

**Minutes of LEP SIP Meeting
09/01/2020 at 09.30-11.30
at
NFU, Rosemoor Court, Pynes Hill, EX2 5TU**

Board attendees:

*Amanda Ratsey, Business Lead, HotSW LEP Management Team
Carl Wyard, (on behalf of Alan Denby), Torbay Development Agency
David Ralph, HotSW LEP Chief Executive
Keri Denton, People Lead, HotSW LEP Management Team
Paul Hickson, Place Lead, HotSW LEP Management Team
David Bird, Chairman of SIP, HotSW LEP Board Member
Richard Stevens, Chair Business Leadership Group, HotSW LEP Board Member
Dr Fiona McMillan, Non-Executive Board Director, LEP Board Member
Barbara Shaw, Chair Place 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, HotSW LEP PMO
Tom Satterly, HotSW LEP PMO (minutes)
Ian Harrison, Independent Transport Assessor
Helena Davison, Communications Manager, HotSW LEP
Colin Bettison, PCC, Business LG
Jason Vaughan, s151 officer, SCC*

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 9

NOTE FOR AUTHOR

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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	
	Suzanne Bond	N/A
2	Declarations of Interest	
	Keri Denton – Growth Hub, Exeter Science Park	N/A
3	Minutes from Last SIP Meeting September 2019	
	Minutes from the previous meeting were approved.	
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growing Places Fund	
	No update	
4.2	Growth Deal	
	<p>Growth Hub CB guided the group through the Growth Hub business case and papers. LEP Board have agreed to move the Growth hub from Serco to in house.</p> <ul style="list-style-type: none"> • DCC have put a business case forward to take over the running of the Growth Hub • Work is still required to finalise this arrangement and Growth Hub will still be required to conform to LEP Governance standards. • Volume of outputs have increased • Not including performance related payments but mechanisms will be in place to make sure outputs are being achieved. • SLA is currently with DCC legal team • Opportunity to create a 'front door' for businesses to engage with the LEP and to link business and skills advice more closely • PR Campaign to be carried out once the new Growth Hub arrangement is up and running <p>DECISION – Provisional business case approved by the group</p> <p>Exeter Science Park AR guided the group though the variation request completed by Exeter Science Park. The group discussed the position the legal position of the LEP and possible implications of this new development</p>	

<p>ACTION – Funding agreement to be reviewed to legally check the implications of the lease. A letter would also be required from ESPL board to assure that the value of the asset has been retained.</p> <p>Digital Call PH provided some background on this item and a current timeline of plans going forward.</p> <ul style="list-style-type: none"> • LEP Board decided the bulk of the funding remaining with Broadband but that a digital call should be put out to cover the £4.07m previously allocated to mobile, for digital connectivity projects, including for mobile. • Technical support will be procured to support on this • Issuing calls for proposals this month • February / March reviewing proposals – officer appraisals • March – outcomes of review process • April SIP convened to review/ approve bids • The importance of keeping to this timeline was stressed. 	
4.2.2	Other Projects
No update	
5	Investment Programme Delivery
5.1	Investment Programme Report
<p>Investment Programme Report MS briefed the group on the latest Investment programme report.</p> <ul style="list-style-type: none"> • 5 outstanding funding agreements, however 4G mobile will be coming off the list. • 37 capital projects have completed spending their growth deal funding • ACTION – MS to follow up with theme leads and projects regarding evaluations. <p>Q3 spend update</p> <ul style="list-style-type: none"> • Estimate for Q3 spend is about £9m • Cumulative spend for 19/20 is £21m • Detailed justifications for underspend have been received and collated and are being followed up, to enable catch up in Q4 where possible. <p>Outputs Summary TS briefed the group on the outputs summary paper.</p> <ul style="list-style-type: none"> • Condensed version of the spreadsheet • Figures are from Q2, not yet updated to Q3 – due for review in Feb • TS to update this on a quarterly basis • It will be shared with the SIP papers for future meetings <p>Outputs review summary</p>	

	<p>TS reminded the group that this was a separate piece of work from quarterly reporting.</p> <ul style="list-style-type: none"> • The aim of this piece of work was to further understand which projects were not forecasting to achieve all their outputs set out in their funding agreement and why. • Once this was clearer SIP could decide if further action is required • Table created to show what responses has been received from the projects <p>TS provided a couple verbal updates to the table</p> <ul style="list-style-type: none"> • Constructing Futures have reforecast and will now be achieving their outputs • EPIC will also be achieving their outputs • There are a few projects where outputs will be slipping beyond 2025 and a few that have reforecast. <p>Points raised</p> <ul style="list-style-type: none"> • This is providing some good learning points for similar future funding rounds • Post 2025 could be too vague – we need to try and specify years. • We should also be recognising overachieving projects
5.2	Amber Project Review
	<p>BB updated the group on the plans to use LEP freedoms and flexibilities to reallocate Broadband funding in the form of a loan to SCC for an infrastructure project in Bridgwater to enable it to be returned to the LEP for expenditure after March 2021.</p> <p>Paper to be produced by SCC for review/approval at next SIP or earlier via email.</p> <p>SIP agreed to the Decision in principle.</p> <p>Blue Screen IT</p> <p>PA updated the group on latest information. A formal mortgage offer and company finance report had been requested.</p> <p>Formal mortgage offer has been provided, however there are concerns around the current financial position of the company.</p> <p>Recommended not to support this growth deal project due to finances.</p> <p>This would free up £600k capital but would be losing skills outputs.</p> <p>Decision – to recommend to the January LEP board to reject the project.</p>
5.3	SCC Update
	No update.
6	Strategic Agenda Items
6.1	ESIF Update
	<p>ERDF</p> <p>EJ provided an ERDF update.</p>

	<ul style="list-style-type: none"> • ERDF calls closed in the Autumn • 15 projects that were recommended to go through to the next stage • Not all projects have accepted the invitation to the next stage probably due to some projects being offered less than original bid. • Unallocated funds will go to a central government pot. Future calls will be run from this by MHCLG and the LEP area will be able to apply <p>ESF c1.8m remaining from notional allocation and the remaining amount to go into ESF national fund pot. Future calls will be run from this by DWP and the LEP area will be able to apply Concerns around DWP workload. Action being taken to ensure these bids will be processed and a letter has been sent to DWP expressing concerns.</p>	
7	AOB	
	<p>FM – Understands Network Rail are looking at developing some lines around the South West, how can we support them? IH – is working with network rail to make a business case to get the money to develop the lines.</p> <p>DR – HotSW LEP have been advised by government that the Local Industrial Strategy will be signed off by the end of January</p>	

Next Meeting: Tuesday 3rd March 2020

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Blue Screen IT	To decide whether or not the project should continue based on the points raised	To recommend to the board to reject the project