



**SOLENT  
LOCAL  
ENTERPRISE  
PARTNERSHIP**

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

Held on 18 July 2019 at 10.00am

<b>Present</b>	<b>Apologies</b>
Tim Fielder - Chair	Chris Brammall
Lyn Davis	Caroline Carter
Mark Waldron	James Ford - Solent LEP
CLlr Derek Pretty	Richard Jones - Solent LEP
Adrian Went	Rob Dewing
David Bream	
James Fitzgerald - PCC	
Lloyd Clark - PCC	
<b>LEP</b>	
Steve Futter	
Vicki Stone	
Chris Heath	
<b>Also in attendance as observers</b>	
Kate Cloud - Solent LEP	
Sophie Taylor - Solent LEP Growth Hub	
Jayne Sime - Solent LEP Growth Hub	
Josie Worsford - Solent LEP	

<b>Item</b>		<b>ACTION</b>
<b>1.</b>	<b><u>Introductions</u></b> Tim Fielder welcomed panel members to the meeting and introductions took place.	<b>Executive Team to action</b>
<b>2.</b>	<b><u>Apologies</u></b> Apologies were received from Chris Brammall, Caroline Carter, James Ford, Rob Dewing and Richard Jones.	

3.	<p><b><u>Notes of previous meeting</u></b></p> <p>The notes from the meeting on 16 May 2019 were agreed and signed as a correct record of the meeting.</p>	LEP Exec to action accordingly
4.	<p><b><u>Matters Arising</u></b></p> <p>The LEP Executive Team have informed all applicants of the outcome from the May panel meeting. A further update would be covered under Item 6. Business Support Programmes Status Update Report.</p> <p>The Assessment Form would be covered under AOB.</p> <p>An update on the Video Growth Accelerator Programme (GAP) submissions would be covered under AOB.</p>	
5.	<p><b><u>Declarations of Interest</u></b></p> <p>Jayne Sime declared an interest in relation to one of the funding applications due to be considered under item 8 and it was advised that she would leave the meeting when this project was being discussed.</p>	
6.	<p><b><u>Business Support Programmes Status Update Report</u></b></p> <p><b>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.</b></p> <p>Panel members were provided with an update in relation to progress and changes to LEP Business Support programmes since the 16 May 2019 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 July 2019 were reviewed.</p> <p><u>Solent LEP Growth Hub</u></p> <p>The panel were provided with an update on the level of support provided to the local business community since January 2019.</p> <p><u>Small Business Programme (ERDF Funded)</u></p> <p>Following previous updates explaining planned early closure of the scheme the Accountable Body and LEP Executive are awaiting instructions regarding formal programme closure.</p> <p><u>University of Southampton - Zero to One Innovation Fund (Z21)</u></p> <p>As previously advised at the last BSIP meeting, the Z21 project had requested a funding variation to enable UoS to extend the deadline for applications out to 31 March 2020. This was approved, and the funding variation is being reviewed by UoS. Once this is completed, the Accountable Body legal team will arrange for execution of the variation.</p> <p><u>Contracting</u></p>	

	<p>At the previous panel meeting on 16 May 2019 one award was agreed and the draft funding agreement has been issued to the beneficiary by the Accountable Body legal team. The LEP Executive are currently waiting to receive confirmation from the beneficiary as to their agreement to the draft. The LEP Executive Team have informed all applicants of the outcome from the May panel meeting.</p> <p><u>Funding Applications</u></p> <p>The panel were provided with an update on the application pipeline and the anticipated applications for the next funding round taken from Growth Hub intelligence.</p> <p>The LEP Executive Team received seven new applications for funds by 31 May 2019 submission deadline.</p>	
7.	<p><b><u>Contract Updates</u></b></p> <p><b>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.</b></p>	
8.	<p><b><u>Consideration of SME Applications (Commercial in Confidence)</u></b></p> <p><b>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.</b></p> <p>The Panel considered the seven applications received for its SME funding programmes:</p> <p>One application was agreed to be ineligible for funding and not supported.</p> <p>Of the six eligible applications, the Panel agreed the following:</p> <ul style="list-style-type: none"> <li>• An offer of funding to be made to one applicant;</li> <li>• An offer to present at the next panel meeting to be made to one applicant;</li> <li>• Three applications were declined.</li> </ul> <p>In line with the published Solent LEP Assurance Framework, one application was recommended by the Panel for support with a final decision to be made by the Solent LEP Funding, Finance and Performance Management Group.</p>	Executive to notify applicants
9.	<p><b><u>Any other business</u></b></p> <p><b>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.</b></p> <p><u>Governance update</u></p> <p>In Richard Jones' absence it was agreed that the scheduled update on LEP Governance would be provided at the next Panel meeting.</p>	

<p><u>SME Contract variation request</u></p> <p>In line with paragraph 114 of the National Local Growth Assurance Framework<sup>1</sup>, Panel members considered and <b>agreed</b> the contract variation.</p> <p><u>New Funds</u></p> <p>The Panel were informed that at the May Board meeting, Board members agreed a range of adjustments to the existing funds, and also a number of new interventions, in order to more effectively support the local business community.</p> <p>The Panel were also advised that work was progressing on refining the published technical guidance and these will be circulated to the Panel for comments.</p> <p><u>Video GAP decision</u></p> <p>A brief discussion took place in relation to the process for reviewing video GAP submissions, and it was noted that two video submissions had been reviewed and approved by the panel to go forward to the GAP. Panel members were reminded that an application to the GAP in no way constitutes an approval for any future grant funding application which may come forward.</p> <p>It was agreed that the Panel would continue to receive the submissions and provide recommendations.</p> <p><u>Updated Assessment Form</u></p> <p>A discussion took place in relation to the new assessment template and it was agreed that the Executive Team would continue to use the assessment template for all rounds of applications presented to BSIP.</p> <p><u>Date of next meeting</u></p> <p>The next panel meeting will take place on 12 September 2019.</p> <p>No other business, meeting closed.</p>	<p><b>Video submissions and project outlines to be circulated to Panel members via email for consideration</b></p>
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**Meeting closed at 11:35**

<sup>1</sup> As specified under paragraph 114 of the National Local Growth Assurance Framework for LEPs, "...Where the contract negotiation process results in material changes to the proposal considered by the LEP Board, the LEP's process should include a mechanism for the decision to be sent back to the LEP Board for consideration..." In this case, the decision making body is the LEP BSIP.