

**Minutes of LEP SIP Meeting  
07/09/2021 at 09:30 – 11:30  
Via Microsoft Teams**

**Board attendees:**

*David Bird, Chairman of SIP, HotSW LEP Board Member*  
*Paul Hickson, Place Lead, HotSW LEP Management Team*  
*Richard Stevens, Chairman Business Leadership Group, HotSW LEP Board Member*  
*Mel Squires, Chairman Place Leadership Group, HotSW LEP Board Member*  
*David Ralph, HotSW LEP Chief Executive*  
*Jane Dumeresque, LEP Board member (not a voting Member of SIP)*  
*Vince Flower, Skills Lead, HotSW LEP Board*  
*Julia Blaschke (deputising for Amanda Ratsey), Business Lead, HotSW LEP Management Team*  
*Keri Denton, People Lead, HotSW LEP Management Team*

**Officers in attendance:**

*Suzanne Bond, CLGU*  
*Ian Harrison, Independent Transport Assessor*  
*Tom Satterly, HotSW LEP PMO (minutes)*  
*Richard Snell, HotSW LEP PMO*  
*Melanie Roberts, SCC Accountable body*  
*Hannah Norman, SCC Finance*  
*Isaac Young, SCC Finance*  
*Ben Bryant, SCC Finance*

**NOTE:** 4 voting members are required to be quorate. Number of voting members present in meeting: 9

**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](mailto:LEPAdmin@somerset.gov.uk) who will upload them onto the website.

Item No.	Agenda Item	Actions
1	Apologies	

Mel Sealey Carl Wyard		
<b>2</b>	<b>Declarations of Interest</b>	
None Keri Denton – Node Julia Blaschke - Brunel Plaza		
<b>3</b>	<b>Minutes from Last SIP Meeting – 6<sup>th</sup> and 21<sup>st</sup> July 2021</b>	
6 <sup>th</sup> July minutes approved. Small amendments to Growing Places Fund figures required on the 21 <sup>st</sup> July minutes. Change has been made and these minutes have been approved.		
<b>4</b>	<b>For Decision - Investment Programme Business Cases and Project Changes</b>	
<p><b>SIP Terms of Reference</b> An updated version of the SIP Terms of Reference was shared before the meeting for approval.</p> <p>Points raised</p> <ul style="list-style-type: none"> <li>• Good practice to ensure a balance between executive and non-executive to encourage a fair voting quorum.</li> </ul> <p><b>ACTION</b> – EJ to revise to include wording based on executive and non-executive voting quorate.</p>		<b>EJ</b>
<b>4.1</b>	<b>Growing Places Fund</b>	
No Update		
<b>4.2</b>	<b>Growth Deal</b>	
<p><b>Growth Deal Funding Underspend Variation</b> EJ spoke through the paper provided. SIP to consider a revision to the underspends policy for completed Growth Deal projects for recommendation to the LEP Board and to agree the baseline for an amount to be treated as not material.</p> <p><u>Points raised</u></p> <ul style="list-style-type: none"> <li>• Outputs achieved and forecasted should be taken into account on a project-by-project basis.</li> </ul> <p><b>DECISION</b> – Approved subject to outputs achieved and forecasted being into consideration.</p>		

	<p><b>Growth Deal End of Programme report</b></p> <p>EJ spoke through the draft report provided that captures the key lessons learned and to support good governance of the programme.</p> <p><u>Feedback from SIP</u></p> <ul style="list-style-type: none"> <li>• Paper to take a more positive outlook on the achievements of Growth Deal.</li> </ul>	
4.3	<b>Getting Building Fund (GBF)</b>	
	<p><b>Getting Building Fund Reallocation</b></p> <p>EJ spoke through the report which set out the proposed approach to commit the remaining GBF monies to meet programme spend deadlines.</p> <ul style="list-style-type: none"> <li>• Provisionally offer the majority of underspend to NODE phase 2 building</li> <li>• to explore the potential for a small-scale capital programme to help SMEs improve their resource efficiency</li> <li>• as a fallback option should one or both of the above not progress, to add the GBF to the inward investment grant pot</li> </ul> <p><u>Points raised</u></p> <ul style="list-style-type: none"> <li>• The deadline to make the final decision is January.</li> </ul> <p><b>DECISION</b> - SIP approved the recommendations for the GBF underspend to go to the LEP board.</p> <p><b>Brunel Plaza</b></p> <p>AMS and IH provided an update on where the project is and why it is requiring Freedoms and Flexibilities.</p> <ul style="list-style-type: none"> <li>• Very complicated project.</li> <li>• Resolving structural issues in the concourse area</li> <li>• PCC and GWR rephasing projects</li> <li>• An estimated £2m going to be spent beyond March 2022</li> </ul> <p><u>Points raised</u></p> <ul style="list-style-type: none"> <li>• SIP recognises the size and importance of the project and are keen to support it.</li> </ul> <p><b>DECISION</b> – SIP approved the paper as presented.</p> <p><b>GBF Outputs</b></p> <p>EJ spoke through the report which records the evolution of programme outputs from Government offer letter to final business case, highlighting the main variances.</p> <p><u>Points raised</u></p> <ul style="list-style-type: none"> <li>• Important to understand why and keep track if/when outputs change.</li> <li>• Positive about what the projects will be achieving, especially due to the quick turnaround to get these projects the funding.</li> </ul>	

<b>5</b>	<b>Investment Programme Delivery</b>
<b>5.1</b>	<b>Investment Programme Report</b>
	RS provided a brief of the Investment Programme Report <u>Outstanding Signed Funding Agreements</u> <ul style="list-style-type: none"> <li>• Growth Deal – CDS</li> <li>• Getting Building Fund – Dunball Junction</li> </ul>
<b>5.2</b>	<b>Amber Project Review</b>
	Included in Investment Programme report.
<b>5.3</b>	<b>SCC Update</b>
	No Update
<b>5.4</b>	<b>CLGU update</b>
	No Update
<b>6</b>	<b>Strategic Agenda Items</b>
<b>6.1</b>	<b>ESIF Update</b>
	No Update
<b>7</b>	<b>AOB</b>
	TDIC update – letter of approval received, the project can progress and GBF can be allocated to this project.

**Next Meeting:** Tuesday 5<sup>th</sup> October 2021

### Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Growth Deal Funding Underspend Variation	SIP to provide a recommendation to the LEP Board to vary the principle of Growth Deal underspend reallocation	Approved subject to outputs achieved and forecasted being into consideration.
Brunel Plaza Funding Variation	Funding variation for the Brunel Plaza GBF project	Approved the paper as presented – for Brunel Plaza to utilise Freedoms and Flexibilities
Getting Building Fund Reallocation	SIP to provide a recommendation to the LEP Board to agree a plan of Getting Building Fund underspend reallocation	SIP approved the recommendations for the GBF underspend to go to the LEP board.

DRAFT