



**SOLENT  
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**Solent Local Enterprise Partnership  
Extraordinary Meeting of the Board to be held via video conference on  
Wednesday 22 April 2020 from 13:00 - 14:00**

<b>Agenda Item</b>	<b>Title</b>	<b>Time</b>
1.	Introduction, declarations of interest and video conference protocols	13:00 - 13:05
2.	Notes of meeting held on Wednesday 8 April 2020 and matters arising	13:05 - 13:10
3.	Business and Economy Update to include: <ul style="list-style-type: none"><li>• Business intelligence report for 20 April 2020</li><li>• Covid-19 Business Support Taskforce update</li><li>• Maritime UK Solent update</li></ul>	13:10 - 13:25
4.	Solent LEP Revised delivery plan 2020/21	13:25 - 13:35
5.	Finance and funding report to include <ul style="list-style-type: none"><li>• Update on risk management</li><li>• Solent Prosperity Fund</li><li>• Local Growth Deal Programme</li></ul>	13:35 - 13:55
6.	AOB	13:55 - 14:00

**22.04.2020**

**Item 2**

**Notes of extraordinary meeting held on Wednesday  
8<sup>th</sup> April 2020**



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

Held on Wednesday 08 April 2020 at 14:00 convened electronically over video conference

<b>Present</b>	<b>Apologies</b>
Brian Johnson (Interim Chair)	Chris Ward - Portsmouth City Council
Anne-Marie Mountifield	
Judith Grajewski	
Kevin George	
Rachael Randall	<b>In Attendance</b>
SJ Hunt	Sophie Mallon - Portsmouth City Council
Seán Woodward	Lloyd Clark - Portsmouth City Council
Nick Loader	James Fitzgerald - Portsmouth City Council (as the Accountable Body)
Graham Galbraith	Richard Jones (LEP Executive)
Dave Stewart	Steve Futter (LEP Executive)
Paula Swain	Caitlin Earey (LEP Executive)
Jo Sawford	Nicola Twiddy (LEP Executive)
Christopher Hammond	Toni Wootton - BEIS Cities and Local Growth Unit (CLGU)
Gerald Vernon-Jackson	
David Youngs	

<b>Item</b>	<b>ACTION</b>
<p><b>1. Introduction, Declarations of Interest and Video Conference protocols</b>            Brian welcomed all to the meeting and explained the protocols which should be used for the duration of the Zoom call for votes and comments.</p> <p>For Declarations of Interest, Directors were asked to state them during items as and when required during the meeting.</p> <p><b>Apologies for Absence</b>            Apologies were received from Chris Ward. It was noted that James Fitzgerald was attending as the nominated representative from the Accountable Body.</p>	
<p><b>2. Notes of meeting held on Friday 27 March 2020</b>            The notes from the meeting held on 27 March 2020 were <b>Agreed</b>.</p>	
<p><b>3. Business Intelligence Report</b>            Members took the Business Intelligence Report as read. Toni Wootton confirmed the intelligence reports were helpful and provided to central government.</p>	
<p><b>4. Business and Economy Update</b>            Steve shared his screen with Members in order to deliver a presentation, which was also available on a secured shared workspace for Members to view.</p>	

<p>Anne-Marie guided members through the presentation on COVID-19 and the economic impact on the Solent region, including the need to consider immediate emergency response activity, short term resilience planning and the longer term economic recovery phase. Steve Futter provided an update on the LEPs emergency response activity, including overview of the Pay It Forward fund with Crowdfunder, Isle of Wight rural business resilience fund and work to develop a digital resilience support programme.</p> <p>James Fitzgerald presented an overview of Appendix A of the Business and Economy Update report and provided additional feedback from the Solent Coronavirus Business Support Task Force; including principals for a loan fund to support both the emergency response and short term economic resilience phase of activity.</p> <p>Following a discussion, the Board <b>Noted</b> the work to date in relation to Business Support activity, and <b>Agreed</b> to ask the LEP Executive and Accountable Body to bring forward a detailed loan fund proposal for the consideration of the Board at their next meeting on 22 April 2020.</p>	<p><b>LEP Executive</b></p>
<p><b>5. Any Other Business</b></p> <p>Anne-Marie shared with Board Members the outcome of the Annual Performance Review for the Solent LEP and advised further detail would be circulated following the meeting.</p> <p>Anne-Marie provided an update in relation to additional funding expected to support the continued operation of the Solent Growth Hub in 2020/21.</p> <p>Brian and Anne-Marie provided an update on engagement with the Southern LEPs, Solent Leaders Forum and Local Resilience Forum.</p> <p>Nick Loader provided feedback in relation to the LEPs business intelligent return.</p>	<p><b>LEP Executive</b></p>

**Board Meeting closed at 15:06**

**22.04.2020**

**Item 3**

**Business and Economy Update**



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**Item:** 3  
**Title:** Business and Economy update  
**Date:** 22 April 2020  
**Purpose:** For information and advice

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Confidential information has been removed from this report.

Information defined as exempt in Part 1 of Schedule 12A to the Local Government Act 1972 has been removed from this report including:

information relating to an individual, and/or; relating to the financial or business affairs of a particular person.

## DRAFT RESOLUTION

Board Members are asked to:

- **Note** the work to date in relation to Business Support activity, and;
- **Provide advice** in relation to enhancing or supplementing the current programme of support activity; and
- **Consider** and **Agree** the new loan funding guidance as set out in Annexe B and **Delegate** authority to the executive to finalise for launch during week commencing 27 April 2020.
- **Note** the ongoing economic impact review

### 1. Business support

Since the last board meeting work has continued to develop the business support work-streams as follows:

- **The Remote support platform** – The Coronavirus hub on our website ([available here](#)) has been further developed and continues to provide free, easy to access information for businesses on support available across the Solent area from a range of sources including HM Government, our Local Authority partners and the private sector.
- **The Solent LEP Growth Hub** remains open for business to provide a business support service to any business seeking assistance, and we have taken steps to ensure that the service will continue to operate throughout this challenging period. The team can be reached using the contact forms available on our [website](#), or via email at [enquiries@solentlep.org.uk](mailto:enquiries@solentlep.org.uk) or via phone on 02392 688055. The fourth business intelligence report (see annex A.1 and A.2) shows that this direct support is increasing.
- A number of **funding programmes** are now live including The Solent LEP Pay it Forward fund,

operated in partnership with Crowdfunder, is providing support for Solent-based micro and small businesses seeking to cope in challenging trading conditions as a result of the COVID-19 pandemic. See <https://solentlep.org.uk/crowdfunding-programme-pay-it-forward/> and The Isle of Wight Rural Business Resilience Fund. This looks to support the Isle of Wight economy by providing grants to rural small and medium- sized businesses (SMEs) which are looking to develop alternative ways of working, delivering products and services to the marketplace, marketing expenditure and other resilience initiatives. See <http://www.naturalenterprise.co.uk/pages/economic/159-isle-of-wight-rural-business-resilience-fund>

- At the exceptional Board meeting on 8 April 2020 the Board considered a draft proposal to divert up to £5,000,000 of the unallocated Local Growth Deal funding to create an emergency loan fund. This fund would be targeted at businesses delivering lifeline services and those smaller businesses who currently aren't eligible for the majority of the funding support announced by Government to date. Specifically, the fund would be available for the following:
  - a. Lifeline services or business critical activities - Loan funding of between £251,000 and £1,500,000.
  - b. Business unable to access Government support - specifically those in shared or managed workspaces, concessions and those who operate in premises under a licence agreement. These are likely to be professional services, hospitality concessions and a range of other SMEs. Loan funding of up to £10,000.

The Board agreed that the LEP Executive and the Accountable Body should do further work on the content, eligibility and criteria of the fund and the draft technical guidance for the fund is attached at Appendix B for the Board to consider.

- **The Solent Business Support Task Group** has continued to meet and an update from the meeting of 21 April 2020 will be provided at the meeting. The notes of the meeting on 7 April are attached in Annexe C
- **The Solent Leaders Forum** met on 9 April 2020 to consider the business support being made available through the SME grants programme which is being administered by Local Authorities, the Solent LEP support and also to review gaps in support that is currently been provided to business. An update on this will be provided at the meeting.

Alongside these work-streams we are continuing to work with partners across the area, including banks, local authorities and businesses to put in place a number of additional support mechanisms, including:

- Support to provide businesses with the infrastructure to continue business remotely;
- Online masterclasses and resources in relation to access to finance, developing e-commerce offers and actions to support responses in relation to COVID-19.

Further information on this support has been published and it will be updated regularly and businesses can register to receive updates as soon as they are available at: [enquiries@solentlep.org.uk](mailto:enquiries@solentlep.org.uk)

The latest intelligence returns (See Annexe A.1 and A.2) includes up to date information in relation to the business support.

Board Members are asked to:

- **Note** the work to date in relation to Business Support activity, and;
- **Provide advice** in relation to enhancing or supplementing the current programme of support activity; and
- **Consider** and **Agree** the new loan funding guidance as set out in Annexe B and **Delegate** authority to the execute to finalise for launch during week commencing 27 April 2020.

## **2. Economic Update and Solent 2050**

As previously advised we are undertaking some further work to consider the potential economic impact of COVID-19 with a focus on:

- How long the economic downturn likely to last; and
- Given that the Solent is a gateway economy, the extent of the impact and support required to restore and recover economic activity; and
- What will recovery look like, once it gets underway?

The latest information is included in Annexe D and the full forecasting work will come to the board for discussion at the May meeting.

Board Members will be asked to:

- **Note** this update.

## **3. Equality Impact Assessment (EIA)**

Due the extraordinary nature of the Board meeting, a verbal update will be given at the meeting and an EIA will be prepared for the proposed new loan fund. This will be available to board members ahead of the board meeting.

## **4. Legal Implications**

Due the extraordinary nature of the Board meeting, a verbal update will be given at the meeting.

## **5. S151 Officer of Finance Comments**

Due the extraordinary nature of the Board meeting, a verbal update will be given at the meeting

**Annexe A: Business Intelligence report 20 04 2020**

**A confidential report will be considered at the meeting**

**Annexe B: Solent LEP Loan fund**

**A confidential report will be considered at the meeting**

**Annexe C: Notes of business support task force meeting 7 04 2020**

**A Confidential report will be considered at the meeting**

**Annexe D: Updated economic impact review**

**A confidential report will be considered at the meeting**

**22.04.2020**

**Item 4**

**Solent LEP Revised Delivery Plan 2020/21**

**Item Number:** 4  
**Item Title:** Solent LEP Delivery Plan 2020/21  
**Meeting Date:** 22 April 2020  
**Purpose:** For Information and Decision

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## 1. Draft Resolution

Board members are asked to:

- **Consider** and provide **Advice** to the Executive on the revised draft Annual Delivery Plan for 2020/21 provided in Annexe A; and
- **Delegate** authority to the Chairman and Chief Executive to finalise the Delivery Plan for publication by the end of April 2020.

## 2. Overview

On 09 March 2020, the Board reviewed and approved a final draft of the first Solent LEP Annual Delivery Plan 2020/21.

Following the coronavirus outbreak and impact this is having on the LEP's work for the remainder of the year, the document has now been revisited and some changes have been made.

A full version of the updated Delivery Plan is included in Annexe A, incorporating the revised text. All Board feedback has been considered in relation to this draft, alongside the amends to reflect the impact of Covid-19 on the work of the LEP.

## 3. Solent Draft Delivery Plan 2020/21 - Summary of Changes

A summary of the changes made, since the March 2020 Board meeting, is below. In addition to the above amends, to content, the document has been re-ordered to bring forward the Business Support Section in recognition of the primary importance of this work during the year and the economic impact of COVID-19. Similarly a number of timelines for key projects and work have been revised to reflect the business interruption that is being experienced as a result of COVID-19.

Page	Revision
Foreword	New Foreword, which references the COVID-19 pandemic.
Page 7	Additional text to be included referencing the impact of Covid-19 on Solent economy and realignment of tiles / infographics and
Page 8	Clarification in relation to skills output, additional strategic narrative to reference development of recovery plan in response to Covid-19, adjustment of priority wording to reference thriving <i>coastal</i> visitor economy.
Page 10	Additional text to include Growth Hub role relating to Covid-19 response.
Page 10-11	Inclusion of new objectives / outputs relating to business support activity in response to Covid-19.

<b>Page 12</b>	Additional content to reference recovery plan development and acknowledge Covid-19 impact on delivery partners.
<b>Page 15</b>	Additional content to reference recovery plan development, acknowledge Covid-19 impact on delivery partners and work of Skills Advisory Panel in relation to Covid-19 impact on skills base / education sector.
<b>Page 17</b>	Additional content to reference recovery plan development, acknowledge Covid-19 impact on delivery partners and work with Solent Universities in relation to Covid-19 impact on Solent innovation.
<b>Page 18</b>	Adjustment to reflect Venturefest activity date change to October 2020.
<b>Page 18</b>	Additional content and activity to reference recovery plan development, acknowledge Covid-19 impact on strategic sectors and work with Maritime UK in relation to Covid-19 impact on Solent Marine and Maritime sectors. Removal of activity linked to MIPIM UK during current year and updated timeframe relating to Freeports consultation.
<b>Page 20</b>	Additional narrative and objective in strategic activity to include reference to recovery plan development. Adjustment of Solent 2050 development timeframes.
<b>Page 21</b>	Updated timeframe in relation to LEP Chair recruitment
<b>Page 22</b>	Updated content to include use of convening powers in response to Covid-19 pandemic.

#### 4. Decision Summary

The Board are asked to:

- **Consider** and provide **Advice** to the Executive on the revised text for the final draft of the Annual Delivery Plan for 2020/21 provided in annexe A; and
- **Delegate** authority to the Chairman and Chief Executive to finalise the Delivery Plan for publication.

#### 5. Equality impact assessment

An EIA was prepared in relation to the Solent LEP Delivery Plan 2020/21 and was provided at Annexe B on 09 March 2020 Board Meeting; it is considered that there are no negative impacts on groups identified in the EIA.

#### 6. Financial comments from the S151 Officer of the Accountable Body

There are no specific financial implications arising from the content of this report.

The objectives and activities set out in the draft delivery plan are considered when setting the Solent LEP's budget for the current year and for future years up to and including 2021/22.

Should there be any need for additional resources to be deployed as part of the ongoing work to deliver the LEP's objectives then the requirement for these and recommended funding sources would be set out in a future report to the FFPMG or LEP Board.

#### 7. Legal implications

There are no direct legal implications regarding the requirement of FFPMG to Consider and provide Advice to the Executive on the revised draft of the Solent LEP annual delivery plan for 2020/21 provided at Annexe A.

Where the Board seek to implement the annual delivery plan the legal implications will be reviewed and measured at the relevant junctures by the Accountable Body and any/all financial implications will be made in conjunction with delegations from the PCC s.151 officer.

**Annexe A: Draft delivery plan 2020/21**

**A confidential report will be considered at the meeting**

**22.04.2020**

**Item 5**

**Finance and Funding Report**

Item Number: 5  
Item Title: Solent LEP Finance, Local Growth Deal and Retained Schemes  
COVID19 implications / risks  
Meeting Date: 22 April 2020  
Purpose: For Information, Advice and Decision

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## 1. Introduction

- 1.1 This report provides the LEP Board with information on the ongoing risks and financial implications in light of the impact of the Coronavirus pandemic within the Solent LEP area.
- 1.2 It sets out the risks to current projects, provides more details on the proposed loan fund targeting specific businesses who are unable to access the financial support provided by the Government to date, and provides updates on funding and the latest position of the Local Growth Deal Programme and the Solent Prosperity Fund

## 2. Recommendations

- 2.1 It is recommended that the Board:
  - **Consider** and **Agree** the revised Corporate and Strategic Risk Register attached at appendix A.
  - **Consider** the high level Risk Matrix for the Local Growth Programme attached at appendix B and delegate its **Approval** to the LEP Chief Executive and the Accountable Body's section 151 officer.
  - **Note** the update on the status of the Local Growth Deal programme as set out in paragraph 6 of this report.
  - **Consider** and **Provide Advice** on the LGD scenarios presented at the meeting.
  - **Consider** and **Agree** the update on the Solent Prosperity Fund attached in a confidential report at appendix C.
  - **Note** the update on the Crowdfunder initiative as set out in paragraph 7 of this report.

## 3. Risk Register Updates

The Board previously considered the risk registers that were updated to reflect the impact of the Coronavirus outbreak across the economy of the Solent at the exceptional Board meeting on 27 March 2020.

These risk registers have been further updated where necessary to highlight any new or increased risks to both the operational functions of the LEP and any impact on funding.

The Board are therefore requested to:

- **Consider** and **Agree** the updated Corporate and Strategic Risk Register attached at appendix A.
- **Consider** the updated high level Risk Matrix for the Local Growth Programme attached at appendix B and delegate its **Approval** to the LEP Chief Executive and the Accountable Body's section 151 officer.

#### 4. **Emergency Loan Fund**

At the exceptional Board meeting on 8 April 2020 the Board considered a draft proposal to divert up to £5,000,000 of the unallocated Local Growth Deal funding to create an emergency loan fund. Further details on this are set out in item 3 on the agenda.

#### 5. **Growth Hub Funding**

In addition to the £205,000 core funding announced for Growth Hub activities for the 2020/21 financial year, the LEP received a letter from BEIS on 8 April 2020 announcing a further £331,500 of funding. This is to reflect the existing confidence that the Government has in Growth Hubs, as well as a desire to strengthen and, in the short term, ensure that there are the resources to help respond to COVID-19 and the needs of businesses across the country.

This is part of the additional £10m announced in the Budget and the allocations are based on the Solent LEP's percentage share of VAT / PAYE registered businesses, and the number of high growth firms in its region.

The total of Growth Hub funding for 2020/21 is therefore £536,500 which will be reflected in the revised financial forecasts when reported to the Board in May.

#### 6. **Local Growth Deal Programme Update**

All large Local Growth Deal funded projects have been asked to comment on the impact of COVID-19 on their projects. Feedback is expected to be received alongside the regular quarterly monitoring returns by the end of April, however early indications show:

- Road infrastructure scheme work has paused;
- House building has paused;
- Education and training has moved to online only training on a temporary basis.

A verbal update on the impact of COVID-19 will be given at the meeting.

The LEP Executive and Accountable Body are continuing to process claims from the main LGD programme and, at present, five claims totalling almost £9m are expected to be considered ahead of the next board meeting in May 2020.

At its meeting on 13 December 2019 the LEP Board agreed to support the A326 Highways Improvements and the Island Line (Brading Loop) Projects subject to consideration of the outcome of public consultation on each Full Business Case

To date, draft funding agreements have been drawn up for both schemes, and we are awaiting updated implementation plans from both scheme leads for inclusion in the funding agreements. The 12 week public consultation period on these schemes concluded on 31 March 2020 and a report summarising the consultation responses will be considered by the Board at the May 2020 board meeting.

Further to this and the information provided in paragraph 8 below and in confidential appendix C, a number of scenarios setting out on the likelihood of the defrayal of the LGD budget by 31 March 2021 will be discussed at the meeting.

### **M27 Junction 10 (Retained Project)**

At the LEP Board meeting on the 9 March the Board agreed to remove the earmarking on the £14.15 million from the LGD to support M27 J10 and to maintain the position that a request should be made to DfT in 2020 to release a further £2 from the Solent Growth Deal funding retained by DfT (if needed) to support the completion of the Full Business Case. The Board also agreed to review the status of the DfT retained funding component at its meeting on 22 May 2020.

Following HCC's advice that they cannot spend Local Growth Deal funding (earmarked or retained) by the 31 March 2021 deadline, and in preparation for the consideration by the Board at its meeting on 22 May of status of the remaining £10.25m Solent Growth Deal funding retained by DfT, the Executive has engaged with HCC to understand their view with regard to the retained funding and officers from HCC will join the Board meeting for this item to update on their position.

The next meeting of the M27 Junction 10 Steering Group is on 21 April 2020 and a verbal update will be provided to the Board summarising that meeting.

### **Quarterly Monitoring Returns (QMRs)**

As agreed by the Board at the meeting on 27 March 2020 and in accordance with the Quarterly Monitoring regime for Local Growth Deal projects with funding retained by DfT, the Q4 2019/20 QMRs for M27 J10 and Stubbington Bypass were submitted to DfT on 17 April 2020.

## **7. Crowdfunder Platform**

The Board agreed at the meeting on 27 March 2020 to allocate £600,000 of the residual LGD funding to support micro and small businesses during the COVID-19 crisis. Since then the LEP Executive and the Accountable Body have worked with Crowdfunder and the Solent LEP 'Pay It Forward' Fund is now live on the Crowdfunder platform.

Traction is now building and to date the LEP has pledged at total of £8,000 to three projects with another 20 projects under review and, as long as they meet the eligibility criteria for the fund, they will also receive pledges imminently.

The landing page for the fund can be accessed via the link below:

<https://www.crowdfunder.co.uk/funds/crowdfund-solent>

## **8. Solent Prosperity Fund**

An update on the projects that are being progressed under the Solent Prosperity Fund Large Projects and Programmes component is provided within confidential annexe C

## **9. Equality Impact Assessment (EIA)**

Due to the extraordinary nature of the Board meeting, a verbal update will be given at the meeting.

## **10. Legal Implications**

Due to the extraordinary nature of the Board meeting, a verbal update will be given at the meeting.

11. **Financial comments from the S151 Officer of the Accountable Body**

All of the financial information and associated implications are reflected in the body of the report and the Appendices.

The Board are advised that, although the Solent LEP has a critical role in supporting the local economy at such an unprecedented time, the Accountable Body has to ensure that public funds are safeguarded at all times. The various initiatives either agreed or in progress meet this test and any subsequent proposals will be subject to the same scrutiny but dealt with in the most expedient way, in order to respond to the urgent needs of businesses.

**Appendix A : Corporate and strategic risk register**

**A confidential report will be considered at the meeting**

**Appendix B: Local Growth programme high level risk matrix**

**A confidential report will be considered at the meeting.**

**Appendix C: Solent Prosperity Fund update**

A confidential report will be considered at the meeting.