

**Minutes of LEP SIP Meeting
05/10/2021 at 11:30 – 13:00
Via Microsoft Teams**

Board attendees:

David Bird, Chairman of SIP, HotSW LEP Board Member
David Ralph, HotSW LEP Chief Executive
Jane Dumeresque, LEP Board member (not a voting Member of SIP)
Amanda Ratsey, Business Lead, HotSW LEP Management Team
Keri Denton, People Lead, HotSW LEP Management Team
Anne-Marie Spalding, (Deputy for Paul Hickson) Somerset CC

Officers in attendance:

Eifion Jones, Chief Operating Officer, HotSW LEP
Ian Harrison, Independent Transport Assessor
Claire Gibson, Head of Delivery at HotSW LEP
Mel Sealey, HotSW LEP PMO
Hannah Keyte, HotSW LEP PMO (minutes)
Richard Snell, HotSW LEP PMO
Isaac Young, SCC Finance
Ben Bryant, SCC Finance

Agenda Item guests:

Shane Vallance, Moor Economics

Apologies:

Paul Hickson, Place Lead, HotSW LEP Management Team
Mel Squires, Chairman Place Leadership Group, HotSW LEP Board Member
Vince Flower, Skills Lead, HotSW LEP Board
Richard Stevens, Chairman Business Leadership Group, HotSW LEP Board Member
Carl Wyard, Torbay Development Agency
Melanie Roberts, SCC Accountable body
Hannah Norman, SCC Finance

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

NOTE FOR AUTHOR

Please mark any confidential items so that they can be removed before publishing. We, the publisher, accept no responsibility for items that are not marked and result in them being published in the public domain or any resulting consequences.

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	Actions
1	Apologies	
	Vince Flower, Richard Stevens, Mel Squires, Councillor Andrea Davis, Paul Hickson, Melanie Roberts, Hannah Norman, Carl Wyard	
2	Declarations of Interest	
	KD – Devon Work Hubs	
3	Minutes from Last SIP Meeting – 7th September 2021	
	Minutes from previous meeting were approved pending a minor amendment 4.2 Growth Deal – word ‘taken’ is missing.	
4.1	Growth Deal Digital Investment Programme proposal paper for review	
	<p>CG spoke to the paper provided.</p> <p><u>Points raised:</u></p> <p>Confirmation required from the Accountable Body that the top slice has been transferred to the budget</p> <p>Confirmation required of appetite for a revenue exchange from Plymouth City Council</p> <p>Flexibility is considered for the value of the revenue exchange</p> <p>Invitation is extended to DCC for business case submission with input from Digital Skills Partnership. Requirement for the recommendation wording to be updated to reflect this.</p> <p>Digital Skills funding allocations informed by previous work i.e., schools’ pilot is an expansion of current scheme, sector is informed by bootcamps and leadership training is based on costs of schemes delivered by others.</p> <p>Confirmation of the status of potential DCMS match funding is established for schools pilot subject to valuation being carried out October / November. Spring start date due to capacity concerns within schools at present.</p> <p>Clarity provided around the Growth Hub funding which requires that the business support environment is not made more complex by duplication or overlap of support schemes</p> <p>Total £2 – 2.5 million revenue to be requested from Somerset, Plymouth and Torbay.</p> <p>DECISION - Recommendations were considered by the board and approved subject to points made above.</p>	

4.2	Getting Building Fund – Devon Work Hubs business case appraisal paper	
<p>SV spoke to the paper provided.</p> <p><u>Key Points</u></p> <p>Successful completion of phase 1, ahead of profile in terms of occupancy (21 or 37 units currently occupied). Beneficial that existing operators will be responsible for phase 2.</p> <p>Dependency around detailed planning approval for expanded facility (outline planning in place). Condition to be added to the appraisal that SIP may review the decision if detailed planning is not agreed by end January 2022</p> <p>Facility has MOUs with other work hub providers in place. As Accountable Body, DCC have responsibility to ensure work hubs complement each other.</p> <p>If approved by the Board, amendment required to show the revised costs and outputs excluding Bideford and Winkleigh but include High Bickington and Ilfracombe.</p> <p>Revised table to reflect the above changes to be circulated to the board.</p> <p>DECISION - SIP Panel agreed for recommendation to the LEP Board noting that the project requires approval from Government, consideration of an inclusion of a special condition for planning consent to be achieved by end Jan 2022 and if approved, circulation of an email variation request.</p>		
7	AOB	
<p>IH informed the panel of an emerging issue around revised planning consent required for Getting Building Fund GB03 Firepool project in Taunton. Revised programme means £175k of the £400k being spent this financial year whereas the rest will be spend beginning of next financial year. SIP Panel invited a request for use of Freedom & Flexibilities through email circulation ahead of the next meeting.</p>		

Next Meeting: Tuesday 9th November 2021

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Growth Deal Digital Investment Programme	Approval of recommendations outlined	Approved subject to paper amendment addressing the points raised
Getting Building Fund – Devon Work Hubs	Recommendation to Board for investment in Node Phase 2	Approved noting Government approval requirement