

Annex 6: Meeting Note template

The Heart of the South West Annual Performance Review 2020-21

Location: Remote - MS Teams

Date: 27.01.2021

Time: 09:00

Actions from 2020-21 Mid-Year Review

Action #	Action Point	Date completed	Resolution
1	Follow-up discussion with LEP and CLGU which, when a mutually reinforcing approach to South West marine sector is achieved, will form basis of potential meeting with central government.		Work on the Future Oceans Institute is on-going, and Claire Gibson has been recruited to lead on this – meetings following on from MYR have taken place.
2	Review Q2 figures and discuss with CLGU.		Complete.
3	Emphasise continued focus on outputs throughout financial year.		DB confirmed, in his role as Chair of the Strategic Investment Panel (SIP), that this remains central and that he continues to emphasise the importance of this focus.
4	Confirm that the timescale/deadline for job creation is March 2022, when the 2021 payment will be received and the reporting process for GBF.		Now confirmed that outputs/outcomes timeframe extends to 2025, Q3 reporting due shortly and No. 10 request for progress update and case study by 29.01.21.
5	Raise use of £5m ERDF underspend with Tim Wheatley.		ERDF national underspend use currently being considered by Ministers. Options include increase

			funding for the 'Reopening the Highstreet Safely Fund' and a top-up to Business Support.
6	Organise a meeting to discuss publication of LIS including title and any details that require amendment to reflect new context.		HotSW LIS published independently following correspondence with Stephen Jones and the CLGU Strategy Team
7	Organise a meeting with DR and Becky Miles re GSW		Complete

Annual Performance Review

Governance
<ul style="list-style-type: none"> • Diversity and private/ public sector composition – HotSW is compliant. 7/20 board directors are women and 14 are private sector representative, 35% and 70% respectively. A document has been drawn up demonstrating this compliance with reference to the national assurance framework. • EJ outlined the on-going recruitment plan, with the next campaign in Autumn, which prepares the LEP for scheduled retirement and ensures that HotSW continually meets diversity targets. • KT is both LEP Chair and diversity champion – KT outlined plans to extend representation and broaden reach not just in terms of gender and private sector representation but also in regards BAME community. • BB confirmed that Jason Vaughan has attended board meetings as S151 officer representing accountable body, including where declarations of interest were made. • RW confirmed that the Scrutiny Committee continues to meet regularly, recently endorsing the LIS, and will meet in the coming weeks to focus on the Clean Growth and Build Back Better plans. • DR requested that government provided guidance on scrutiny model noting that whilst the HotSW is robust in its scrutiny, models and effectiveness are inconsistent across LEPs.
Delivery

- EJ confirmed that both LGF and GBF will be spent on time by end March 2021
- EJ confirmed that some LGF funding earmarked for spend this financial year will be spent using freedoms and flexibilities and confirmed that the -£439,218 to be allocated to Growth Hub activity via freedoms and flexibilities for business support services. This will be made transparent in the Q3 return.
- GBF returns, both the recent No.10 commission due 29.01.21 and Q3 returns due mid-February, are in process and will be available on schedule.
- SB reiterated the importance of a robust process for documenting outputs and meeting yearly targets.
- EJ stated that the impact of Covid-19 on delivery has been varied – many projects have been influenced to a greater or lesser extent. The disruption was most profound during the Spring and the first lock-down and subsequently time has been recovered and adaptations made.
- DR highlighted the lack of available funds within local authorities as a delivery risk, particularly low revenue funding. Available revenue funding is often tied up by Growth Hubs, and associated Careers Hubs, or EDRF projects requiring revenue support. To help projects get off the ground, the LEP has used some of its core funding where local authorities are struggling to match.
- RW confirmed that ‘deep-dive’ or ‘masterclass’ sessions are held before formal scrutiny meetings including prior to annual report publication.
- EJ noted that Enterprise Zones felt a “forgotten policy” and continue to provide a potential opportunity to deliver levelling-up. Oceansgate is continuing to develop and is now at its third phase and that East Devon District Council have agreed to increase borrowing from £8m-£20m to support the site. Engagement with the West of England continues in regards Gravity’s inclusion in a Freeports bid. DR supported review of EZ policy.
- With the new subsidy regime replacing State Aid there is an opportunity to re-examine the potential for designation such as assisted areas (previously Cornwall & Isles of Scilly plus parts of south Devon) to enable higher levels of investment needed
- DR raised fragmentation as a delivery impediment – the proliferation of programmes that bring forward smaller projects and have shorter timeframes sees a fragmented investment landscape emerge and this is impacting on delivery of strategic objectives. Equally, large quantities of smaller projects financed through multiple funding streams, each with their own monitoring and evaluation regimes, are a drain on resources. This applies to Growth Hub but isn’t limited to this; e.g. recent Made Smarter opportunity changed from 5 years to 1 year. Achieving the change needed for levelling-up and recovery requires consistent and sustained investment.
- HPO successes – Photonics HPO centred in Torbay is now live and has landed its first success from the US, Marine Autonomy and Smart Aviation continue to be developed in partnership with DIT. DR – nationally inward investment and FDI interest is in downturn

but HotSW is bucking that trend. As well as HPOs, the HotSW 'soft-landing package' approved its first grant at the last HotSW leadership meeting and international trade advisors continue to work across the Greater South West cluster.

- As an impediment to delivery, HotSW have yet to receive response to August correspondence on its nuclear supply chain timelines – Awaiting decision from BEIS Civil Nuclear Team on support - HotSW will be shutting this down next year if funding is not available.

Strategic Impact

- Leadership in Greater South West (GSW) with both the GSW All Party Parliamentary Group (APPG) and the GSW Steering Group – KT stated that there is good collaboration and spirit of cooperation across LEP regions within the GSW area. KT continues to meet regularly with the other board chairs to discuss pan-regional issues. The GSW APPG operates with varying levels of success, MP engagement can be patchy but KT believes that progress is being made. The group met recently to discuss the Building Back Better agenda and there was good understanding and commitment demonstrated. There remains ambition to deliver prosperity and economic growth across the region and alignment to big strategic opportunities presented by the geography. There was a recent PMQ from the Chairs of the GSW APPG and the PM responded very positively.
- KT -still awaiting any kind of guidance from government in regards its preference on the size and structure of PRPs and advised that discussions are on-going in regards how to make GSW a success irrespective of HMG support.
- DR - GSW prospectus published 1 year ago and awaiting government response.
- DR – Build Back Better plan in draft a few weeks ago and consultation ended last Friday with intention that it will be presented for approval at the Joint Committee on Friday 29.01.21.
- DR - The HotSW is continually developing and updating its pipeline projects to ensure it can respond at pace to opportunity and government requests.

LEP Feedback

- KT – Would like it recorded that the HotSW LEP executive team have pulled together extremely well under difficult circumstances.
- Despite the pandemic the Board has performed very well with very few apologies
- Deep-dive/master-class sessions have been introduced, with the next on tourism on 19 February, which is of course a sector highly exposed to the pandemics economic impact.
- Leadership groups continue to engage in strategy and pipeline development.
- The Recovery Taskforce is also responding well to challenging circumstances.
- The HotSW has good MP support and the intention is to leverage this in support of the levelling up agenda.

- DR – raised concerns about the relationship between strategy and locality asking for clarification as to how government views ‘place-based development’ in the future. Additionally, that the towns fund model as a potential way forward represents some challenges in this regard and if extended without refinement there is a risk that the efficacy of strategy will be compromised and a highly fragmented approach will emerge.
- DR – also raised that work of the HotSW on local task forces, including the redundancy task forces led by Somerset West and Taunton and South Somerset district councils, has been positive and the LEP continues to work hard to engage directly with these.
- EJ asked for confirmation of when core funding details will be available and suggested that an indicative figure would be useful. (NB on 28 January confirmation of LEP core funding was announced: “Subject to business case approval, the intention is to pay each LEP £500k. In addition, LEPs will also receive an allocation from the £22m core funding for Growth Hubs in 21-22”.

AOB

- N/A

Action Points

[Inset new rows as appropriate]

Action #	Action Point	Owner	Date to be completed	Date completed	Resolution
1	Follow-up on the use of residual ERDF from current programme with Tim Wheatley – the LEP favour business support	CLGU	End March 2021		
2	Ensure that the -£439,218 is properly identified in the Q3 return as spent with S151 agreement	HOTSW LEP	End February 2021		

3	Confirmation of LEP Core Funding 2021-2022 was requested	CLGU/HMG	ASAP	28 February 2021	
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Attendees:

David Ralph (DR) – HotSW Chief Executive
Eifion Jones (EJ) - HotSW Chief Operating Officer
Mel Sealey (MS) - HotSW Programme Performance Manager
Ben Bryant (BB) – S151 officer Somerset County Council
Karl Tucker (KT) – HotSW Board Chair
Councillor Rod Williams (RW) – Vice chair of HotSW Scrutiny group
Suzanne Bond (SB) – Area Lead CLGU
Elizabeth Spence (ES) – Deputy Area Lead CLGU
Henry Seymour (HS) - CLGU