <p>DR</p> <p>EJ</p>

	<p>7.1 The next F&R meeting will align with the next SIP meeting (potentially 5th September). This will be trialled for a few months and then reviewed.</p> <p>All other actions are in progress or included on the agenda. Minutes were agreed.</p>	
4.	Resources (CONFIDENTIAL)	
	Finances (CONFIDENTIAL)	
5.	Risk Register Review (CONFIDENTIAL)	
6.	Performance Reviews (GPF, Growth Deals, ESIF)	
6.1	<p>SIP Highlight Report/Programme Summary</p> <p>F&R would like to review the programming profile and understand slippage/under/over spend projections. Include within the deepdive finance meeting. Mel to review with Mel Sealy (PMO)</p>	MR
6.2	<p>ESIF</p> <p>No update.</p>	
7.	AOB	
7.1	<p>Janet has circulated the accounts; F&R confirmed their approval to report to LEP Board before submitting to Companies House.</p> <p>F&R also confirmed that directors named, but no longer active, can be sent the report if required.</p>	
7.2	<p>Project budgets held by DCC aren't currently reported (CLP, Career Hub, DSP as examples). These need to be included within Anne Hepples report and to be considered within the wider reporting. Mel to discuss with Mel Sealy and Anne.</p>	MR
7.3	<p>Technical Assistance progress; Keri requested an update as ESF calls will be live in August. Would like workshops to be organised for early September.</p>	PH / MR

Next Meeting: 30 August 2018, 1:30 – 4:00, Santander Offices, Exeter (may move to align with the SIP meeting to be held on 4 September – to be confirmed).