



**SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP**

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

Held on Thursday 12 September 2019 at 10.00am

Present	Apologies
Tim Fielder - Chair	Chris Brammall
Lyn Davis	Caroline Carter
Mark Waldron	Adrian Went
Clr Derek Pretty	James Ford - Solent LEP
David Bream	
Rob Dewing	
James Fitzgerald - PCC	
Lloyd Clark - PCC	
LEP	Guests
Steve Futter	Two guests making a presentation to the Panel for SME funding
Chris Heath	
Kate Cloud	
Nicola Twiddy (Note taker)	
Richard Jones (item 9 only)	

Item		ACTION
1.	<u>Introductions</u> Tim Fielder welcomed panel members to the meeting and introductions took place.	Executive Team to action
2.	<u>Apologies</u> Apologies were received from Chris Brammall, Caroline Carter, Adrian Went and James Ford.	
3.	<u>Notes of previous meeting</u> The notes from the meeting on 18 July 2019 were agreed and signed as a correct record of the meeting.	LEP Exec to action accordingly

4.	<p><u>Matters Arising</u></p> <p>The LEP Executive Team have informed all applicants of the outcome from the July 2019 panel meeting. A further update would be covered under Item 6, Business Support Programmes Status Update Report.</p>	
5.	<p><u>Declarations of Interest</u></p> <p>David Bream - in relation to one of the businesses covered in Item 7 Contract Updates.</p> <p>Lyn Davis - in relation to one of the withdrawn applications covered in Item 8 Consideration of SME Applications (Commercial in Confidence).</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 18 July 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 September 2019 were reviewed.</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 the payment to be made to MHCLG to finally close the Programme.</p> <p><u>IoW Rural SME Fund</u></p> <p>At the Natural Enterprise's Local Action Group meeting on 8 August 2019 a grant totalling £9,636 was awarded to one applicant.</p> <p>The next round closure for this fund is 10 October 2019 with the next meeting to be held on 7 November 2019.</p> <p><u>University of Southampton - Zero to One Innovation Fund (Z21)</u></p> <p>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.</p> <p>As previously advised at the last BSIP meeting, the Z21 project had requested and had approved a funding variation to enable UoS to extend the deadline for applications out to 31 March 2020. The Accountable Body have prepared and issued the variation to the beneficiary for them to sign and return.</p>	

	<p>Steve Futter provided an update following the Z21 Panel meeting yesterday.</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><u>Contracting</u></p> <p>At the previous panel meeting on 18 July 2019 one award was agreed subject to further due diligence on the company who will be creating the jobs. Additional information has been requested and provided by the company and the LEP Executive together with the accountable body legal team are preparing a draft funding agreement to be issued to the beneficiary. The Panel considered an application for a grant in excess of £100,000. The LEP Executive have instructed AECOM to undertake due diligence of the application and to provide a report to FFPMG for their decision. Panel were unable to come to a decision on one application and asked the LEP Executive to contact and invite them to a present to the Panel at this meeting. The applicant accepted the invitation and presented to Panel today.</p> <p>The LEP Executive have informed all applicants of the outcome from the July 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 five new applications for funds by 26 July 2019 submission deadline.</p>	
<p>7.</p>	<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>	
<p>8.</p>	<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> <p>The Panel considered five applications together with an application from a previous round received for the LEP SME Funding programme as follows:</p> <p>The Panel considered the six applications received for its SME funding programmes:</p> <p>One application was agreed to be ineligible for funding and not supported.</p> <p>Two applications were withdrawn from the process by the applicants.</p> <p>Of the three eligible applications, the Panel agreed the following:</p> <ul style="list-style-type: none"> • An offer of funding to be made to two applicants; 	<p>Executive to notify applicants</p>

	<ul style="list-style-type: none"> • One application was declined. <p>Following a Panel discussion, Steve Futter agreed to review both the current and previous versions of the Technical Guidance for the Fund in relation to projects evidencing additionality, and provide an email update to the Panel.</p> <p>Steve Futter left the meeting.</p>	
<p>9.</p>	<p><u>Any other business</u></p> <p>Governance update</p> <p>Richard Jones provided the Panel with a Governance update covering the Assurance Framework updates, new Governance Structure, schemes of delegation, management of contracts and non-compliance, monitoring and evaluation.</p> <p>The presentation and link to the new assurance framework will be circulated via email to the panel, along with the fund summary guides.</p> <p><u>Date of next meeting</u></p> <p>The next panel meeting will take place on 14 November 2019.</p> <p>No other business, meeting closed.</p>	<p>LEP Exec to action accordingly</p>

Meeting closed at 12:00