

**Minutes of
Operations & Investment Committee**

**06 February 2024
09.30am – 11.00am**

Via Microsoft Teams

Committee Attendees

| VOTING MEMBERS | |
|-----------------------|--------------------------------------|
| Name | Title |
| David Ralph | HotSW LEP Chief Executive |
| Jane Dumeresque | LEP Board Member |
| Jo Currie | Somerset Council/Accountable Body |
| Julia Blaschke | Plymouth City Council/Business Theme |
| 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 |
| Ian Harrison | Independent Transport Assessor |
| Isaac Young | Somerset Council/Accountable Body |
| Melanie Roberts | Somerset Council/Accountable Body |

| Item | Agenda Item | Action |
|---------------------------------------|---|--------|
| OPENING ITEMS | | |
| 1. | Welcome and Apologies | |
| 1.1 | Apologies received from: <ul style="list-style-type: none"> • Amanda Ratsey - Julia Blaschke substituting • Keri Denton - Melanie Sealey substituting • David Bird • Paul Hickson | |
| 2. Declarations of Interest | | |
| 2.1 | JD - declared an interest in relation to the Access to Finance Platform as a member of the Steering Group RS - declared an interest in relation to the Access to Finance Platform as a member of the Steering Group | |
| 3. Minutes and Matters Arising | | |
| 3.1 | Minutes to be updated to reflect that MS declared an interest in relation to Exeter Science Park. Approved. | |

| Item | Agenda Item | Action |
|---|---|--------|
| PROGRAMME MANAGEMENT (Previously SIP) – Commercially Confidential | | |
| 4. | CDS Digital Infrastructure - Red Risk Project | |
| 5. | LGF - Transition/Novation Arrangements | |
| 6. | Holsworthy Agri-Business Centre Phase 2 Enabling Fund | |
| 7. | Access to Finance Platform Phase 2 | |
| FINANCIAL MANGEMENT (Previously F&R) – Commercially Confidential | | |
| 8. | Month 09 Finance report plus Appendix A | |
| 9. | Run-on Insurance Quote | |
| 10. | Asset Transfer Advice | |
| 11. | EOY Reconciliations and wind-up process | |
| OTHER TOPICS | | |
| 12. | Risk Register HotSW LEP – Commercially Confidential | |
| 13. | Risk Register Transition – Commercially Confidential | |
| 14. | AOB | |
| 14.1 | None. | |
| Date of next meeting | | |
| | 05 th March 2024, OIC from 09:30 to 11:30 via MS Teams | |