

**Minutes of
Operations & Investment Committee**

**04 April
9.30 – 11.00am**

Via Microsoft Teams

Committee Attendees

VOTING MEMBERS	
Name	Title
Amanda Ratsey	Plymouth City Council/Business Theme
David Bird	OIC Chair/LEP Board Member
David Ralph	HotSW LEP Chief Executive
Jane Dumeresque	LEP Board Member
Jo Currie	Somerset County Council/Accountable Body
Melanie Sealey	LEP PMO
Vince Flower	SAP Chair/LEP Board Member

OFFICERS IN ATTENDANCE	
Name	Title
Claire Gibson	HotSW LEP Head of Delivery
Dan Newman	LEP PMO
Eifion Jones	HotSW LEP Chief Operating Officer
Isaac Young	Somerset County Council/Accountable Body

OBSERVERS	
Name	Title
Suzanne Bond	CLGU

Summary of actions from meeting

Meeting	Item	Action	Comments

Summary of actions carried forward from previous meeting

Meeting	Item	Action	Comments

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Item	Agenda Item	Action
OPENING ITEMS		
1.	Welcome and Apologies	
1.1	Apologies received from: <ul style="list-style-type: none"> • Mel Squires • Melanie Roberts • Paul Hickson • Carl Wyard • Keri Denton (Mel Sealey acting as voting member on her behalf) • Ian Harrison 	
2.	Declarations of Interest	
2.1	None	
3.	OIC Terms of Reference	
3.1	Brief for legal advice for LEP Board Members in relation to the Growing Places Fund has been finalised and presented to the LEP's legal team. They are pulling together their response and outline of work to be undertaken. Advice will be circulated to the group once finalised.	EJ
3.2	Minutes from the previous meeting approved.	

Item	Agenda Item	Action
PROGRAMME MANAGEMENT (Previously SIP) – Commercially Confidential		
4.	Local Growth Deal Freedoms & Flexibilities Update	

Item	Agenda Item	Action
FINANCIAL MANGEMENT (Previously F&R) – Commercially Confidential		
5.	Month 11 Finance Report and Appendix A	
6.	Month 10 Finance report and Appendices	

Item	Agenda Item	Action
OTHER TOPICS		
7.	Risk Register (<i>Commercially Confidential</i>)	
8.	Governance Review	
8.1	<p>Somerset Representation TBC – discussions still continuing with Somerset</p> <p>Gender Balance Any Board recruitment will remain challenging given Government is not minded to fund LEPs past March 2024 and therefore it seems unlikely that the LEP will be able to make substantive progress towards achieving gender balance. It is recommended that the LEP continues to make the case to Government for exemption from this requirement through 23/24.</p> <p>Deputy Chair Government requires LEPs to appoint a Deputy Chair and state that best practice is for the Deputy Chair to be from the private sector. The LEP’s Articles state that this is for a term of 3 years. At present the LEP does not have a nominated Deputy Chair so it is recommended that private sector (independent) Directors agree a Deputy Chair nominee for confirmation at the July Board meeting.</p> <p>Strategic Investment Panel and Finance & Resources Committee These two committees with delegated decision-making powers will be merged into one – the Operations & Investment Committee. This streamlines resourcing as capital programmes near completion. Draft terms of reference were shared with the January Board and the OIC has been operating in shadow form since January. The OIC will formally start from 1st May.</p> <p>It was asked that the ToR membership be updated so that the number of core members is 12, making the two optional LEP Board members as mandatory - EJ to update.</p> <p>It was requested that confirmation be sought as to who will be the Business Leadership Group representative at future meetings.</p>	<p>EJ</p> <p>EJ</p>

	<p>Other LEP Board Sub Groups</p> <p>Alongside OIC, the LEP operates a series of advisory groups with their future status and composition intended to be part of the review. However, several moving parts mean no clear recommendation is possible at this point and advisory groups will be kept under review noting</p> <ul style="list-style-type: none"> • Transition planning will accelerate through 23/24 as implications of Government’s Budget announcement re LEPs is worked through • local devolution progresses and Somerset LGR beds in • Great SW is continuing to mobilise & priorities will be agreed over the summer <p>In late March Government also confirmed they do not intend to continue funding Skills Advisory Panels (SAPs) into 23/24. SAPs have provided a strategic overview of skills need and labour market intelligence. Local Skills Improvement Plans (LSIPs) are progressing and with the Government announcement coming late into this review, it is intended to explore with SAP members how best to ensure effective oversight of skills provision in the area through LEP transition.</p>	
9.	End of year OKRs performance report <i>(Commercially Confidential)</i>	
10.	OKRs for 23/24 <i>(Commercially Confidential)</i>	
11.	AOB	
11.1	It was requested that the Green Skills report be circulated to the group once finalised - CG	CG
	Date of next meeting	
	02 May 2023 from 09:30 to 11:30 via MS Teams	