

Minutes of Finance and Resources Committee
26 April 2018
at
Santander, Pynes Hill, Exeter

Committee Attendees:

Amanda Ratsey, Plymouth City Council (via dial in)
Ben Bryant, Somerset County Council
Carl Wyard, Torbay Development Agency
Chris Garcia, LEP
David Bird, Santander (Chair) and LEP Board Member
Diane Dimond, Petroc and LEP Board Member
Eifion Jones, LEP
Keri Denton, Devon County Council
Melanie Roberts, Somerset County Council (minutes)
Paul Hickson, Somerset County Council

Apologies:

Alan Denby, Torbay Development Agency
Mel Squires, NFU and LEP Board Member
Richard Stevens, LEP Board Member

	Apologies, notes of last meeting, declarations of interest	Action by
1.	The chair welcomed attendees and took apologies as noted above.	
2.	DD declared an interest in the HPTA funding project at Petroc and the North Devon Innovation Centre.	
3.	<p>Minutes and matters arising:</p> <ul style="list-style-type: none"> • Sally Edgington will be working on a part-time basis from May. Jonathan Eddy will be providing additional support. • Government Senior Sponsor role is to be reinstated (previously Julia Sweeny) to act as a sounding board for the CEO and champion for LEP in Government. • Government have advised that we continue to develop Local Industrial Strategy but be mindful that it will need to be flexible in response to Government engagement. • Skills Advisory Panels will need to align within current governance structures (LEP Board and Joint Committee); further discussions are needed. • All Register of Interest forms have now been completed; no further questions were received following presentation to Board so no need to circulate FAQs. • Scrutiny arrangements are still being discussed across local authorities; scrutiny is a Local Authority function so should be funded by LAs. • SCC HR have been asked to extend all staffing contracts. 	

4.	Terms of Reference	
4.1	Chris talked through the updated ToR. Main change was to bring quorate inline with SIP and to confirm the voting members; accountable body now has a vote.	
4.2	<p>The following additions will be made and then it was agreed that the ToR can be published:</p> <ul style="list-style-type: none"> Assurance statement for annual conversation will be reviewed by F&R prior to Board approval. Further discussion required in respect of Thematic Leadership Groups' decision making powers. The AAF will need to reflect what is agreed. F&R will review any other items that are deemed relevant to the financial and resource management of the LEP. F&R to also review medium/longer term budget as well and annual budget management. 	<p>CG/MR</p> <p>KD/CG</p>
5.	Finance and Resources	
5.1	<p>Chief Executive Recruitment Update</p> <ul style="list-style-type: none"> David Ralph has been appointed and will start on 4 June. The PR has received positive feedback. David will be employed by Plymouth University. Chris will stand back from day one and will become "immediate past CEO". Induction programme is being developed; Chris will support as needed. 	
5.2	<p>Digital Skills Partnership Research</p> <p>Eifion talked through the proposal:</p> <ul style="list-style-type: none"> HotSW and Lancashire awarded pilot status. Nationally, big businesses are working with Government; we need to identify local issues to address. Developing and enhancing the evidence base is a key priority – current and future skills needs. LEP have been asked to contribute 50% towards the research costs (£21k). Eifion and Mel to ensure compliance. Universities are providing in-kind support of £9,750, DCC is contributing £6k – balance of £5,775 needed from partners. PCC will consider budget position. Project will launch on 13 June. Partnership meeting on 25 May where early findings will be discussed. <p>The funding was agreed and a few amendments to the brief were requested:</p> <ul style="list-style-type: none"> Data needs to be disaggregated. Scope of "skills" needs to be defined – digital sector or general. Employer survey good but also need to understand individuals' need. Needs to be a strategically significant sample and offer VfM. Different sector needs need to be identifiable for intervention development. Surveys should be targeted inline with Golden Opportunities, but also representative of population and geography. 	<p>MR/EJ</p> <p>AR</p>

	<ul style="list-style-type: none"> • Need to be clear on what we are using the research for: gap analysis or to form an ask/offer. • Is there an alternative language other than “digital”? <p>Eifion will amend and circulate the final specification for comments.</p>	EJ
5.3	Marine sector specialist update (CONFIDENTIAL)	
5.4	Financial Reports (ALL ITEMS ARE CONFIDENTIAL)	
6.	Risk Register Review (CONFIDENTIAL ITEM)	
7.	Performance Reviews (GPF, Growth Deals, ESIF)	
7.1	<ul style="list-style-type: none"> • Keri declared an interest in respect of Exeter Science Park (ESP) • Chris has spoken with Sally Basker at ESP – Sally will send outstanding information to PCC before she goes on leave in May. Tom Dodd, DCC, will be point of contact in May. • Chris offered to talk through details of highlight report separately with Diane and David. • MHCLG have written to confirm ERDF programme will continue contracting until end of 2020 (spending until 2023). Expectation that DWP/Defra will also confirm. DWP have committed capacity to support calls locally. 	CG
8.	AOB	
8.1	<ul style="list-style-type: none"> • David Ralph will be undertaking guided tour of Hinkley. Corinne, David Bird and Paul will accompany. • Productivity Strategy has now been published. Delivery plan is being developed. Need to consider what success looks like and what can be turned into opportunities (transformational economy). These generally align to Science Innovation Audit (photonics etc). But also bedrock/core opportunities (tourism, care, defence etc). Delivery plan would focus on these opportunities. We will likely follow similar structure to Cornwall but will extend to focus on outcomes. Several workshops have taken place and now 1-2-1 conversations with theme leads will take place to determine the structures going forward. Statements in the PS to be turned in an outcome based programme - what does good look like for each with a few performance measures. Chamber delivered the Cornwall LEP plan - David keen for HotSW to take same approach - ie NFU delivering the agricultural messages; Chamber delivering business messages etc. This activity will be twin tracked via JC and LEP Board. 	

Next Meeting: 24 May 2018, 1.30 – 4.00pm at Santander, Exeter.