

**Minutes of
Operations & Investment Committee**

**05 February 2024
09.00am – 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
Jason Vaughan	Somerset Council/Accountable Body
Jo Currie	Somerset Council/Accountable Body
Julia Blaschke	Plymouth City Council/Business Theme
Melanie Sealey	Devon County Council/People Theme
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
Ian Harrison	Independent Transport Assessor
Isaac Young	Somerset Council/Accountable Body
Melanie Roberts	Somerset Council/Accountable Body

OBSERVERS	
Name	Title
Corinne Matthews	Somerset Council
David Draffan	Plymouth City Council
Paul Chivers	Exeter Science Park
Sally Basker	Exeter Science Park
Shane Vallance	Moor Economics Ltd

Summary of actions from previous meeting

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 - Mel Sealey substituting 	
2.	Declarations of Interest	
2.1	<ul style="list-style-type: none"> • DB - declared an interest in relation to the Access to Finance Platform as a member of the Steering Group and Exeter Science Park. • JD - declared an interest in relation to the Access to Finance Platform as a member of the Steering Group and Exeter Science Park. • MS - declared an interest in relation to Mobile Boost and Exeter Science Park. • RS - noted that his interest in relation to the Access to Finance Platform no longer applied as he had resigned as a member of the Steering Group. 	
3.	Minutes and Matters Arising	
3.1	Approved.	

Item	Agenda Item	Action
PROGRAMME MANAGEMENT (Previously SIP) – Commercially Confidential		
4.	Exeter Science Park - Strategic Plan	
5.	Millfields Loan Repayment Update	
6.	Future Flight Innovation Zone Fund	
7.	Further Education Digital Action	
8.	Mobile Boost - Variation to condition	
9.	CDS Digital Infrastructure - Position Statement	
10.	Access to Finance Platform - Transition	
11.	LGF/GBF Project Status Report	

Item	Agenda Item	Action
FINANCIAL MANGEMENT (Previously F&R) – Commercially Confidential		
12.	Month 10 Finance report plus Appendix A	
13.	Run-on Insurance Quote	

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OTHER TOPICS		
14.	Risk Register - HotSW LEP (<i>Commercially Confidential</i>)	
15.	Risk Register - Transition (<i>Commercially Confidential</i>)	
16.	EOY Reconciliations and Wind-up Process (<i>Commercially Confidential</i>)	
17.	LEP Assets (<i>Commercially Confidential</i>)	
18.	Summary of accountancy treatment and Indemnity Update (<i>Commercially Confidential</i>)	
19.	Position Report of LEP Impacted Staff (<i>Commercially Confidential</i>)	
20.	AOB	
20.1	None.	