

**Minutes of LEP SIP Meeting  
06/09/2022 at 09:30 – 11:30  
Via Microsoft Teams**

**Board attendees:**

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

*Jane Dumeresque, LEP Board Member*

*Julia Blaschke (deputising for Amanda Ratsey), Business Lead, HotSW LEP Management Team*

*Keri Denton, People Lead, HotSW LEP Management Team*

*Paul Hickson, HotSW LEP Management Team*

*Vince Flower, Skills Lead, HotSW LEP Board*

*David Ralph, HotSW LEP Chief Executive*

*Karl Tucker, HotSW LEP Board Chair*

*Mel Squires, HotSW LEP Board Member*

**Officers in attendance:**

*Eifion Jones, Chief Operating Officer, HotSW LEP*

*Claire Gibson, HotSW LEP*

*Donna Parham, SCC Finance*

*Mel Roberts, SCC Officer*

*Isaac Young, SCC Finance*

*Jason Buck, TDA (deputising for Carl Wyard),*

*Tom Satterly, HotSW LEP PMO*

*Ian Harrison, Independent Transport Assessor*

*Suzanne Bond, DLUHC*

*Mel Sealey, HotSW LEP PMO*

**Agenda item guests**

*Jamie Evans, Agenda item 4.2*

*Shane Vallance, Agenda item 4.3*

**NOTE:** 4 voting members are required to be quorate. Number of voting members present in meeting: 7

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

Item No.	Agenda Item	Actions
<b>1</b>	<b>Apologies</b>	
	David Bird Amanda Ratsey – Julia Blaschke deputising	
<b>2</b>	<b>Declarations of Interest</b>	
	Paul Hickson – TDIC Paul Hickson – BDUK Voucher Scheme Keri Denton – BDUK Voucher Scheme	
<b>3</b>	<b>Minutes from Last SIP Meeting – 5<sup>th</sup> July 2022</b>	
	The minutes from the previous meeting were approved. <b>ACTION</b> - Follow up letter with Gravity re. loan	EJ
<b>4</b>	<b>For Decision – Investment Programme Business Cases and Project Changes</b>	
<b>4.1</b>	<b>Growing Places Fund</b>	
	No update	
<b>4.2</b>	<b>Getting Building Fund (GBF)</b>	
	<p><b>Taunton Digital Innovation Centre variation</b></p> <p><b>Overview</b></p> <p>JE provided an overview of the paper provided:</p> <ul style="list-style-type: none"> <li>• Cost overrun on the project as a result of inflation</li> <li>• SCC are trying to value engineer a solution. Current shortfall of £300k.</li> <li>• Recognise this might not be available but an additional ask of £65k and any further underspend going forward is being requested.</li> <li>• There would be no additional outputs, but it would allow the project to be delivered as agreed.</li> <li>• Ground contamination was higher than expected.</li> <li>• This building will still achieve BREEAM Excellent rating.</li> </ul> <p><b>Points raised:</b></p> <ul style="list-style-type: none"> <li>• There is £65k room in the budget</li> <li>• SIP being asked to agree £65k today and any further underspend up to the total of £300k</li> <li>• Digital Programme Board to support TDIC moving from construction to</li> </ul>	

<p>delivery.</p> <ul style="list-style-type: none"> <li>• LEP has reached out to other projects to identify overspend and this was the only one that came forward.</li> </ul> <p><b>DECISION</b> – SIP approved £65k and to commit any further underspend up to the figure of £300k to Taunton Digital Innovation Centre. Subject to Board approval if over £250K.</p>	
<p><b>4.3 Growth Deal</b></p>	
<p><b>Digital Reallocation BDUK Voucher Scheme Appraisal</b></p> <p><b>Overview</b></p> <p>This project supports the extension of gigabit capable broadband infrastructure to premises within parts of Somerset that do not yet have existing commercial plans for delivery. The programme is a Voucher Top Up proposal, working with the national Building Digital UK (BDUK) Voucher team. It increases the local value of vouchers to incentivise suppliers, and targets premises with less than 30 Mbps. It complements other public investments in digital infrastructure and leverages both public and private investment.</p> <p><b>Recommended conditions</b></p> <ul style="list-style-type: none"> <li>• For the applicant to report back the outcome of the Gigabit Voucher Scheme review and to present to the HotSW LEP the implications in terms of voucher value proposed to be available through this investment. For the LEP to review the project position at that point.</li> <li>• For the applicant to develop and embed evaluation activity as part of the ongoing delivery of the programme. Draw down between £250 and £1,000 per voucher</li> <li>• For the LEP to request that applicant undertakes specific marketing and communication activity targeted towards the business community – based on models adopted in other interventions and utilising local business networks.</li> <li>• For the applicant to resubmit the business case with outputs profiled as per the HotSW LEP's requirements. This may need to occur when clearer indications of likely premise connections are known i.e. within the delivery phase.</li> <li>• For the applicant to provide written confirmation of the source and breakdown of the capital matched funding.</li> <li>• For the applicant and the LEP to review the financial spend profile of the project to minimise the underspend risk. This may result in a request by the LEP for its funding to be drawn down first, or to put in place a more structured review of expenditure through the project period.</li> <li>• For the applicant to set out how the proposed project will serve as a pilot for potential wider roll-out across other HotSW areas, and what evidence/triggers will be used to inform whether wider roll-out would be appropriate.</li> </ul> <p><b>Points raised</b></p> <ul style="list-style-type: none"> <li>• CDS have engaged with communities and suppliers along with reviewing previous failed voucher bids.</li> <li>• CDS to investigate increasing upper limit on vouchers to hopefully</li> </ul>	

increase the impact of this funding <ul style="list-style-type: none"> <li>• CDS and LEP have a responsibility to achieve good value for money.</li> <li>• Upper limit to be removed and business case redrafted.</li> </ul> <p><b>DECISION</b> – SIP approved the business case subject to amends if voucher amount is to increase. CDS to investigate the upper limit on the vouchers being removed / significantly increased</p>		KD
<b>5</b>	<b>Investment Programme Delivery</b>	
<b>5.1</b>	<b>Investment Programme Report</b>	
	<ul style="list-style-type: none"> <li>• Report recaps previous agreements at last SIP on some digital build back better business cases.</li> <li>• £500K tourism data hub was agreed by email.</li> <li>• Reduced Devon Work Hubs funding due to DWH securing ERDF funding</li> <li>• Growth Deal Q1 spend just over £2.5M</li> <li>• Getting Building Fund Q1 spend just under £1M</li> </ul>	
<b>5.2</b>	<b>Amber Project Review</b>	
	No Update	
<b>5.3</b>	<b>SCC Update</b>	
	No Update	
<b>5.4</b>	<b>CLGU update</b>	
	No Update	
<b>6</b>	<b>AOB</b>	
	None raised	

**Next Meeting: 8<sup>th</sup> November 2022**

**Table of Decisions**

SIP Paper	Decision Required	Decision Agreed
Taunton Digital Innovation Centre variation	To allocate £65K of underspend to TDIC and any further underspend up to £300K (subject to Board approval if over £250K)	Approved
Digital Reallocation BDUK Voucher Scheme Appraisal	To allocate existing funding on the voucher top up scheme	Approved – subject to business case amends should the upper limit on the vouchers be removed/ significantly increased.

DRAFT