

**Minutes of LEP SIP Meeting
07/04/2020 at 11:30 – 12:30
Via Skype**

Board attendees:

*Amanda Ratsey, Business Lead, HotSW LEP Management Team
David Ralph, HotSW LEP Chief Executive
David Bird, Chairman of SIP, HotSW LEP Board Member
Richard Stevens, Chair Business Leadership Group, HotSW LEP Board Member
Paul Hickson, Place Lead, HotSW LEP Management Team
Fiona McMillan, Non-Executive Board Director, LEP Board Member
Mel Squires, Chair of 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
Ian Harrison, Independent Transport Assessor
Mel Sealey, HotSW LEP PMO also deputising for Keri Denton
Tom Satterly, HotSW LEP PMO (minutes)*

Agenda Item attendees

Dave Cornish – Digital Call Applications

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

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	
	The group welcomed Mel Squires to the meeting. Keri Denton Suzanne Bond Alan Denby Carl Wyard	N/A
2	Declarations of Interest	
	The following attendees declared interest in the following projects; Fiona McMillan – HPTA Richard Stevens - Growth Hub Mel Sealey (representing Keri Denton) – Growth Hub and CDS Amanda Ratsey – Digital Call David Ralph – CDS	N/A
3	Minutes from Last SIP Meeting 4th March 2020	
	Minutes from the previous meeting were approved. Board approved the SCC transport paper.	
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growing Places Fund	
	Genesis Centre Update – Mel Roberts MR informed the group that the Genesis Centre have requested a payment holiday due to the coronavirus outbreak. DECISION - It was agreed that a capital and interest payment holiday of 3 months would be granted whilst a fuller analysis was prepared. It was agreed that a 3 month capital and interest holiday would become a blanket policy for payment holiday requests, with rollover and/or longer time periods requiring a more detailed analysis. ACTION - Follow up agenda item in 2 months time for a review.	MR/MS
4.2	Growth Deal	
	Digital call Applications PH – recapped on the process that has proceeded this paper. From the recent call out there are 3 bids for SIP to review. Dave Cornish (external consultant commissioned by Place LG) introduced the bids and appraisals. Decision on this needs to be a recommendation to the Board as it is over the SIP £500k limit. The target for these projects is to increase connectivity and	

business coverage. This call was made technology neutral. Projects need to complete by the end of March 2022.

Bid A

From: CDS

Title: Boosting Mobile Connectivity

Brief: The aim is to address small businesses and homeworkers/residential premises in partial or total indoor mobile not spots and to improve their indoor 4G coverage by acquiring a signal booster through a universal voucher scheme across the Heart of the South West.

Points raised by SIP

- The project is scalable
- Do CDS have the capacity to undertake this project along with current work
- How will they monitor the residential vs business benefit?

Assessment and recommendation: Strong bid and should be supported with clarifications.

Clarifications: CDS capacity, financial breakdown and residential vs business monitoring.

Decision: Support this bid with the clarifications above.

PH / DC

Bid B

From: Plymouth City Council

Title: 5G Smart Sound Plymouth

Brief: To improve accessibility, productivity, innovation and business competitiveness across the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) area and this submission offers a 5G testbed to improve and enhance connectivity for the marine and maritime sectors accessing and testing technology within Smart Sound Plymouth (SSP).

Points raised by SIP

- Capturing lessons learnt from the roll out of 5G to share for future projects
- More information regarding the procurement procedure.

Assessment and recommendation: Strong bid and should be supported with clarifications.

Clarifications: Capturing lessons, procurement procedure.

Decision: Support this bid with the clarifications above.

PH / DC

Bid C

From: Exeter College, on behalf of the HotSW FE Consortia

Title: Further Education Digital Accelerator Programme

Brief: College network in the HotSW will extend state of the art digital functionality across their collective estates. Doing this will enable them to embed high end digital capacity at the heart of our learning network, and generating new opportunities to learn, to invest and to innovate. This will include improved connection speeds, display and desktop / laptop technology, server and storage capacity, and significant enhancements to local Wi-Fi and wireless network capabilities and capacity.

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
n/a – verbal update	Millfields repayment holiday for Growing Places Fund	3 month repayment holiday agreed with review in 2 months time.
Applications for funding under the Digital Call	Recommendations to the LEP Board	All 3 bids to be supported with clarifications, subject to LEP Board decision
Growth hub funding	To approve further funding for Growth Hub	Further funding for Growth Hub approved.

DRAFT