

**Minutes of LEP SIP Meeting
11/01/2022 at 09:30 – 11:30
Via Microsoft Teams**

Board attendees:

Richard Stevens, (Acting Chair) Chairman Business Leadership Group, HotSW LEP Board Member

Paul Hickson, Place Lead, HotSW LEP Management Team

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)

Amanda Ratsey, Business Lead, HotSW LEP Management Team

Keri Denton, People Lead, HotSW LEP Management Team

Jason Buck, Deputising for Carl Wyard, Torbay Development Agency

Officers in attendance:

Eifion Jones, Chief Operating Officer, HotSW LEP

Claire Gibson, HotSW LEP

Tom Satterly, HotSW LEP PMO (minutes)

Richard Snell, HotSW LEP PMO

Isaac Young, SCC Finance

Ben Bryant, SCC Finance

Suzanne Bond, CLGU

Agenda item guests

Shane Vallance, agenda item 4.2

Dan Newman, agenda item 4.3

Jamie Evans, agenda item 4.3

NOTE: 4 voting members are required to be quorate. Number of voting members present in meeting: 6

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 finalized. 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
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1	Apologies	
Vince Flower Ian Harrison David Bird		
2	Declarations of Interest	
Paul Hickson – TDIC Amanda Ratsey – Millfields Keri Denton – ESPL and Digital Projects Jane Dumeresque - ESPL		
3	Minutes from Last SIP Meeting – 14th December	
The minutes from the previous meeting were approved by SIP.		
4	For Decision – Investment Programme Business Cases and Project Changes	
4.1	Growing Places Fund	
No Update		
4.2	Growth Deal	
<u>Digital Skills & Support Business cases</u> <u>Digital Skills Appraisal</u> Overview The Digital Skills Continuum programme brings together three distinct digital skills programmes, each working with a distinct audience; young people, businesses, and business leaders. The three programmes are: <ul style="list-style-type: none"> • Raising Digital Engagement at Key Stage 3 in secondary schools • Digital Training for our Core Sectors • Digital Leadership for SME's will work with leaders of micro and SME's Recommendation – approve subject to the following conditions <ul style="list-style-type: none"> ○ Review the expression of outputs so that it matches the requirements for Growth Deal reporting ○ Consider how to proceed if intending match funding is not secured ○ review the financial profiling of the programme to reflect potential eligible expenditure in 2021/22 ○ further information on how delivery providers will be managed ○ Including funding in any PR ○ Provide equalities impact assessment and sustainability assessment ○ A review of the subsidy control requirements and processes ○ to confirm commitment to a mid-term progress report and final evaluation of the programme 		

Digital Business Utilisation Service Appraisal

Overview

The project will develop and deliver comprehensive support that increases the digital advice available to SMEs across the HotSW LEP area. The aim being to help businesses to grow through enhanced understanding and exploitation of digital technologies.

The proposed project directly addresses the problem of there currently being a patchwork digital support schemes and a lack of a continuity of digital support.

Recommendation – approval subject to conditions

- Monitoring process to be put in place
- Confirmation from DCC that the project would be completed not depending on whether the growth hub would be hosted beyond March 2023
- A review of the subsidy control requirements and processes
- Including funding in any PR
- Include cross-referrals to other LEP supported digital programmes
- Provide equalities impact assessment and sustainability assessment

Points raised

- Both projects require management agility
- The Digital steering group could act as a programme board to monitor and support both projects
- Important to ensure Digital Skills Project adds value to the school curriculum rather than bolted on
- Pilot was well received by the schools but were disrupted due to the pandemic
- Further clarity around spend along with an understanding about what happens if the £200k match spend is not secured
- Knowledge hub budget is small as it is utilising staff to draw down from existing sources with some original content
- Digital Investment programme finish date is currently beyond when the Growth Hub is due to finish. Is a break clause required in the contract based on what happens with the Growth Hub?
- Including a break clause could affect DCC's ability to recruit due to the job being shorter term

DECISION – Support both programmes subject to recommended conditions mentioned above.

4.3 Getting Building Fund (GBF)

Centre for Clean Mobility variation

Overview

University of Exeter are requested a utilising freedoms and flexibilities for £242k due to supply chain issues.

Points raised

- It was confirmed by SCC that it would be possible to use freedoms and

<p>flexibilities</p> <ul style="list-style-type: none"> • Important to ensure that all the utilisation of F&F that there is an audit trail relating to projects and decisions. <p>Accountable Body to provide formal notification to SIP of SCC novation to SC for the purposes of providing an audit trail for Freedoms and Flexibilities</p> <p>DECISION – Approved</p> <p><u>Taunton Digital Innovation Centre variation</u></p> <p>Overview</p> <ul style="list-style-type: none"> • Project being delivered by SCC • Progress of project has been delayed but not significantly • Works have commenced • Reprofile of spend to utilise freedoms and flexibilities • SCC have ability to cash flow project • No changes to outputs slight slippage in non-build related outputs but still all within GBF programme • Plot contamination and material cost rises caused delay in preparation stage of scheme • Reprofile does not prioritise GBF spend due to deadlines for other match funding sources <p>Points raised</p> <ul style="list-style-type: none"> • Ensure that procurement is done in time for opening to not delay <p>DECISION - Approved</p>	
<p>5</p> <p>Investment Programme Delivery</p>	
<p>5.1</p> <p>Investment Programme Report</p>	
<p><u>Managing outputs variance</u></p> <p>Points raised</p> <ul style="list-style-type: none"> • Recognised the challenges that projects have had caused by Brexit and the pandemic • Not in favour of a contractual approach (Option 1) to raise leverage for addressing underperformance • More in favour of Option 2 but recognise that this comes with a resource requirement • Theme leads meeting at the end of January to discuss • Could send a letter to projects from David Ralph reminding projects to provide outputs <p>DECISION and ACTION – approval to work up Option 2 and request more information on how this process will provide greater leverage.</p> <p><u>Loan variation framework</u></p> <p>Paper updated taking on feedback from previous meeting.</p> <p>DECISION – paper approved by group.</p>	<p>EJ</p>

<u>Investment Programme report</u> Getting building fund <ul style="list-style-type: none">Q2 spend totalled £9.25mNext report to Central Government due end of February Growth Deal <ul style="list-style-type: none">Next report to Central Government is due in MayMobile boost scheme is the only project at amber status.		
5.2	Amber Project Review	
Covered above.		
5.3	SCC Update	
No update.		
5.4	CLGU update	
No update.		
6	Strategic Agenda Items	
6.1	ESIF Update	
ESIF update will be provided to the LEP Board the next couple of weeks.		
7	AOB	
None raised.		

Next Meeting: 1st March 2022

Table of Decisions

SIP Paper	Decision Required	Decision Agreed
Digital Skills & Support Business cases	Review of business cases	Approved subject to conditions
Getting Building Fund - Centre for Clean Mobility	Review of variation	Approved
Getting Building Fund - TDIC	Review of variation	Approved
Managing Outputs variance	Option 1 or 2 on paper	Option 2
Loan Variation Framework	Paper updated from previous meeting	Approved