

**Minutes of
Operations & Investment Committee**

**06 June 2023
9.30 – 11.00am**

Via Microsoft Teams

Committee Attendees

VOTING MEMBERS	
Name	Title
David Bird	OIC Chair/LEP Board Member
David Ralph	HotSW LEP Chief Executive
Jane Dumeresque	LEP Board Member
Jo Currie	Somerset Council/Accountable Body
Paul Hickson	Somerset Council/Place THeme
Vince Flower	SAP Chair/LEP Board Member

OFFICERS IN ATTENDANCE	
Name	Title
Claire Gibson	HotSW LEP Head of Delivery
Eifion Jones	HotSW LEP Chief Operating Officer
Ian Harrison	Independent Transport Assessor
Isaac Young	Somerset Council/Accountable Body
Julia Blaschke	Plymouth City Council/Business Theme
Melanie Sealey	Devon County Council/LEP PMO

OBSERVERS	
Name	Title

Summary of actions from meeting

Meeting	Item	Action	Comments
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Summary of actions carried forward from previous meeting

Meeting	Item	Action	Comments
04.04.23	11.1	It was requested that the Green Skills report be circulated to the group once finalised.	COMPLETE - circulated.

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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"> • Richard Stevens • Elizabeth Spence • Melanie Roberts • Amanda Ratsey - Julia Blaschke substituting • Keri Denton - Mel Sealey substituting 	
2. Declarations of Interest		
2.1	<ul style="list-style-type: none"> • JB - declared an interest in relation to Millfields Trust and the Careers Hub. • VF - declared an interest in relation to Torbay Council, LVEP and Data Hub. 	
3. Minutes and Matters Arising from previous meeting		
3.1	Approved.	

Item	Agenda Item	Action
PROGRAMME MANAGEMENT (Previously SIP) – Commercially Confidential		
4.	Outputs update + actions on biggest output contributors	
5.	Digital Community Triage	
6.	Natural Capital Demonstration Fund	
7.	Unallocated Local Growth Deal	
8.	GPF - Millfield's Trust extension	

Item	Agenda Item	Action
FINANCIAL MANGEMENT (Previously F&R) – Commercially Confidential		
9.	LVEP Study	
10.	LEP Impact Study	
11.	Careers Hub Paper + Careers Hub Wave 2 Briefing	

Item	Agenda Item	Action
OTHER TOPICS		
12.	Advice re treatment of assets	
12.1	<p>Somerset Council, acting as Accountable Body, have commissioned Ashfords to undertake the review of the LEP's assets.</p> <p>An initial meeting was held on the 01st June to outline our request and the intention is for Ashfords to pull together a proposal for submission over the next two weeks.</p> <p>The responsibility for the transitions sits with the LEP management team but as Accountable Body, the advice is being sought from Somerset Council. The cost of the advice will be split between all parties.</p>	
13.	Risk Register (<i>Commercially confidential</i>)	
14.	AOB.	
12.1	None.	
Date of next meeting		
	04 th July from 9:30 to 11:30 via MS Teams	