

**Minutes of
Operations & Investment Committee**

**03 October 2023
09.30am – 11.00am**

Via Microsoft Teams

Committee Attendees

VOTING MEMBERS	
Name	Title
Amanda Ratsey	Plymouth City Council/Business Theme
David Ralph	HotSW LEP Chief Executive
Jane Dumeresque	LEP Board Member
Jo Currie	Somerset Council/Accountable Body
Paul Hickson	Somerset Council/Place Theme
Richard Stevens	Business Chair/LEP Board Member
Vince Flower	SAP Chair/LEP Board Member

OFFICERS IN ATTENDANCE	
Name	Title
Claire Gibson	HotSW LEP Head of Delivery
Daniel Newman	Devon County Council/People Theme
Eifion Jones	HotSW LEP Chief Operating Officer
Ian Harrison	Independent Transport Assessor
Isaac Young	Somerset Council/Accountable Body

OBSERVERS	
Name	Title
Suzanna Bond	CLGU
Shane Vallance	Moor Economics Ltd

Item	Agenda Item	Action
OPENING ITEMS		
1.	Welcome and Apologies	
1.1	Apologies received from: <ul style="list-style-type: none"> • Carl Wyard • David Bird • Keri Denton • 	
2. Declarations of Interest		
2.1	VF - declared an interest in relation to item 7 on TDA/Torbay in relation to EPIC AR - declared an interest in relation to item 9 on Millfields Trust and item 6 on Plymouth Science Park PH - declared an interest in relation to item 5 on iAero RS - declared an interest in relation to item 6 on Plymouth Science Park JD - declared an interest in relation ESP	
3. Minutes and Matters Arising		
3.1	Move item 8.1 to the end of the minutes to reflect that this is when the item was taken. Approved subject to changes.	

Item	Agenda Item	Action
PROGRAMME MANAGEMENT (Previously SIP) – Commercially Confidential		
4.	Mobile Boost Scheme Extension + Annex A	
5.	GD42N Enabling Digital Innovation in High Value Manufacturing	
6.	Plymouth Science Park funding	
7.	EPIC funding	
8.	Unallocated LGF Business Support application + low carbon summary	
9.	Millfields extension verbal update	
10.	Smart Sound Connect Subsurface Project	
11.	Angels Network Proposal	

Item	Agenda Item	Action
FINANCIAL MANGEMENT (Previously F&R) – Commercially Confidential		
12.	Month 5 Finance report, plus appendices A & B	

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OTHER TOPICS		
13.	Quarterly Performance Update (Jul to Sep) <i>(Commercially Confidential)</i>	
14.	Risk Register <i>(Commercially Confidential)</i>	
15.	AOB	
15.1	Following Eifion's departure, his work will be picked as follows:- <ul style="list-style-type: none"> • David R will pick up finance/operations • Claire G will pick up delivery/investments 	
Date of next meeting		
	07 th November 2023 from 9:30 to 11:30 via MS Teams	