

## Minutes of Finance and Resources Committee

**03<sup>rd</sup> November 2020, 12:00 - 13:30**

**Via  
Teleconference**

### Committee Attendees:

Amanda Ratsey	Plymouth City Council/Business Theme
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
Mel Roberts	Somerset County Council/Accountable Body
Paul Hickson	Somerset County Council/Place Theme

### Summary of actions from meeting

Meeting	Item	Action	Action by	Completed?
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### Summary of actions carried forward from previous meeting

Meeting	Item	Action	Action by	Completed?
Oct 20	7.1	This is the first of the new reports bringing the OKRs to F&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.	MR/EJ	COMPLETE

<b>1.</b>	<b>Welcome and Apologies</b>	<b>Action by</b>
1.1	Apologies from Ben Bryant, Keri Denton, and Richard Stevens	
<b>2.</b>	<b>Declarations of Interest</b>	
2.1	None	
<b>3.</b>	<b>Minutes and Matters Arising 9 June 2020</b>	

3.1	Agreed.	
4.	<b>Outturn report month 6 and appendices A, B, C and D (<i>Commercially Confidential</i>)</b>	
5.	<b>Audit Reports (<i>Commercially Confidential</i>)</b>	
6.	<b>Photonics Skills Support (<i>Commercially Confidential</i>)</b>	
7.	<b>Future Ocean Institute project manager (<i>Commercially Confidential</i>)</b>	
8.	<b>Growth Hub administration support (<i>Commercially Confidential</i>)</b>	
9.	<b>Growth Hub contractual support (<i>Commercially Confidential</i>)</b>	
10.	<b>Risk Register Review (<i>Commercially Confidential</i>)</b>	
10.	<b>AOB</b>	
10.1	None	

**Next Meeting:** 08 December 09:30am – 11.00am - via Microsoft teams teleconference TBC