

Minutes of Finance and Resources Committee

04th April 2019, 12:30 - 13:30

At

Ground Floor meeting room, NFU in the South West, Agriculture House, Pynes Hill, Rydon Lane, Exeter, EX2 5ST

Committee Attendees:

Amanda Ratsey	Plymouth City Council/Business Theme
Carl Wyard	TDA
David Bird	Santander/LEP Board Member
David Ralph	HotSW LEP CEO
Diane Dimond	Petroc/LEP Board Member
Eifion Jones	HotSW LEP
Keri Denton	Devon County Council/People Theme
Mel Roberts	Somerset County Council/Accountable Body
Richard Stevens	Plymouth City Bus

1.	Welcome and Apologies	Action by
1.1	Apologies were received from Mel Squires, Ben Bryant, Paul Hickson	
1.2	Confirmed we are still quorate	
1.3	Add Suzanne Bond - to circulation/as member	JP
2.	Declarations of Interest	
2.1	None	
3.	Minutes and Matters Arising 5 March 2019 <i>(In parts commercially confidential)</i>	
3.1	Approved	
4.	LEP Annual Conference paper	
4.1	<p>EJ talked through paper.</p> <ul style="list-style-type: none"> • Previously proposed capping cost of conference to £10k as currently doesn't provide value for money. • Conference proposed to be in Torbay (geographical balance). • Currently budgeted at £11k but excludes sound/voting (additional £2k). • Sponsorship not considered but should be explored further. 	

4.2	<p>F&R were keen for the programme to be reviewed to allow a two-way conversation/networking opportunities. More interactive and engaging.</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> • Half day works best - no lunch. • Leadership groups to run as a 10 min Q&A panel rather than duplicate what's already been presented. • Increase business testimonials demonstrating impact of LEP interventions. • LIS launch (post publication) • Key note from senior business leader. • Potential of new LEP Chair <p>Agreed for sponsorship to be explored, but needs to be neutral - agency would undertake (as per last month's report). Potential to piggy back the Francis Clarke finance event - Amanda to explore.</p> <p>Agreed that sound is needed but voting buttons not.</p> <p>Suzanne to consider government minister attendance. Potential to cover shared prosperity fund.</p> <p>EJ to update at future meeting.</p>	AR SB EJ
5.	LEP Equality & Diversity statement to agree	
5.1	DR talked through the paper.	
5.2	Is currently published as draft on the website; LEP to sign off.	
5.3	<p>Does this reflect the requirement? Last paragraph may need to be updated - include "and skills" in line with the recruitment policy.</p> <p>Need to reflect wider equalities reporting - reflect this within the business case development. Need to ensure we are doing the right thing - not just writing it down. Is there recommendation back to SIP to consider how E&D is considered as part of the reporting and monitoring processes.</p> <p>Could research pieces pick up E&D challenges/barriers. Eifion to consider.</p> <p>Articles cover wider E&D not just gender balance. Feedback to government that it is a wider issue - not just women.</p> <p>AGREED policy for now with addition above, but management team will consider how the wording can be monitored. Update policy on the website.</p> <p>SAP / Funding Agreements - Action for SIP to consider how the Funding Agreement E&D statements are being met.</p>	MR MR DR
6.	LIS Drafting support (<i>Commercially confidential</i>)	
7.	Board Expenses Policy (<i>Commercially confidential</i>)	
8.	Enabling Fund Proposal (<i>Commercially confidential</i>)	

9.	Financial Report Month 11 + appendices A & B (<i>Commercially confidential</i>)	
10.	Risk Register Review (<i>Commercially confidential</i>)	
11.	AOB (<i>Commercially confidential</i>)	

Next Meeting: 02nd May, 12:00 - 13:30 at NFU

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