



**Solent Local Enterprise Partnership
Business Support Investment Panel Meeting Notes**

Held on 13 December at 10.00am
Spindle meeting room, 1000 Lakeside, Portsmouth

Present	Apologies
Tim Fielder - Chair	Mark Waldron
Lyn Davis	Don Spalinger
Adrian Went	SJ Hunt
Cllr Derek Pretty	Chris Brammall
Don Spalinger	
James Fitzgerald - PCC	
Lloyd Clark - PCC	
Caroline Carter	
LEP	
Steve Futter	
James Ford	
Vicki Stone	
Chris Heath	
Kate Cloud	
Alison Hesselberth (Observer)	

Item		ACTION
1.	<p><u>Introductions</u></p> <p>Tim Fielder welcomed panel members to the meeting.</p> <p>Panel members were informed that following SJ's appointment as a Solent LEP Board Director, SJ has formally resigned from her role on the BSIP panel.</p> <p>The recruitment process to appoint to the vacant positions on the panel would commence in the new year.</p>	Executive Team to action
2.	<p><u>Apologies</u></p> <p>Apologies were received from Mark Waldron, SJ Hunt, Chris Brammall and Don Spalinger.</p>	

3.	<p><u>Notes of previous meeting</u></p> <p>The notes from the meeting on 1 November 2018 were agreed and signed as a correct record of the meeting.</p>	LEP Exec to action accordingly
4.	<p><u>Matters Arising</u></p> <p>The Complaints summary would be covered under Item 7. Contracts Update.</p>	
5.	<p><u>Declarations of Interest</u></p> <p>There were no declaration of interests recorded.</p>	
6.	<p><u>Business Support Programmes Status Update Report</u></p> <p>Confidential report has not been published as it includes information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972, including information relating to an individual and/or relating to the financial or business affairs of a particular person.</p> <p>Panel members were provided with an update in relation to progress and changes to LEP Business Support programmes since the 1 November 2018 meeting. It included high level information on job outcomes and awards made.</p> <p><u>Current Fund Status</u></p> <p>The status of the funds and job outputs as at December 2018 were reviewed.</p> <p>The Panel were advised that the table format had been simplified and will be further developed in the coming months with a view to providing panel members with both a greater detail on outputs achieved vs targets, and also a better sight of the developing pipeline of potential SME applications.</p> <p>In round one which closed for applications on 28 September 2018, no SME applications were received in respect of the Solent Prosperity Fund. Three applications for the Small Business Programme were received and considered by Panel at its meeting on the 1 November. In the second round which closed on 2 November 2018, three SME applications for the Small Business Programme and one Solent Prosperity Fund application have been received.</p> <p><u>Solent LEP Growth Hub</u></p> <p>As reported at the previous panel meeting, the Solent LEP Growth Hub is now an established component of the LEP business support offer, and work is ongoing to further integrate the service into the broader LEP business engagement activity.</p> <p>The panel were provided with an update on the pipeline of enquiries received from SMEs since September 2018.</p> <p>The next application deadline for submission to the SME support funds is 25 January 2019. Applications received by this date will be considered by the panel at its meeting on 7 March 2019.</p> <p><u>Small Business Programme (ERDF Funded)</u></p> <p>Further to previous reports of ongoing discussion with the Ministry of Housing and Local Government (MHCLG), the LEP Executive team met with an officer from MHCLG on 26</p>	

	<p>November. Work is underway to clear down the actions from this meeting and move the programme forward.</p> <p>The LEP Executive team are preparing a response to the On The Spot Verification visit (OTSV) held in July 2018, and are working on a Project Change Request (PCR) re-profiling the both the expenditure and outputs for the project to March 2021. The LEP Executive team are awaiting confirmation from MHCLG as to whether the programme closure date can be extended out to 2023 as had been indicated previously, as this would enable a more considered PCR to be submitted.</p> <p><u>IOW Rural SME Fund</u></p> <p>As previously reported, Natural Enterprise (NE) have drawn down their funding for 2018/19, and have announced the next round closure for the fund of 3 January 2019 with the Local Action Group meeting on the 7 February 2019 to consider those applications. A meeting took place on 12 December between the LEP and NE which was very positive, and NE will be submitting a proposal for future funding for consideration by the Solent LEP Board at their meeting in February 2019.</p> <p><u>Contracting</u></p> <p>At the previous panel meeting on 1 November 2018 two awards were agreed. The LEP Executive Team have informed all applicants of the outcomes from the November panel meeting, and are in the contracting phase with both successful applicants.</p> <p><u>Projects to be considered by the Panel</u></p> <p>The LEP Executive Team received four new, eligible applications for funds by the 2 November 2018 submission deadline to be considered by the panel.</p> <p>Panel members noted that an application received under the Solent Prosperity Fund, was subsequently withdrawn by the applicant, due to timing issues in relation to delivery of their proposed project. As a result, the Investment Panel would consider the three Small Business Programme applications at the meeting.</p>	
7.	<p><u>Contract Updates</u></p> <p>Confidential report has not been published as it includes information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972, including information relating to an individual and/or relating to the financial or business affairs of a particular person.</p>	
8.	<p><u>Consideration of SME Applications (Commercial in Confidence)</u></p> <p>Confidential report has not been published as it includes information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972, including information relating to an individual and/or relating to the financial or business affairs of a particular person.</p>	Executive to notify applicants
9.	<p><u>Any other business</u></p> <p><u>New Assessment Form</u></p> <p>The panel thanked the Executive team for the successful development of the new assessment form template.</p> <p><u>Date of next meeting</u></p> <p>The next panel meeting would take place on 7 March 2019.</p>	

	<p>The Chairman thanked the Panel members for the contributions during the past 12 months and wished everyone a happy Christmas.</p> <p>No other business, meeting closed.</p>	
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Meeting closed at 11.15

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