

**Minutes of LEP SIP Meeting
05/05/2020 at 09:30 – 11:30
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
Helena Davison, Communications Manager, HotSW LEP
Mel Sealey, HotSW LEP PMO also deputising for Keri Denton
Tom Satterly, HotSW LEP PMO (minutes)
Suzanne Bond (Cities and Local Growth Unit BEIS)*

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting:8

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	
	Carl Wyard Fiona McMillan Keri Denton (MS representing)	N/A
2	Declarations of Interest	
	The following attendees declared interest in the following projects; Mel Sealey (representing Keri Denton) – Growth Hub	N/A
3	Minutes from Last SIP Meeting 7th April 2020	
	Minutes from the previous meeting were approved. DR informed the group that the Digital Calls were approved at the last HotSW LEP Board meeting.	N/A
4	For Decision - Investment Programme Business Cases and Project Changes	
4.1	Growing Places Fund	
	No update	N/A
4.2	Growth Deal	
	<p>Growth Hub Funding EJ highlighted the underwriting commitments along with the potential sources of funding in the paper provided. As it currently stands, the LEP is able to underwrite both the Growth Hub and supply chain projects; allowing for capital-revenue exchange costs.</p> <p>Growth Hub Covid-19 funding AR informed the group that they are yet to receive an offer letter so providing £10k to the Growth Hub would be done so at risk</p> <p>ACTION – AR and EJ to produce a forward plan for the Growth Hub funding to provide to SIP/F&R showing the underwriting, risks and Covid 19 funding underwriting.</p>	AR/EJ
4.2.2	Other Projects	
	No update	N/A
5	Investment Programme Delivery	
5.1	Investment Programme Report	
	MS provided the following points referring to the Investment programme report	

	<ul style="list-style-type: none"> Potentially 10 projects affected by covid19 delays and may need to spend beyond March 2021. 2 funding agreements ready to sign. 3 digital calls need to be added to our documents and databases <p>Covid 19 will affect outputs. Work needed to be done when recovery becomes clearer.</p>	TS
5.2	Amber Project Review	
	<p>MS provided the following update on the amber project review</p> <ul style="list-style-type: none"> Digital calls – green Everything else on the list is red or amber rated due to covid-19 	
5.3	SCC Update	
	No update.	
5.4	CLGU Update	
	<p>SB's colleague Becky from BEIS joined the call to provide an update on the Growth Deal funds for 20/21.</p> <ul style="list-style-type: none"> 2/3 of 20/21 allocation will be received up front. The final 1/3 will be provided subject to a review of the HotSW LEP Growth Deal pipeline DR informed Becky that the LEP are yet to receive a letter regarding Growth Hub. 	
6	Strategic Agenda Items	
6.1	ESIF Update	
	<p>EJ provided the following ESIF Update</p> <ul style="list-style-type: none"> Plan for unallocated funding has been put on hold. EJ has had contact from DWP offering a discussion to accelerate their funding allocations. ESIF FAQs have been released to support projects. 	
7	AOB	
	None raised.	

Next Meeting: Thursday 9th July

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
None		

DRAFT