

Minutes of Finance and Resources Committee

05th December 2019, 12:00 – 13:30

At

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

Committee Attendees:

Ben Bryant	Somerset County Council/Accountable Body
Carl Wyard	TDA
David Ralph	HotSW LEP CEO
Eifion Jones	HotSW LEP
Karl Tucker	LEP Chair
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	<p>Apologies were received from Amanda Ratsey, Paul Hickson and David Bird. Richard Stevens chaired the meeting.</p> <p>It was confirmed the Group was still quorate with 4 voting members.</p> <p>It was noted that more private sector board representatives were being sought to join the F&R Group in the new year.</p>	
2.	Declarations of Interest	
2.1	None declared.	
3.	Minutes and Matters Arising 5 November 2019	
3.1	<p>Amend minutes to reflect that Karl Tucker was LEP Chair designate.</p> <p>All actions complete.</p> <p>Minutes were approved.</p>	MR
4.	Financial Report Month 7 inc. Appendices A, B & C (Commercially Confidential)	
5.	HPC Supply Chain Continuation (Commercially Confidential)	

6.	LEP Impact Report (<i>Commercially Confidential</i>)	
7.	Risk Register Review (<i>Commercially Confidential</i>)	
8.	Annual Performance Review	
8.1	<p>EJ provided a verbal update.</p> <p>Guidance received from Suzanne. APR is on 28th January.</p> <p>Preparation reports need to be completed by 16th December including a</p> <ul style="list-style-type: none"> • Template • Statement from S151 • Statement from David/Karl on Governance <p>Letter from S151 is also due on 28th Feb.</p> <ul style="list-style-type: none"> • Clarity on what each rating looks like has been provided. 	
	<p>F&R confirmed delegation to David Ralph and David Bird to manage responses.</p> <p>Additionally, there will be a Peer Review process via LEP network - HotSW has been paired with New Anglia - initial meeting in early January.</p> <p>Not yet received formal feedback from mid-year review. F&R to request formally for final feedback from Suzanne before we finalise the APR response.</p>	EJ
9.	Assurance Framework	
9.1	<p>MR outlined the requirements for the Local Assurance Framework as set out in the National guidance.</p> <p>A final draft now published on the website - F&R was asked to endorse this and any feedback to be returned by 13th December.</p> <p>F&R confirmed endorsement of the Framework and confirmed draft can be removed. Suggested that this is sign-posted from the front page of the website.</p>	MR
10.	Single Accountable Body	
10.1	<p>MR talked through the requirement for a single accountable body by end Feb 2020</p> <p>Most funding comes via SCC; DCC apply for and retain DCMS and DfE funding - don't think we need to change this arrangement as for specific activity; only looking at GPF.</p> <p>DR proposed that F&R make a decision on preferred option today for implementation to begin.</p> <p>DCC happy to move across funding to SCC - DCC would prefer not to do a hybrid. Its either all with DCC or all with SCC. F&R approved this approach.</p>	

	MR and KD to implement.	MR/KD
11.	AOB	
11.1	<p>David Ralph - no confirmation of core funding for next year. We may not hear until Feb.</p> <p>CDS funding call going out in January. Return to march SIP. Keen to have funding committed by end of FY.</p>	

Next Meeting: 09th January 12:00 - 13:30 at offices of NFU in the South West, Exeter

DRAFT