

**Minutes of
Operations & Investment Committee**

**07 March
9.30 – 11.00am**

Via Microsoft Teams

Committee Attendees

VOTING MEMBERS	
Name	Title
Vince Flower	SAP Chair/LEP Board Member
David Bird	OIC Chair/LEP Board Member
Amanda Ratsey	Plymouth City Council/Business Theme
Carl Wyard	Torbay Development Agency
Jo Currie	Somerset County Council/Accountable Body
Mel Squires	LEP Board Member

OFFICERS IN ATTENDANCE	
Name	Title
Isaac Young	Somerset County Council/Accountable Body
Melanie Sealey	Devon County Council/People Theme
Eifion Jones	HotSW LEP Chief Operating Officer
Thomas Satterly	Devon County Council/People Theme
Claire Gibson	HotSW LEP Head of Delivery
Dan Newman	Devon County Council/People Theme

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"> • David Ralph • Richard Stevens • Paul Hickson • Keri Denton • Elizabeth Spence • Jane Dumeresque • Melanie Roberts • Ian Harrison 	
2.	Declarations of Interest	
2.1	Declarations of interest received from: <ul style="list-style-type: none"> • Vince Flower in regards to Torbay Business Centre. • Carl Wyard in regards to Torbay Business Centre and Digital Call EOI's. • Amanda Ratsey in regards to Digital Call EOI's and Growing Places Fund. • Mel Sealey in regards to Growing Places Fund. 	
3.	OIC Terms of Reference	
3.1	As requested at the previous F&R meeting, the support and administration section has been updated to reflect the agreed secretariat arrangements. Additionally, the membership section has been revised so that there are more voting Board members than management team. OIC approved the revised terms of reference to be presented to LEP Board.	

Item	Agenda Item	Action
PROGRAMME MANAGEMENT (Previously SIP) – Commercially Confidential		
4.	Minutes and Matters Arising from SIP meeting 10 January 2023	
5.	GPF Update Report	
6.	GBF - Torbay Business Centre Variation	
7.	Programme Highlight Report - GD & GBF Freedom and Flexibilities Summary - Amber Project Review Summary	

Item	Agenda Item	Action
FINANCIAL MANGEMENT (Previously F&R) – Commercially Confidential		
8.	Minutes and Matters Arising from F&R meting 07 Feb 2023	
9.	Month 10 Finance report and Appendices	
10.	23/24 Business Plan	

Item	Agenda Item	Action
OTHER TOPICS		
11.	Risk Register – Commercially Confidential	
12.	AOB	
12.1	None.	
Date of next meeting		
	04 April from 9:30 to 10:30 via MS Teams	