

**Minutes of LEP SIP Meeting  
05/09/2019 at 09.30-10.30**

**at**

**Devon County Council, Topsham Road, Exeter, EX2 4QD**

**Board attendees:**

*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  
David Bird, Chairman of SIP, LEP Board Member  
Richard Stevens Chair Business Leadership Group, LEP Board Member*

**Officers in attendance:**

*Eifion Jones, Chief Operating Officer, HotSW LEP  
Ben Bryant, SCC Accountable Body  
Mel Roberts, SCC Accountable body  
Mel Sealey, LEP PMO  
Tom Satterly, LEP PMO (minutes)  
Ian Harrison, Independent Transport Assessor  
Suzanne Bond Cities and Local Growth Unit BEIS  
Jamie Evans, DCC Skills Officer  
Phill Adams, DCC Skills Manager*

**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](mailto:LEPAdmin@somerset.gov.uk) who will upload them onto the website.**

Item No.	Agenda Item	Actioned By
<b>1</b>	<b>Apologies</b>	
	Fiona McMillan Cllr Andrea Davis Barbara Shaw Paul Hickson	<b>N/A</b>
<b>2</b>	<b>Declarations of Interest</b>	
	None	<b>N/A</b>
<b>3</b>	<b>Minutes from Last SIP Meeting June 2019</b>	
	Minutes from the previous meeting were approved.	
<b>4</b>	<b>For Decision - Investment Programme Business Cases and Project Changes</b>	
<b>4.1</b>	<b>Growing Places Fund</b>	
	No update	
<b>4.2</b>	<b>Growth Deal</b>	
	Blue Screen IT. Jamie Evans working with Blue Screen IT to pull together all the relevant evidence to proceed to funding agreement. <ul style="list-style-type: none"> <li>• Further evidence is required for match funding.</li> <li>• It was agreed that a timescale needs to be inserted on the break clause regarding phase 2 of their project.</li> <li>• It was acknowledged that this project is a good strategic fit.</li> </ul> <b>Action</b> – Jamie to continue to work with Blue Screen IT to get the evidence required.	<b>JE</b>
<b>4.2.2</b>	<b>Other Projects</b>	
	No update	
<b>5</b>	<b>Investment Programme Delivery</b>	
<b>5.1</b>	<b>Investment Programme Report</b>	
	Investment Programme Report MS talked through the paper provided, including the contingency plan for allocating remaining funds if any become available. Theme leads are using their networks to investigate possible projects where funding could be spent.	<b>MS / Theme leads</b>

<p>3 possible areas for reallocation: Unlocking Growth Fund, Skills and Transport. The tight timescales to spend this funding was acknowledged.</p>	<b>MS</b>
<p><b>Action:</b> Contingency plan and pipeline to be added to the agenda for the November SIP.</p>	
<p>There are 8 remaining Growth Deal funding agreements to be signed.</p>	<b>MS</b>
<p><b>Action:</b> a timeline on the remaining funding agreements to be signed to be included in future Highlight reports.</p>	
<p>Oceansgate Growing Places Fund funding agreement has now been signed.</p>	
<p>RS had questions around the EAN and PA agreed to meet with him to discuss further.</p>	<b>PA</b>
<p>Outputs Summary</p>	
<p>TS talked through the outputs summary and how it is currently a working progress.</p>	
<p><b>Action</b> – TS to add in funding agreement output figures along with any post 2025 output forecasts.</p>	<b>TS</b>
<b>AOB</b>	
<p>SIP meeting was concluded</p>	

**Next Meeting: 03/10/2019**

**Table of Decisions**

SIP Paper	Decision Required	Decision Agreed