

**Minutes of LEP SIP Meeting
02/05/2019 at 11.00-13.00
at
County Hall, Topsham Road, Exeter, EX2 4QD**

Board attendees:

Julia Blaschke (on behalf of Amanda Ratsey), Business Lead, LEP Management Team

Dan Newman, (on behalf of Alan Denby), Torbay Development Agency

David Ralph, LEP Chief Executive

Keri Denton, People Lead, LEP Management Team

Paul Hickson, Place Lead, LEP Management Team

David Bird, Chairman of SIP, LEP Board Member

Officers in attendance:

Ben Bryant, SCC Accountable Body

Mel Sealey, LEP PMO

Tom Satterly, LEP PMO (minutes)

Suzanne Bond (Cities and Local Growth Unit BEIS)

Phill Adams, (agenda item 4.2 only), DCC, People LG

Jamie Evans, (agenda item 4.2 only), DCC, People LG

Others in attendance:

N/A

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 6

NOTE FOR AUTHOR

Please mark any confidential items so that they can be removed before publishing. We, the publisher, accept no responsibility for items that are not marked and result in them being published in the public domain or any resulting consequences.

These minutes and the accompanying decision/actions table are now required to be published onto the LEP website with 10 clear working days of the meeting taking place. This may be in draft if internal LEP processes require clearance before they are finalised. The final documents must be published within 10 clear working days of being approved.

Therefore, following the process outlined above, please send the documents to LEPAdmin@somerset.gov.uk who will upload them onto the website.

Item No.	Agenda Item	Actioned By
1	Apologies	
	Barbara Shaw Eifion Jones Ian Harrison Carl Wyard (Dan Newman deputising) Fiona McMillan Amanda Ratsey (Julia Blaschke deputising) Richard Stevens Helena Davison	N/A
2	Declarations of Interest	
		N/A
3	Minutes from Last SIP Meeting 7th February 2019	
	<p>Minutes from previous meeting were approved.</p> <p>Actions updates from previous minutes</p> <p>Action Completed: MS and BB to meet to discuss LEP cashflow</p> <p>Action Completed: MS to contact Katriona Lovelock 'Reprofile of CDS Growing Places Fund'</p> <p>Action CF – TS to update spreadsheet and bring it to May SIP.</p> <p>Action CF – IH to write to DfT and PCC seeking assurances and clarity over the HotSW LEP's position in relation to this project</p> <p>Action Completed – EJ to make minor amendments to the Intervention policy before circulating electronically to SIP for approval.</p> <p>Action CF – It was agreed that a response would be sent asking for further justification to the APR delivery status of needing improvement.</p> <p>Action CF - PH, KD, DR and DB to meet to discuss the digital strategy in May.</p>	<p>TS</p> <p>TS</p> <p>DR/EF</p> <p>PH</p>
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growing Places Fund	
	No update	
4.2	Growth Deal	

<p>Blue Screen ICT Business case</p> <p>JE and PA provided a verbal briefing on this business case.</p> <ul style="list-style-type: none"> • Last of the Skills Capital programmes • Aims to provide accredited Cyber Security training • 2 'hubs' in Plymouth and Somerset and 1 mobile 'hub' • Blue Screen have received State Aid advice • Strong strategic fit • VfM is very competitive • 2 phased programme <ul style="list-style-type: none"> ○ Phase 1 – Developing main hub in Plymouth ○ Phase 2 – Developing secondary hub in Somerset <p>Points raised by SIP</p> <ul style="list-style-type: none"> • Assurances around match funding • Clarity against individual budget costs • Breakdown of qualification levels • Inserting a break clause between phase 1 and 2 • How are Blue Screen IT making the project sustainable? • Exit strategy is will be requested <p>Decision – SIP approved Phase one and Strategic case subject to the various clauses and additional information</p>	<p>JE</p>
<p>Flood Action Plan Variation</p> <p>PH provided an update on the Flood Action plan</p> <ul style="list-style-type: none"> • Still awaiting further information from the project lead • Project is still delivering • Update to be provided at June SIP <p>Action and Decision – DR to follow up in June if an update is not received.</p>	<p>PH</p>
<p>4.2.2 Other Projects</p>	
<p>No updates</p>	
<p>5 Investment Programme Delivery</p>	
<p>5.1 Investment Programme Report</p>	
<p>Programme Summary MS ran through the paper provided</p> <p>Outputs Summary To be reviewed at June SIP</p> <p>APR Improvement Plan Plan sent back to Government reviewed.</p>	

Expenditure Profile review MS referred to the paper provided. KD stressed the importance in reviewing slippage in both expenditure and outputs. Action – MS to resend complete version of the paper to the group Action – MS and BB to draft a letter to projects for EJ and DR to review Decision – To consider reallocation of funds at October SIP		 MS MS BB
5.2	Amber Project Review	
Paper was reviewed.		
5.3	SCC Update	
No update		
6	Strategic Agenda Items	
6.1	ESIF Update	
No Update		
7	AOB	
Broadband – Digital Strategy delayed until end of June Decision – Move to August SIP		

Next Meeting: 02/05/2019

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Blue Screen ICT	Business case approval	SIP approved Phase one and Strategic case subject to the various clauses and additional information
Flood Action Plan Variation	Approval of variation to Flood Action plan	DR to follow up in June if an update is not received.
Expenditure Profile review	When to plan reallocation of funds	To consider reallocation of funds at October SIP
Broadband Update	When to update on broadband given the	Move to August SIP

	change in timescale for the digital strategy	
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DRAFT