

Meeting of the
Solent LEP Business Support Investment Panel
to be held on
Thursday 7 March 2019: 10:00am - 12:00pm

Confidential information not published including information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972 has not been published, including information relating to an individual and/or relating to the financial or business affairs of a particular person.

Item	Title	Time
1.	Introductions	10:00 - 10:15
2.	Apologies for absence	
3.	Minutes of previous meeting - 13 December 2018	
4.	Matters Arising	
5.	Declarations of Interest	10:15 - 10:20
6.	Business Support Programmes Status Update Report	10:20 - 10:40
7.	Contract Updates	10:40 - 10:50
8.	Consideration of Solent Growth Fund Applications	10:50 - 11:30
9.	Any Other Business	11:30 - 12:00

Meeting to close at 12:00pm



**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> 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> 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

DRAFT

Item: 6
Title: Business Support Programmes Status Update
Date: 7 March 2019
Purpose: To provide the Business Support Investment Panel with an update on Solent LEP SME grant programmes

Confidential information has been removed from this report.

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Introduction

This report provides panel members with an update in relation to progress and changes to LEP Business Support programmes since the 13 December 2018 meeting. It includes high level information on job outcomes and awards made.

Current Fund Status

The status of the funds and job outputs, as at February 2019, can be viewed in Tables 1 and 2, below and overleaf.

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 of November.

In the second round which closed on 2 November 2018, one Solent Prosperity Fund SME application and three applications for the Small Business Programme were received.

In the third round which closed on 25 January 2019, three SME applications for the Solent Prosperity Fund and one Havant Business Support Fund application were received.

Table 1- Financial

	Solent Prosperity Fund ¹		
	Current Fund End Date: 31 March 2021 Jobs created by: 31 March 2021		
	Project Cost	LEP Funding	Match Funding
Solent Prosperity Fund	£0	£0	£0
Small Business Programme	£3,072,354	£635,390	£2,436,964
Z21	£371,657	£137,600	£234,057
IoW Rural SME Fund	£1,668,492	£644,821	£1,023,671
Predecessor Programmes	£11,645,165	£1,725,194	£9,919,971
TOTALS	£16,757,668	£3,143,005	£13,614,663

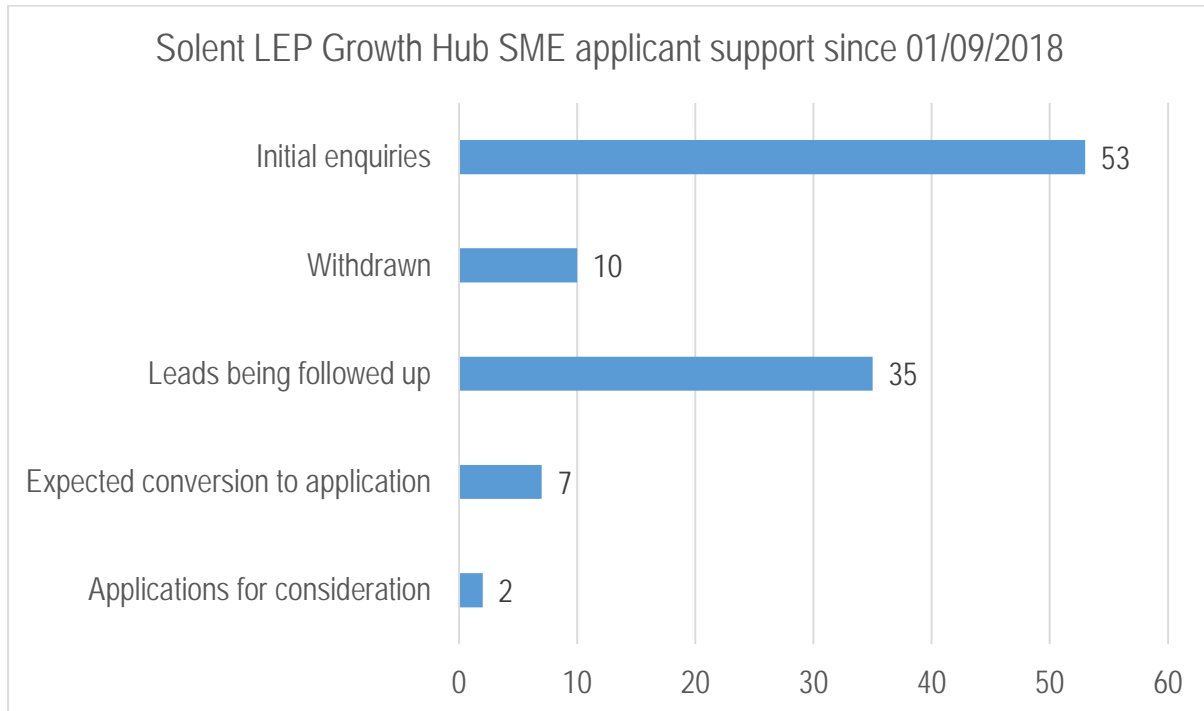
Table 2- Outputs

	Solent Prosperity Fund ¹				
	Current Fund End Date: 31 March 2021 Jobs created by: 31 March 2021				
	Projects Supported	Jobs Created	Jobs Safeguarded	New to <u>market</u> products, processes or services	New to <u>firm</u> products, processes or services
Solent Prosperity Fund	0	0	0	N/A	N/A
Small Business Programme	14	68	0	2	2
Z21	7	0	0	N/A	N/A
IoW Rural SME Fund	32	35	23	N/A	N/A
Predecessor Programmes	33	168	34	N/A	N/A
TOTALS	86	271	57	2	2

Solent LEP Growth Hub

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. The chart below graphically illustrates the pipeline of enquiries from SMEs since September 2018, and the text overleaf provides some further context for Panel members.

¹ Funded from the Local Growth Deal 2015/16 to 2020/21 including LEP predecessor programmes and investment programmes delivered by LEP partners Natural Enterprise (IoW Rural SME Fund) and University of Southampton (Z21 Innovation Fund)



Initial enquiries - the initial recorded enquiries represent the 'long list' of 53 enquiries into the SME funds.

Withdrawn - of the 53 enquiries 10 have withdrawn from seeking funding.

Leads being followed up - of the 53 enquiries 35 are live and are being followed up with ongoing advice and discussions between the enquirer and the Growth Hub team.

Expected applications - of the 53 enquiries, seven applications can reasonably be expected in the short to mid-term. The next application deadline for submission to the SME support funds is 15 March 2019. Applications received by this date will be considered by the panel at its meeting on 16 May 2019.

Small Business Programme (ERDF Funded)

Members of both the LEP Executive team and accountable body met with officers from MHCLG on 25 February 2019 to discuss the current funding programme. A number of scenarios were raised with MHCLG colleagues, and the LEP Executive are awaiting clarification on the points discussed. If these are received in a timely manner, a verbal update will be provided at the meeting.

IoW Rural SME Fund

As previously reported, Natural Enterprise's Local Action Group (LAG) met on the 7 February 2019 to consider funding applications. There had been a total of eight applications received although one applicant did withdraw two days before the meeting. Of the remaining seven applications, six were supported.

Following approval by FPPMG, the LEP Executive has prepared a draft funding agreement covering the period 2019/2020 to 2020/2021 at the current rate of funding of £250,000 per annum. It is hoped the

funding agreement will be executed prior to 31 March 2019, thereby enabling Natural Enterprise to draw down the first tranche of £250,000 before the end of the current financial year.

University of Southampton - Zero to One Innovation Fund (Z21)

The University of Southampton (UoS) received £0.5m of Local Growth Deal funding in advance in 2016/17 to establish a new funding programme to support web-related research projects and early stage commercial initiatives that can be accelerated towards commercialisation and angel funding.

The Z21 panel, including LEP and accountable body representation, met on 8 February to consider three new applications for MVP (Minimum viable product) funding of £6,000 per project, and one pre-seed application seeking £31,500. The panel supported two of the three MVP applications, with the one unsuccessful applicant being invited to reapply once the project was suitably mature, and the panel also supported the pre-seed application.

At its meeting in January 2019, FFPMG supported a request from UoS for a contract variation to extend the closing date for applications to the programme to 31 March 2020. This is being drafted presently.

Progress Update

Contracting

At the previous panel meeting on 13 December 2018 no awards were agreed. The LEP Executive Team have informed all applicants of the outcome from the December panel meeting.

Project Delivery

In line with the published Solent LEP Assurance Framework, applications above the £100,000 delegated decision level of the Panel can be recommended by the Investment Panel for support. Further to a previous recommendation from this Panel, Esprit Electronics Ltd application was supported by FFPMG at their meeting in January 2019.

Further to previous recommendations from the Panel, the LEP Executive can confirm that KCC Ltd have received their first grant instalment.

Projects to be considered at the Panel Meeting

The LEP Executive Team received four new applications for funds by the 25 January 2019 submission deadline to be considered by the Panel at their meeting on 7 March 2019.