



**SOLENT  
LOCAL  
ENTERPRISE  
PARTNERSHIP**

**Solent Local Enterprise Partnership Meeting of the Board of Directors**

Held on Wednesday 10<sup>th</sup> July 2019 at 09:00 am at Cams Hall, Fareham

<b>Present</b>	<b>In Attendance</b>
Brian Johnson (Chairing the meeting)	Richard Jones
Anne-Marie Mountifield	Stuart Baker
Kevin George	Steve Futter
Dave Stewart	Nicola Twiddy
David Youngs	James Fitzgerald - Portsmouth City Council (as the Accountable Body)
Paula Swain	Julian Pike - Portsmouth City Council (as the Accountable Body) - Item 7 only
Keith Mans	Sophie Mallon - Portsmouth City Council (as the Accountable Body)
Rachael Randall	Toni Wootton - BEIS Cities and Local Growth Unit (CLGU)
Seán Woodward	Cath Goodall - BEIS Cities and Local Growth Unit (CLGU)
SJ Hunt	
<b>Apologies</b>	
Graham Baldwin	<b>Guests</b>
Christopher Hammond	Julian Burton (Delta 7)
Gary Jeffries	Paul Stroud (Delta 7)
Gerald Vernon-Jackson	
Chris Ward	

<b>Item</b>	<b>ACTION</b>
<p><b>1. Welcome and Introductions</b></p> <p>Brian Johnson welcomed everyone to the meeting and advised that apologies had been received from Gary Jeffries and as Deputy Chair it was agreed that Brian would Chair the meeting.</p> <p>Ahead of commencing the meeting, the Chair proposed a revised agenda to reflect that item 6 would be considered as the first item, followed by item 5.</p> <p>This was agreed.</p>	
<p><b>2. Apologies for Absence</b></p> <p>Apologies were received from Graham Baldwin, Christopher Hammond, Gerald Vernon-Jackson and Gary Jeffries.</p>	

<p><b>3. Notes of the meeting held on Friday 10 May 2019</b> The minutes of the 10 May 2019 Board meeting were <b>agreed</b> and signed by the Chairman.</p>	
<p><b>4. Matters Arising</b> <u>Governance update - page 2</u> An update on the House of Commons Committee of Public Accounts Report on Local Enterprise Partnerships: progress review – was provided.</p> <p><u>Solent LEP Delivery Plan 2019/20 - page 2</u> This has now been published</p> <p><u>Skills for Growth - Southampton Further Education Travel to Learn Review - page 5</u> The statement setting out the LEP position has been drafted and will be shared with Rachael Randall as the Board Skills Lead to clear.</p> <p><u>Governance update - Membership - page 4</u> An update was provided on associate membership with neighbouring Local authorities and LEPs and the board noted that the New Forest National Park have now been invited to become a 'P' Member of the Solent LEP.</p> <p><u>Maritime UK update</u> The next Maritime UK Board meeting will be taking place on 12<sup>th</sup> July 2019 and the launch of the DfT Annual Maritime Report 2019 will be taking place on 18<sup>th</sup> July 2019 in the Solent area.</p> <p>Maritime UK Awards – the board noted that Solent LEP have submitted an application under the coastal powerhouse category</p> <p><b><u>Declarations of Interest</u></b> The following declarations of interests were recorded:</p> <p><b><u>Brian Johnson</u></b> Item 7 - Solent Prosperity Fund (SPF) update – round 5 SPF applications and agreement of the revised technical guidance for large-scale projects.</p> <p><b><u>Cllr Keith Mans</u></b> Item 5 - LGD Programme update - Proposed upgrade to M27 J10 and Stubbington Bypass scheme Item 5 - EZ Retained Rates update Item 7 - Solent Prosperity Fund (SPF) update – round 5 SPF applications and agreement of the revised technical guidance for large-scale projects.</p> <p><b><u>Cllr Seán Woodward</u></b> Item 5 - LGD Programme update - Proposed upgrade to M27 J10 and Stubbington Bypass scheme Item 5 - EZ Retained Rates update Item 7 - Solent Prosperity Fund (SPF) update – round 5 SPF applications and agreement of the revised technical guidance for large-scale projects</p>	<p>Executive</p> <p>Executive</p>

<p><b><u>Cllr Dave Stewart</u></b>  Item 5 - LGD Programme update - Floating Bridge (for noting only)  Item 7 - Solent Prosperity Fund (SPF ) update – round 5 SPF applications and agreement of the revised technical guidance for large-scale projects</p> <p><b><u>Kevin George</u></b>  Item 5 - LGD Programme update - Floating Bridge (for noting only)</p> <p><b><u>Rachael Randall</u></b>  Item 5 - LGD Programme update - Floating Bridge (for noting only)</p> <p><b><u>Anne-Marie Mountifield</u></b>  Item 6c - SERCOM Annual Report - related to employment matters in the review of senior management capacity</p> <p><b><u>James Fitzgerald</u></b>  Item 7 - Solent Prosperity Fund (SPF ) update – round 5 SPF applications and agreement of the revised technical guidance for large-scale projects</p> <p><b><u>Sophie Mallon</u></b>  Item 7 - Solent Prosperity Fund (SPF ) update – round 5 SPF applications and agreement of the revised technical guidance for large-scale projects</p> <p><b><u>Richard Jones</u></b>  Item 6c - SERCOM Annual Report - related to employment matters in the review of senior management capacity</p> <p><b><u>Stuart Baker</u></b>  Item 6c - SERCOM Annual Report - related to employment matters in the review of senior management capacity</p> <p><b><u>Steve Futter</u></b>  Item 6c - SERCOM Annual Report - related to employment matters in the review of senior management capacity</p> <p><b><u>Additional items</u></b></p> <p>Board composition, quoracy and attendance at meetings were discussed ahead of the main agenda.</p> <p>It was <b>agreed</b> that SERCOM would review this at their next meeting and this together with an update on the B Director recruitment would come back to the board at the next meeting.</p>	<p>LEP  Executive  and  SERCOM</p>
<p><b>6. Governance update</b></p> <p><b>a. Succession planning for Board and SERCOM</b>  The paper was taken as read and the recommendations were summarised.</p> <p>The Board:  <b>Considered</b> and <b>Agreed</b> the draft LEP Chair, LEP Deputy Chair, FPPMG Chair and</p>	

<p>SERCOM Chair role descriptions for adoption. The Board noted that in the LEP Chair role description reasonable expenses are payable and it was <b>Agreed</b> that this should be extended to be noted in all Directors role descriptions for expenses relating to travel for LEP Business that goes over and above the normal duties of a Board Director. The Executive will be working with Accountable Body colleagues to draft an expenses policy.</p>	<p>Executive</p>
<p><u>Chair Recruitment</u></p> <p>The Executive talked the Board through the recruitment process and the Board <b>Considered</b> and <b>Agreed</b> the Chair recruitment process.</p> <p>Following the discussion on this matter, it was <b>recommended</b> that a further report be brought to the Board to review at the next meeting to include a draft information and application pack to support any future recruitment to this role. .</p> <p>Keith Mans left the meeting part way through this discussion.</p>	<p>Executive</p> <p>Executive</p>
<p><u>Co-option</u></p> <p>The role of co-opted members to the board was considered.</p> <p>The Board:  <b>Considered</b> and <b>Agreed</b> the principles for a role specification for Co-opted members; and  <b>Considered</b> and <b>Agreed</b> the principles for a recruitment process relating to the co-option of a young person and <b>Agreed</b> that consideration be given to the creation of a Young Person Forum and they <b>Delegated</b> Authority to SERCOM to consider.</p>	<p>SERCOM Executive</p>
<p><u>SERCOM Succession Planning</u></p> <p>The Board:  <b>Agreed</b> to seek an additional volunteer independent non-executive business Director of Solent LEP to join SERCOM.</p>	<p>Executive</p>
<p><b>b. Board Director Recruitment</b></p> <p>The Board <b>Considered</b> the verbal update from SERCOM on the approach to the promotion of this vacancy at the meeting; and</p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> the information and application pack for the B Director vacancy as set out in Annex B; and they</li> <li>• <b>Agreed</b> to delegate authority to the Executive working with SERCOM to finalise the timetable and proceed with the recruitment.</li> </ul>	<p>Executive and SERCOM</p>
<p><b>d. Annual Audit Opinion 2018/19</b></p> <p>The paper was taken as read and the Board <b>noted</b> the Annual Audit Opinion in relation to audit work carried out during 2018-19.</p> <p>Stuart Baker, Richard Jones and Steve Futter stepped out of the meeting due to their interest in the next item.</p>	
<p><b>c. Annual Report 2018/19 from SERCOM</b></p> <p>Anne-Marie Mountifield gave an overview of the Report and summarised the confidential report on senior executive capacity taking into account the Corporate risk register, the</p>	

	<p>report from SERCOM and the recently published LEP review from the Public Accounts Committee.</p> <p>There was a discussion on the ongoing requirement to ensure that there is an appropriate level of capacity and expertise in place to deliver on the obligations of the Local Growth deal including the consideration of complex projects and the Local industrial Strategy.</p> <p>Anne-Marie then declared an interest in the item and withdrew from the meeting. The Board had a detailed discussion on the Executive Team capacity and workload priorities and <b>Agreed</b> for SERCOM to take forward the work on this and <b>Agreed</b> the Scheme of Delegation.</p> <p>The Board <b>Considered</b> and <b>Agreed</b> the SERCOM 2018/19 Annual Report.</p> <p>Anne-Marie Mountifield, Stuart Baker, Richard Jones and Steve Futter returned to the meeting.</p>	SERCOM
5.	<p><b>Finance and Funding Update</b></p> <p>The paper was taken as read.</p> <p>The revised budget for 2019/20 of £50,759,118 as set out in appendix A and the revised budget for the period 2020/21 to 2021/22 as set out in appendix B was <b>approved</b> by the LEP Board on 10 July 2019 which includes the following:</p> <ul style="list-style-type: none"> <li>• The current position of the Growing Places Fund as summarised in appendix D</li> <li>• The latest position of the Local Growth Deal Fund for the current financial year as set out in appendix E noting the challenges around future delivery as set out in paragraphs 6 and 7.</li> <li>• The re-profiling and budget movements as set out in the table in paragraph 5.</li> </ul> <p>The Board:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> and <b>Agreed</b> the Corporate and Strategic Risk Register attached at appendix C.</li> <li>• <b>Considered</b> the high level LGD Risk Matrix for the Local Growth Programme attached at appendix F and delegated authority to the LEP Chief Executive and the nominated s151 officer from the Accountable Body to agree.</li> <li>• <b>Considered</b> and <b>Agreed</b> the proposal to return the LGD funding set aside to match the ERDF grant to the SME element of the Solent Prosperity Fund as described in paragraph 4.1 of this report</li> <li>• <b>Considered</b> the range of scenarios which were presented at the meeting to ensure maximum defrayal of the LGD funding.</li> <li>• <b>Noted</b> the updates in relation to the Local Growth Deal capital programme</li> <li>• <b>Noted</b> the other project updates reported by exception in paragraph 8 of the report.</li> <li>• <b>Noted</b> the update provided on the M27 J10 scheme</li> <li>• <b>Noted</b> the update on the Stubbington Bypass DfT Retained Scheme.</li> </ul>	LEP Chief Executive and Accountable Body



	<p><u>Forward Plan</u> Board members <b>considered</b> and <b>agreed</b> the forward plan.</p> <p>David Youngs left the meeting.</p>	
8.	<p><u>Stakeholder Engagement &amp; Delta 7 Big Picture commission</u> Julian Burton and Paul Stroud were introduced and gave an overview of the 'Rich Picture' work and revealed the first draft of the picture. Board Members provided feedback and additions to the picture and future iterations will follow.</p>	

Meeting closed at 12:30

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