

**Minutes of
Operations & Investment Committee**

**07 November 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 County Council/Accountable Body
Melanie Sealey	Devon County Council/People 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
Isaac Young	Somerset Council/Accountable Body

OBSERVERS	
Name	Title
Anne-Marie Spalding	Somerset Council/Growth Deal Theme Lead
Colin Bettison	Plymouth City Council/Growth Hub Project Manager
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"> • David Bird • Ian Harrison • Keri Denton – Melanie Sealey substituting • Melanie Roberts 	
2.	Declarations of Interest	
2.1	<p>JD - declared an interest in relation to Exeter Science Park.</p> <p>MS - declared an interest in relation to Exeter Science Park and Digital Skills Series.</p> <p>RS - declared an interest in relation Destination Plymouth and City College Plymouth.</p>	
3.	Minutes and Matters Arising	
3.1	Approved.	

PROGRAMME MANAGEMENT (Previously SIP) – Commercially Confidential		
4.	ACE-Lab Project Change Request	
5.	Digital Skills Series Change Request	
6.	Tourism Data Hub Phase 2 – Preferred Supplier	
7.	ESPL Science Park Centre Space Optimisation Appraisal	
8.	Unallocated LGF incl FFIZ paper	

FINANCIAL MANGEMENT (Previously F&R) – Commercially Confidential		
9.	Month 07 Finance report, plus appendix A & B	
10.	Growth Hub Underwriting	

OTHER TOPICS		
11.	Digital Infrastructure (Commercially confidential)	
12.	Risk Register (Commercially confidential)	
13.	LEP Board Update (Commercially confidential)	
	Date of next meeting	
	09 th January 2023 from 9:30 to 11:30 via MS Teams	