



**SOLENT  
LOCAL  
ENTERPRISE  
PARTNERSHIP**

**Solent Local Enterprise Partnership Meeting of the Board of Directors**  
Held on Friday 10<sup>th</sup> May 2019 at 09:15 am at Fawley Waterside, Fawley, Southampton

<b>Present</b>	<b>In Attendance</b>
Brian Johnson (Chairing the meeting)	Stuart Baker
Anne-Marie Mountifield	Steve Futter
Christopher Hammond	Nicola Twiddy
Dave Stewart	James Fitzgerald - Portsmouth City Council (as the Accountable Body)
David Youngs	Lloyd Clark - Portsmouth City Council (as the Accountable Body)
Graham Baldwin	Chris Ward – Portsmouth City Council (as the Accountable Body)
Keith Mans	Sophie Mallon - Portsmouth City Council (as the Accountable Body)
Gerald Vernon-Jackson	Crispin Dick
Rachael Randall	Toni Wootton - BEIS Cities and Local Growth Unit (CLGU)
Seán Woodward	Cath Goodall - BEIS Cities and Local Growth Unit (CLGU)
SJ Hunt	
Stuart Hill	
<b>Apologies</b>	<b>Guests</b>
Gary Jeffries	Jonathan Gillham (PWC)-Item 6 only
Kevin George	Andrew Keck (Housing, Communities & Local Government) - Item 7G only
Paula Swain	

<b>Item</b>	<b>ACTION</b>
<p><b>1. Welcome and Introductions</b> Ahead of the meeting Gary Jeffries offered apologies and the Board agreed that Brian Johnson would Chair the meeting. The Chairman welcomed everyone to the meeting. Due to declarations of interest notified in advance of the meeting the Chair proposed that the agenda be re ordered to bring forward item 9 following consideration of item 5 and 6. This was agreed by all.</p>	
<p><b>2. Apologies for Absence</b> Apologies were received from Gary Jeffries, Kevin George and Paula Swain.</p>	
<p><b>3. Notes of the meeting held on Friday 14 December 2018</b> It was raised that the record of the meeting recorded Graham Baldwin as both attending the meeting and as sending apologies. The record was updated to reflect the fact that Graham had notified his absence for the meeting and was not in attendance. The minutes of the 15 February 2019 board meeting were then <b>agreed</b> and signed by the Chairman.</p>	

<p><b>4. Matters Arising</b></p> <p><u>Governance update - page 3</u></p> <p>The executive provided the board with an update on the progress of the LEP review implementation plan and highlighted the recently published NAO progress update on LEPs. The board considered benchmarking data in relation to board diversity and gender representation and also in relation to LEPs' progress against the 2018 LEP review. This would be considered further at SERCOM in June 2019.</p> <p><u>Governance - Deputy Chair Appointment (page 4)</u> - The Board noted that this was scheduled to be considered under item 9 and agreed to bring forward the discussion as a matter arising. <b>They Agreed</b> the appointment of Brian Johnson to the Deputy Chair role for a 3-year tenure to 10 May 2022 in line with the guidance within the LEP Review.</p> <p><u>Solent LEP Delivery Plan 2019/20</u> - The draft Delivery Plan had been shared with Government as part of the Board papers in February 2019. In line with the published process CLGU are invited to comment on the draft prior to finalising the document and this was awaited. CLGU attendees at the meeting confirmed that feedback would be provided during week commencing 13 May 2019.</p> <p>The Board noted that the deadline for publication was end of May 2019</p> <p><b><u>Declarations of Interest</u></b></p> <p>The following declarations of interests were recorded:</p> <p><b><u>Graham Baldwin</u></b></p> <p>Item 6 - For note only - LIS update (Pam Baker has been seconded from Solent University to provide support to the LEP executive for the LIS)</p> <p>Item 8 - Solent Prosperity Fund update</p> <p><b><u>Cllr Keith Mans</u></b></p> <p>Item 7 - Stubbington Bypass (for noting only)</p> <p>Item 7g - Proposed upgrade to M27 J10</p> <p>Item 7i - EZ Retained Rates</p> <p>Item 8 - Solent Prosperity Fund update</p> <p>Item 9 - Governance (Member of New Forest Park Authority &amp; Board Member at EM3)</p> <p><b><u>Cllr Seán Woodward</u></b></p> <p>Item 7 - LGD Programme update - CETC (for noting only)</p> <p>Item 7 - LGD Programme update - North Whiteley (for noting only)</p> <p>Item 7g - Proposed upgrade to M27 J10</p> <p>Item 7 - Stubbington Bypass (for noting only)</p> <p>Item 7i - EZ Retained Rates</p> <p>Item 8 - Solent Prosperity Fund update</p> <p><b><u>Cllr Dave Stewart</u></b></p> <p>Item 7 - LGD Programme update - Floating Bridge (for noting only)</p> <p>Item 8 - Solent Prosperity Fund update</p> <p><b><u>Kevin George</u></b></p> <p>Item 7 - LGD Programme update - Floating Bridge (for noting only)</p> <p>Item 9 - Update on work with Maritime UK re Awards event as currently a member of the Maritime UK Council (for noting only -apologies sent for the meeting)</p> <p><b><u>Rachael Randall</u></b></p>	<p>SERCOM</p> <p>CLGU</p> <p>LEP Executive</p>
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	<p>Item 7 - LGD Programme update - Floating Bridge (for noting only)</p> <p><b><u>Chris Ward</u></b>  Item 7i - EZ Retained Rates  Item 7 - LGD Programme update - Floating Bridge (for noting only)  Item 8 - Solent Prosperity Fund update</p> <p><b><u>Cllr Gerald Vernon-Jackson</u></b>  Item 8 - Solent Prosperity Fund update</p> <p><b><u>Cllr Chris Hammond</u></b>  Item 8- Solent Prosperity Fund update</p> <p><b><u>James Fitzgerald</u></b>  Item 8 - Solent Prosperity Fund update</p> <p><b><u>Sophie Mallon</u></b>  Item 8 - Solent Prosperity Fund update</p> <p><b><u>Anne-Marie Mountifield</u></b>  Item 9 - Update on work with Maritime UK re Awards event as currently a member of the Maritime UK Council (for noting only)</p> <p>Seán Woodward stepped out of the meeting.</p>	
<p>5.</p>	<p><b><u>Skills for Growth</u></b>  The report was taken as read and board members considered the Southampton Further Education Travel to Learn Review update. Ahead of this the following interests were noted:</p> <p>Brian Johnson as his spouse is employed by Brockenhurst College  Graham Baldwin as the Vice Chancellor of Solent University</p> <p>In relation to the Travel to Learn review the Board <b>Agreed</b> that a statement setting out the LEP position should be shared with the FE Commissioner; and they delegated authority to the LEP Executive to agree this with the LEP Board Skills Lead, Rachael Randall.</p> <p>It was also agreed that the LEP should approach Southampton City Council with a view to agreeing a joint letter to respond to the review once it is concluded.</p> <p>Board Members <b>Noted</b> the wider update provided in the report.</p> <p>Seán Woodward returned to the meeting.</p>	<p>LEP Executive and LEP Board Skills Lead</p> <p>LEP executive</p>
<p>6.</p>	<p><b><u>Local Industrial Strategy (LIS) update</u></b>  Board Members received an update on the work undertaken to date on the LIS and discussed the draft progress update statement.</p> <p>There was a discussion on place shaping and branding for the Solent area and the Board <b>agreed</b> that work should be commissioned on this to seek independent advice to inform a further discussion at the next Board meeting.</p> <p>Seán Woodward stepped out of the meeting.</p>	<p>LEP Executive</p>

	<p>The Board received a 10-minute presentation from Jonathan Gillham, PWC.</p> <p>Board Members:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the update provided in this report on work underway to develop a Solent Local Industrial Strategy; and</li> <li>• <b>Considered</b> and agreed to provide further Advice on the draft Local Industrial Strategy Progress Statement with a view to publication by the end of May 2019</li> </ul> <p>Seán Woodward returned to the meeting.</p> <p>Gerald Vernon-Jackson left the meeting.</p>	LEP Board
9.	<p><b>Governance Update</b></p> <p>The paper was taken as read.</p> <p>Local Authority (P) Board Directors:</p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> to remove the three ineligible Local Authority (P) Members from membership.</li> </ul> <p>All Board Directors:</p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> to invite East Hampshire District Council, Test Valley Borough Council, Winchester City Council, Bournemouth, Poole and Christchurch Council, Chichester District Council, Dorset Council, Wiltshire Council, West Sussex County Council, Enterprise M3 LEP, Dorset LEP, Swindon and Wiltshire LEP and Coast 2 Capital LEP to join the Solent LEP as Associate Members</li> <li>• <b>Considered</b> and <b>Agreed</b> the Equality and Diversity policy for adoption and publication</li> <li>• <b>Agreed</b> that the Chair of SERCOM, Rachael Randall, is the Solent LEP Diversity Champion</li> <li>• <b>Considered</b> and <b>Agreed</b> the Co-option of Special Advisers policy for adoption and publication, and <b>provided advice</b> in relation to co-option to inform SERCOM discussions, including the proposal to co-opt a young person to the board and they asked SERCOM to consider next steps on this.</li> <li>• <b>Agreed</b> to establish the roles of Governance, Strategy and Delivery Champions as set out in Annex C; and to <b>delegate</b> authority to SERCOM to incorporate these roles into the emerging role descriptions for the LEP Chair, Deputy Chair and FFPMG Chair</li> <li>• <b>Agreed</b> to nominate David Youngs and Dave Stewart as the LEPs Digital and Technology Champion(s)</li> <li>• <b>Considered</b> and <b>agreed</b> the Terms of Reference for the Business and Higher Education Forum</li> <li>• <b>Delegated</b> authority to the Executive to work with the Chair of the Business and Higher Education Forum (once in place) to recruit membership and establish the new Panel</li> <li>• <b>Considered</b> and <b>agreed</b> the draft Skills Advisory Panel Terms of Reference and;</li> <li>• <b>Delegated</b> authority to the Executive to work with the Chair of the Skills Advisory Panel to recruit membership and establish the new Panel</li> <li>• <b>Considered</b> the approach to succession planning for the Chair role. The board asked SERCOM to undertake further work on succession planning with a view to the Board agreeing an approach to succession planning for the Chair role at their next meeting in July 2019.</li> </ul> <p>Dave Stewart left the meeting.</p> <p>The Board deferred a decision on nominating a Business Director to Chair the Business and Higher Education Forum; and it was <b>agreed</b> that this would be taken forward to SERCOM for discussion at their June meeting before coming back to the Board in July 2019.</p>	<p>Executive</p> <p>Executive</p> <p>SERCOM</p> <p>SERCOM</p> <p>SERCOM</p> <p>SERCOM</p>

	<p><b>Post meeting note;</b>  <b>All Board Directors were asked to:</b></p> <ul style="list-style-type: none"> <li>• Confirm attendance or send apologies for the Maritime UK Awards event</li> <li>• Promote the opportunity to for businesses to be nominated for awards</li> <li>• Promote the opportunity to purchase a table at the awards ceremony</li> <li>• Promote the sponsorship opportunities at the awards ceremony</li> </ul>	
	<p><b>7. Financial Outturn 2018/19, budget for future years, Local Growth Deal and Retained Schemes update</b></p> <p>The Board considered the final outturn position of all the LEP funds to the end of the 2018/19 financial year (31 March 2019) against the final revised budget, the revised budget for 2019/20 and forecast budget for the period 2020/21 to 2021/22.</p> <p>The Board:</p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> the final outturn for 2018/19 of £9,218,086 and the sources of funding called upon as set out in appendices A and B; and</li> <li>• <b>Agreed</b> the revised budget for 2019/20 of £66,366,673 and the forecast budget for the period 2020/21 to 2021/22 as set out in appendix B including: <ul style="list-style-type: none"> <li>○ The latest position of the Local Growth Deal Fund as set out in appendix E</li> <li>○ The re-profiling and budget movements as set out in the table in paragraph 5 of the report.</li> <li>○ The current position of the Growing Places Fund as summarised in appendix D.</li> </ul> </li> </ul> <p>The Board <b>Noted</b> and <b>Agreed</b> the Corporate and Strategic Risk Register attached at appendix C. and the high level LGD Risk Matrix for the Local Growth Programme attached at appendix F.</p> <p>Chris Hammond left the meeting.</p> <p>The Board then considered the report under Appendix G</p> <p><b>The proposed upgrade to M27 Junction 10</b></p> <p>Andrew Keck (MHCLG) joined the meeting for Item 7G and provided a brief update on his role leading on the Marginal Viability Housing Infrastructure Fund (HIF) activity for MHCLG. The board noted that in early 2018 HIF funding was announced for Welborne and this was subject to contract.</p> <p>Seán Woodward declared an interest in this item and provided a short update from Fareham Borough Council in relation to planning and then withdrew from the meeting.</p> <p>Keith Mans declared an interest in Item 7G and withdrew from the meeting.</p> <p>The Executive provided an update on the progress of the scheme and the board considered the correspondence from Fareham Borough Council, Hampshire County Council and MHCLG. Stuart Hill left the meeting.</p> <p>The Board also considered the advice from FFPMG and they <b>Agreed</b> next steps, including provision for a further update at the July Board meeting.</p> <p>David Youngs left the meeting.</p> <p>Keith Mans returned to the meeting following the Item 7G discussion.</p> <p>Board Members also:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the updates in relation to the Local Growth Deal capital programme and the Retained Schemes update.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Noted</b> the other project updates reported by exception in paragraph 7 of the report.</li> <li>• <b>Noted</b> the update in relation to the Solent Enterprise Zone retained rates attached in appendix I and <b>Agreed</b> to defer consideration of this item pending further work by FFPMG at their next meeting.</li> <li>• <b>Considered</b> the updated guidance and advice from FFPMG on the SME Component of the Solent Prosperity Fund and <b>agreed</b> to update to the existing Technical Guidance following closure of Round 5 on the 31 May 2019.</li> <li>• <b>Delegated authority</b> to the LEP Executive and Accountable Body to undertake the work in order that the updated technical guidance for the funds can be launched in June 2019.</li> <li>• <b>Considered</b> the request from Fareham College for a variation to the funding agreement in respect of the Civil Engineering Training Centre.</li> </ul> <p>Graham Baldwin left the meeting.</p> <p><u>Post meeting note</u> Following the Board meeting, the matter was subsequently considered by the Board via written procedure and the Board <b>unanimously agreed</b> the request from Fareham College for a variation to the funding agreement in respect of the Civil Engineering Training Centre; and <b>Delegated</b> authority to the LEP Executive and AB to take this work forward.</p>	<p>FFPMG</p> <p>Executive</p> <p>Executive</p> <p>Executive</p>
<p>8. Solent Prosperity Fund Large Project Update</p> <p>Board Members:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the updated provided in the report.</li> </ul> <p>Chris Ward, James Fitzgerald and Sophie Mallon declared an interest in this item and left the meeting room.</p> <p>Keith Mans declared an interest and did not participate in the discussion for the remainder of the item.</p> <p>The Board were provided with an update on the status of the Large Project component of the Solent Prosperity Fund (SPF), following the closure of rounds one to four and they;</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> the advice of the Large Project Advisory Panel and the Independent Due Diligence report; and</li> <li>• <b>Agreed</b> the report recommendations and delegated authority to the LEP Executive to take the work forward</li> </ul> <p>The Board also discussed a proposal to review the current technical guidance for the large project component of the SPF and it was <b>AGREED</b> that FFPMG would review this at their next meeting in June 2019.</p> <p>Chris Ward, James Fitzgerald and Sophie Mallon returned to the meeting room.</p>		<p>Executive</p> <p>FFPMG</p>
<p>10. Any other Business</p> <p><u>Forward Plan</u></p> <p>Board members considered and <b>agreed</b> the forward plan.</p>		

Meeting closed at 13.20

Following the meeting, members of Fawley Waterside provided a presentation to Board Members to update on the plans and development for the site.