

## Minutes of Finance and Resources Committee

06th October 2020, 09:30 - 11:00

Via  
Teleconference

### Committee Attendees:

Amanda Ratsey	Plymouth City Council/Business Theme
Ben Bryant	Somerset County Council/Accountable Body
Carl Wyard	Torbay Development Agency
David Bird	Santander/LEP Board Member
David Ralph	HotSW LEP CEO
Eifion Jones	HotSW LEP
Isaac Young	Somerset County Council/Accountable Body
Keri Denton	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

Meeting	Item	Action	Action by	Completed?
Oct 20	7.	<b>Objectives and Key Results</b> <ul style="list-style-type: none"> <li>This is the first of the new reports bringing the OKRs to F&amp;R - the aim of which is to replace the key deliverables previously captured within the SLAs. This document is a working draft as there is still some further work to do to ensure consistency in terms of reporting and that they are more outcome focused. MR and EJ to pull this forward throughout Q3 and Q4.</li> </ul>	MR/EJ	

### Summary of actions carried forward from previous meeting

Meeting	Item	Action	Action by	Completed?
Jul 20	8.	<b>Objectives &amp; Key Results and SLAs</b> <ul style="list-style-type: none"> <li>EJ to work with Leadership Groups to create a set of 3 KR for each group, keeping them focused and SMART</li> </ul>	EJ	COMPLETE

		with specific measurables.		
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1.	Welcome and Apologies	Action by
1.1	None	
2.	Declarations of Interest	
2.1	Carl Wyard - Funding request, interim comms support	
3.	Minutes and Matters Arising 9 June 2020	
3.1	Amend minutes to reflect that Amanda had connection issues and dropped out of the call but returned later.	
3.2	F&R would like to formally acknowledge their appreciation to Richard Stevens for his support at the Annual General Meeting.	
3.3	Agreed.	
4.	Outturn report month 5 and appendices A & B ( <i>Commercially Confidential</i> )	
5.	Funding request - interim comms support ( <i>Commercially Confidential</i> )	
6.	Freeport business case development and proposal ( <i>Commercially Confidential</i> )	
7.	Objective & Key Results	
7.1	<p>This is the first of the new reports bringing the OKRs to F&amp;R - the aim of which is to replace the key deliverables previously captured within the SLAs. This document is a working draft as there is still some further work to do to ensure consistency in terms of reporting and that they are more outcome focused. MR and EJ to pull this forward throughout Q3 and Q4.</p> <p>A more detailed report will be presented at December F&amp;R, a dashboard is being developed to help show progress made against activity and outcomes.</p>	MR / EJ
7.2	<p>It was commented that some of the OKRs are in draft and will be further adjusted and finalised, and that they are going through their respective leadership group.</p> <p>Concerns were raised against the health surrounding these. It was stated that some work is reactive and not comparable against OKRs. It would be beneficial if they were not entirely focused on outcomes so there is potential for flexibility and ambiguity on planning.</p> <p>It was remarked that these are a good step forward but need to be closely monitored.</p> <p>Fundamentally, the OKRs are about getting into a discipline to set out what a group is expecting to deliver over the next 3 months and reviewing whether they were actually able to.</p>	
8.	Risk Register Review ( <i>Commercially Confidential</i> )	
9.	Paper for noting: National Retraining Scheme application	

9.1	<p>Government is investing £2.5b in the National Skills Fund. This new policy will look to transform and reenergise the adult training landscape. The fund will increase skills, productivity, and individuals' resilience, to better respond to a changing labour market.</p> <p>There is now an opportunity for the LEP to lead a bid comprising FE, Private Training Providers and Employers to deliver a new training model which will address identified digital and technical Skills Shortage Vacancies (SSV's) in the HotSW area.</p> <p>DCC, on behalf of the LEP, are intending to submit a £1.75m proposal to DfE which will forward ten upskilling / employment bootcamp proposals as part of a consortia approach. This proposal will take forward a range of Level 3, 4 and 5 equivalent training courses to 700 Adults over the next six months.</p> <p>It is not currently known whether the funding will be revenue or capital or a mixture of both, however this is currently being investigated. It was commented that it may be useful to approach any major employers to see whether they have any surplus equipment to provide to the scheme.</p> <p>DCC will be acting as the accountable body, but the programme will be LED by DSP, with performance reported through SAP.</p>	
<b>10.</b>	<b>AOB</b>	
10.2	<p><b>Internal Audit</b></p> <ul style="list-style-type: none"> <li>• Audit is currently still underway, although the final report is expected on Friday.</li> </ul> <p>Outcome of audit to be brought back at November meeting, so the group can have a formal record and take ownership.</p>	

**Next Meeting:** 3 November 12.00pm – 01.30pm - via Microsoft teams teleconference TBC