



**SOLENT  
LOCAL  
ENTERPRISE  
PARTNERSHIP**

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

Held on Friday 10 December 2021 at 09:00 - 12:00 convened electronically over video conference

<b>Present</b>	<b>In Attendance</b>
Brian Johnson (Chair)	Richard Jones (LEP Executive)
Anne-Marie Mountfield (until 10:00)	Stuart Baker (LEP Executive)
Alison Wilson	Nicola Twiddy (LEP Executive)
Edward Heron	Steve Futter (LEP Executive) - Item 1 - 5a only
Graham Burgess	James Fitzgerald - Portsmouth City Council (as the Accountable Body)
Graham Barnetson	James Berry - Portsmouth City Council (as the Accountable Body)
Graham Galbraith	Clare Mulholland (BEIS)
Jo Sawford	James Ford (LEP Executive) - Item 2 Only
Lora Peacey-Wilcox	
Nick Loader	
Rachael Randall	<b>Apologies</b>
David Youngs	Ben Dowling
Paula Swain	Daniel Fitzhenry
	SJ Hunt
	<b>Guests</b>
	IOW Council - Item 5 - 09:45 - 10:45
	- Colin Rowland, IoW Council
	- Richard Evans, Local Partnerships
	- Teresa Oliviere, Local Partnerships

<b>Item</b>		<b>ACTION</b>
<b>1.</b>	<p><b>Welcome and Introduction</b> The Chair welcomed all to the meeting and thank you to those wearing Christmas jumpers and / or donating to the LEPs Save the Children fund raising page. The Chair passed on his thanks to the Board for the time given to the work of the Solent LEP this year.</p> <p><b>Apologies for Absence</b> Apologies were noted from Ben Dowling, Daniel Fitzhenry and SJ Hunt.</p>	

<p><b>2.</b></p>	<p><b>Business support presentation to include update from Solent Growth Hub</b></p> <p>James Ford introduced himself and gave a presentation on the Growth Hub Bi-Annual review 1 April - 31 September 2021. The presentation covered how the Growth Hub is measured, the volume of contacts taken place during the period, the programmes that are run and future activity.</p> <p>Rachael Randall joined the meeting at 09:09.</p> <p>Comments and questions were taken from the Board and Paula Swain requested to have a conversation with James Ford in the New Year to discuss further support that can be provided.</p> <p>Edward Heron and David Youngs joined the meeting (09:37)</p> <p>James Ford left the meeting 09:42</p>	<p><b>Executive</b></p>
<p><b>3.</b></p>	<p><b>Notes of meeting held on 8 October 2021.</b></p> <p>The minutes from the Board meeting on 8 October 2021 were <b>Agreed.</b></p>	
<p><b>4.</b></p>	<p><b>Matters Arising and declarations of interest</b></p> <p>The following matters arising were raised:</p> <p>Page 2 - The Natural Capital Assessment for the New Forest and the Ten Point Plan for a Green Industrial Revolution were published in November 2021.</p> <p>Page 3 - Southampton City Council (SCC) City of Culture of Bid - Solent LEP are supporting SCC on this work and the development of a creative and cultural summit in early 2022.</p> <p>Page 3 &amp; 5 - Project contract variation actions have all been progressed.</p> <p>Page 6 &amp; 7 - a Board strategy session will take place in January. The Levelling Up White paper is now expected in the New Year.</p> <p><u>Declarations of Interest</u></p> <p>The following interests were noted ahead of the meeting:</p> <p><u>Anne-Marie Mountifield</u></p> <p>Item 5b- Enterprise Zone Road - family member has a property adjacent to the Solent Enterprise Zone</p> <p>Item 6 - Senior Responsible Officer for SFCL</p> <p>Item 7 - Maritime UK Solent Ltd Director</p> <p>For noting only:</p> <p>All items relating to the Solent Freeport as the LEP Board has agreed to provide an executive service to the Freeport</p> <p><u>Ben Dowling</u></p> <p>Item 6 - PCC have a representative on the Board of SFCL</p> <p><u>Brian Johnson</u></p> <p>Item 6 - all items relating to Solent Freeport as Interim Chair of Solent Freeport Consortium Limited (SFCL).</p>	

Dan Fitzhenry

Item 6 - Director Solent Freeport Consortium Limited

Edward Heron

Item 5b - HCC scheme lead for EZ Road

Item 6 - Director Solent Freeport Consortium Limited

Graham Barnetson

Item 5a - General interest in the IOW Floating Bridge (location of business)

Item 7 - Maritime UK Solent Ltd Director

Graham Burgess

Item 5b - HCC scheme lead for EZ Road and GBC are one of two rating authorities for EZ Retained Rates

James Fitzgerald

Item 3 Matters arising (City of Portsmouth College) - family member works at Portsmouth College

Item 6 - Portsmouth City Council are accountable body for SFCL and LEP providing executive support

Lora Peacey-Wilcox

Item 5a - Isle of Wight Scheme lead for Floating Bridge

Nick Loader

Item 6 - DP World have a representative on the Board of SFCL

Paula Swain

Item 6 - Director Solent Freeport Consortium Limited

Rachael Randall

Item 5a - Floating Bridge (location of business in East Cowes)

Stuart Baker

Item 5b EZ Road - family member works in an unrelated role at HCC

Item 7 - Maritime UK Solent Ltd Director

SJ Hunt

Parity Trust works with a range of local authorities in the Solent area, including New Forest, Eastleigh, Fareham and Gosport.

General Noting

Item 6 Appendix F (Risk Register) - Board Members are asked to delegate the agreement of the LGD risk register to the LEP Chief Executive and S151 officer. On this basis, all interests in relation to risk register are potential and for noting only. Board Members only required to withdraw from meeting if Board wish to discuss a specific project.

<p><b>5a. Finance and Funding Update</b></p>	<p>Colin Rowland, Richard Evans and Teresa Oliviere, joined the meeting and Richard Evans gave a presentation on the assurance review for the Floating Bridge project.</p> <p>Anne-Marie Mountifield left the meeting (10:00)</p> <p>Colin Rowland also provided an update on the latest position and requested a further meeting with the Solent LEP.</p> <p>Lora Peacey-Wilcox gave a representation on the importance of the floating bridge for the Island.</p> <p>Comments and questions were taken from the Board.</p> <p>The Chair passed on the Boards thanks to the Local Partnerships.</p> <p>Colin Rowland, Richard Evans and Teresa Oliviere left the meeting. (10:37)</p> <p>Lora Peacey-Wilcox left the meeting (10:37)</p> <p>Following a discussion, the Chair provided a summary of the discussion, and the item will be taken to FPPMG in January and then brought back to the Board.</p> <p>The Board:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> the report at Annexe A and letter at confidential Annexe B and <b>Provided Advice</b> to the Executive, Accountable Body and FPPMG in order to inform the development of recommended actions at the FPPMG meeting in January 2022.</li> </ul> <p>Lora Peacey-Wilcox joined the meeting (11:00)</p> <p>Steve Futter and Nick Loader left the meeting (11:00)</p> <p>(5-minute break in the meeting)</p>	<p><b>Executive</b></p>
<p><b>5b. Finance, Funding and Performance Management report</b></p>	<p>The Finance paper was taken as read and James Fitzgerald provided an update the latest position of the Local Growth Deal, Getting Building Fund and core funding.</p> <p><u>Project Updates</u></p> <p>Project updates were provided on North Whiteley and for the confidential update at Appendix G.</p> <p>Nick Loader joined the meeting (11:18)</p> <p>The Board:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> and <b>Approved</b> the in-principle recommendation from FPPMG to vary the North Whiteley funding agreement to extend the completion of phase two from December 2022 to December 2023, subject to the Consortium securing the legal</li> </ul>	

	<p>agreements required to complete the additional phase two works by 31 January 2022.</p> <p>Edward Heron and Graham Burgess left the meeting and the Board:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> the confidential update at Appendix G and <b>Agreed</b> the recommendation.</li> </ul> <p>Edward Heron and Graham Burgess joined the meeting.</p> <p>An update was provided on the Careers and Enterprise Company work.</p> <p>The Board:</p> <p><b>Agreed</b> revised budget for 2021/22 of £31,311,531 as set out in Appendix A and the forecast budget for the period to 2023/24 as set out in appendix B which includes the following:</p> <ul style="list-style-type: none"> <li>• The current position of the LEP Loan Funds available as summarised in appendix D.</li> <li>• The latest position of the Local Growth Deal and Getting Building Funds as set out in appendices E1 and E2 respectively.</li> <li>• The re-profiling and budget movements as set out in the table in paragraph 3.</li> </ul> <p>The LEP Board also:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> and <b>Agreed</b> the Corporate and Strategic Risk Register at appendix C.</li> <li>• <b>Noted</b> the update in relation to the LGD tail and the ongoing GBF projects as set out in paragraphs 3.1 and 3.2</li> <li>• <b>Considered</b> the key risks highlighted in paragraph 3.3 of the report.</li> <li>• <b>Noted</b> the latest positions of the LGD and GBF as attached at appendices E1 and E2.</li> <li>• <b>Considered</b> the high-level Risk Matrix for the Local Growth Programme attached at appendix F and <b>delegated</b> its Approval to the LEP Chief Executive and the Accountable Body's section 151 officer.</li> <li>• <b>Noted</b> the project specific updates by exception in paragraph 4.</li> </ul>	
	<p><b>Government Update</b></p> <p>Clare Mulholland advised that the Levelling up White Paper is expected to be published in the New Year and will include further details on County Deals and the direction of travel for LEPs.</p>	
<p>6.</p>	<p><b>Governance update</b></p> <p>Richard Jones provided an overview of the paper which covered:</p> <p><u>Solent LEP Annual General Meeting / Annual Conference</u></p> <p>The Board <b>agreed</b> for Paula Swain, Edward Heron and Brian Johnson to remain in the meeting for this decision.</p> <p>The Board:</p> <p><b>Noted</b> the update in relation to the Solent LEP AGM and Annual Conference, and;</p> <p><b>Agreed</b> the principle of collaborating with the Solent Freeport Consortium Limited on a Solent Summit, and;</p> <p><b>Delegated Authority</b> to the LEP Deputy Chair and Chief Executive to agree final arrangements for the AGM and Solent Summit on behalf of the LEP.</p>	<p><b>Executive</b></p>

	<p><u>Solent Local Growth Assurance Framework</u> Changes to the Assurance Framework were highlighted. The Board: <b>Agreed</b> to the updated version of the Solent Local Growth Assurance Framework.</p> <p>An update was provided on the Annual Performance Review (APR) due to take place in February 2022. APR returns are required to be submitted to Government on 7 January in advance of the meeting and the Board <b>Agreed</b> to <b>delegate authority</b> to the LEP Chair, Chief Executive and the Accountable Body's section 151 officer to submit the returns.</p> <p><u>Organisational Review</u> An update was provided on the conclusion of the organisation review and the formation of a Corporate Management Team.</p> <p>The Board:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the update in relation to the organisational capacity review</li> </ul> <p><u>Board and Forum Lead Roles</u> The Board:</p> <ul style="list-style-type: none"> <li>• <b>Agreed</b> the appointment of Paula Swain as the Solent LEP SME Champion.</li> <li>• <b>Noted</b> the update in relation to the Solent Growth Forum.</li> </ul> <p>Edward Heron left the meeting (11:48)</p> <p><u>Board Training and Development</u> The Board:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the update in relation to the Board training and development, and;</li> <li>• <b>Agreed</b> to establish the "Directors duties at common law – duties of confidentiality and GDPR" as mandatory annual training for all Directors.</li> </ul> <p><u>Huddle</u> An update on an alternative platform to Huddle was highlighted, along with the option to use a declaration of usage form that could be completed by Board Members.</p> <p>Board Members provided feedback on the future format of Board papers.</p> <p>Graham Burgess left the meeting (11:57)</p>	<p><b>Executive</b></p> <p><b>Executive and Accountable Body</b></p> <p><b>Executive</b></p> <p><b>Executive</b></p>
7.	<p><b>General updates from Board Leads</b> The update paper on Skills Advisory Panel, Solent Freeport, MUK Solent and Solent Growth Forum were taken as read.</p> <p>Lora Peacey-Wilcox left the meeting (12:02).</p>	
8.	<p><b>Any other business</b> <u>Forward Plan</u> The Board:</p>	

	<ul style="list-style-type: none"><li>• <b>Considered and Agreed</b> the forward plan.</li></ul> <p>The Board were advised that the written resolution circulated 6.12.21 regarding Maritime UK Solent had passed.</p> <p>The Chair passed on his thanks to the Board for their commitment during the year and wished all a Merry Christmas and a happy and healthy new year.</p>	
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**Meeting closed at 12:04**

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