

Minutes of Finance and Resources Committee

09th June 2020, 09:30 - 11:00

Via
Teleconference

Committee Attendees:

Amanda Ratsey	Plymouth City Council/Business Theme
Ben Bryant	Somerset County Council/Accountable Body
Daniel Newman	TDA
David Bird	Santander/LEP Board Member
David Ralph	HotSW LEP CEO
Eifion Jones	HotSW LEP
Julia Blaschke	Plymouth City Council/Business Theme
Keri Denton	Devon County Council/People Theme
Phill Adams	Devon County Council/People Theme
Mel Roberts	Somerset County Council/Accountable Body
Paul Hickson	Somerset County Council/Place Theme
Richard Stevens	Plymouth City Bus

Summary of actions from meeting

Item	Action	Action by	Completed?
	19/20 Overall SLA Progress Report + Individual Progress Reports		
7.1	<ul style="list-style-type: none"> How do we use to help inform board review? Will inform the chairs discussion - this provides the evidence base and will help steer focus of delivery groups going forward. 	DR	
7.1	<ul style="list-style-type: none"> Current deliverables are process driven - need to focus on outcomes in future. Feels positive as based on process, but "so what". 	EJ/MR	
7.1	<ul style="list-style-type: none"> Discussion between theme lead/chair to review the report and agree. 	MR/EJ	
7.2	<ul style="list-style-type: none"> SLA are to be reviewed on a quarterly basis within themes. F&R to receive an exceptions report where escalation is needed. 	EJ	

Summary of actions carried forward from previous meeting

Item	Action	Action by	Completed?
9.1	AOB		
	<ul style="list-style-type: none"> SLAs 2020/21 currently being updated and ready to be signed. Progress for 2019/20 to be presented to the June F&R 	MR	COMPLETE
	<ul style="list-style-type: none"> ESIF funding decisions - ESF progressing. 9 applications in the pipeline - 3 with imminent FA. 6 still in appraisal - pushing for end July. EJ to follow up with Phill and Claire at DWP - letter to be sent. 	EJ	COMPLETE

1.	Welcome and Apologies	Action by
1.1	No apologies	
2.	Declarations of Interest	
2.1	None	
3.	Minutes and Matters Arising 7 April 2020	
3.1	3.1 - DR will discuss with AR (access to finance) - CF 9.2 - Add ESIF action to list of actions. AGREED	
4.	Annual Financial Statement 19/20 (<i>Commercially Confidential</i>)	
5.	Outturn Annual Achievements Report for June (<i>Commercially Confidential</i>)	
6.	Careers Hub (<i>Commercially Confidential</i>)	
7.	19/20 Overall SLA Progress Report + Individual Progress Reports	
7.1	F&R commented that the documents are useful. How do we use to help inform board review? Will inform the chairs discussion - this provides the evidence base and will help steer focus of delivery groups going forward. Current deliverables are process driven - need to focus on outcomes in future. Feels positive as based on process, but "so what". Discussion between theme lead/chair to review the report and agree. Back office is a management discussion.	DR EJ/MR MR to facilitate with EJ
7.2	SLA are to be reviewed on a quarterly basis within themes. F&R to receive an exceptions report where escalation is needed.	EJ
8.	20/21 Delivery Plan	
8.1	The delivery plan was due to be published in May by was delayed due to COVID-19, as it currently stands there are no timescales. EJ is keen to finalise. F&R are agreed to publish	
9.	Risk Register Review (<i>Commercially Confidential</i>)	
10.	AOB	
10.1	HPC Paper to note.	
11.	Food Hub (<i>Commercially Confidential</i>)	

Next Meeting: 9 July 12 noon – 1.30pm Microsoft teams teleconference