

Minutes of Finance and Resources Committee

04 December 2018

At

Offices of Santander, Milford House, Pynes Hill, Exeter, EX2 5TH

Committee Attendees:

Carl Wyard, TDA
 Keri Denton, Devon County Council / People Theme
 Paul Hickson, Somerset County Council / Place Theme
 Mel Squires, NFU / LEP Board Member
 Diane Diamond (Chair), Petroc / LEP Board Member
 Amanda Ratsey, Plymouth City Council / Business Theme
 David Ralph, HotSW LEP CEO
 Ben Bryant, Somerset County Council / Accountable Body
 Mel Roberts, Somerset County Council / Accountable Body (Minutes)

1.	Welcome and Apologies	Action by
1.1	Alan Denby - TDA Julia Blaschke - Plymouth City Council / Business Theme David Bird - Santander / LEP Board Member (Chair) Eifion Jones - HotSW LEP Richard Stevens - Plymouth City Bus	
2.	Declarations of Interest	
2.1	All theme leads declared an interest in the SLAs.	
2.2	Keri declared an interest in Exeter Science Park.	
3.	Minutes and Matters Arising 8 November 2018	
3.1	Defer to next meeting as wrong minutes attached.	
3.2	SCMC - further work is needed to assess what is being delivered; information has been circulated via email but this doesn't fully assess whether HotSW is getting VfM for their contribution. The secondment arrangement also needs to be considered as PCC liabilities only last 12 months (12 months expire in March).	
4.	Draft Articles - next steps & advice to undormatise the company (CONFIDENTIAL)	
5.	Office accommodation at ESP	
5.1	LEP Core Team office space will be provided at the Exeter Science Park (hut) which will be branded. It was also agreed that branded space would be explored at Bridgwater (SEIC) and Plymouth University. Likely to run SIP/F&R out of ESP longer term. AGREED costs for office space at ESP of approx. £6k	
6.	Review of Last year's annual conversation (CONFIDENTIAL)	

7.	Update on IT support contractor (CONFIDENTIAL)	
8.	Financial Report Month 7, Forward Budget & appendices a - d (CONFIDENTIAL)	
9.	Risk Register (CONFIDENTIAL)	
10.	Declarations of Interest	
10.1	SCC Deputy S151 is leaving end January; role will revert to Peter Lewis as interim S151. A replacement will be recruited.	
10.2	<p>It is proposed that an apprentice will be appointed to increase the social media capacity to support Helena. The proposal is via the TDA and has been budgeted for 18 months (£25k).</p> <p>There were some concerns about the transparency of recruitment but these were allayed; the apprentice role will be included within an SLA extension with TDA.</p> <p>This was AGREED subject to reviewing the paper. David will circulate.</p>	DR
10.3	Scrutiny feedback and forward plan will be brought to next meeting.	DR

Next Meeting:

Tuesday 8th January

12:00 – 13:30

Offices of Santander UK plc, Milford House, Pynes Hill, Exeter EX2 5TH