



**SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP**

Solent Local Enterprise Partnership Meeting of the Board of Directors

Held on Friday 26 May 2023 at 09:00 - 12:30 via Microsoft TEAMS

Present	In Attendance
Anne-Marie Mountifield	Crispin Dick (Company Secretary)
Rachael Randall (Chair)	Jack Elias (DLUHC)
Alex Rennie	James Fitzgerald (Portsmouth City Council, as the Accountable Body)
Brooke Hoskins	Lloyd Clark (Portsmouth City Council, as the Accountable Body)
David Youngs	Nicola Twiddy (LEP Executive)
Edward Heron	Richard Jones (LEP Executive)
Graham Barnetson	Richard Turl (DLUHC)
Julie Jones Evans	Stuart Baker (LEP Executive)
Nick Loader	
Paula Swain	
Salli Shapcott	
Satvir Kaur	
Steve Pitt	
Apologies	Guests
Graham Galbraith	Ralf Rashbrook - Item 2 only
Jo Sawford	KPMG - Chris Dunbar, Marcus Roche (For Item 5 Investment Strategy) and Kirsten Saguil & Lewis Atter (for Item 6)
Sam Warren (DLUHC)	

Confidential information has been removed from this meeting note. 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.

Item	ACTION
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1.	<p>Welcome and Introduction The Chair welcomed all to the meeting and roundtable introductions took place.</p> <p>Apologies for Absence Apologies were noted from Graham Galbraith, Jo Sawford and Sam Warren.</p>	
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	<p>Declarations of interest The following interests were noted ahead of the meeting:</p> <p><u>Anne-Marie Mountifield</u> Item 5 – SRO for Solent Freeport Item 7D - Maritime UK Solent Ltd Non-Executive Director Item 7E - MUK Solent Ltd Non-Executive Director General - Non-Executive Board Director for VIVID (new interest declaration for Vistry North Whiteley project)</p> <p><u>Julie Jones-Evans</u> Item 4bi - Representative for Visit Isle of Wight</p> <p><u>Graham Barnetson</u> Item 7D - Maritime UK Solent Ltd Non-Executive Director Item 7E - MUK Solent Ltd Non-Executive Director</p> <p><u>Nick Loader</u> Item 7A - Appointment as deputy Chair</p> <p><u>Rachael Randall</u> Item 4bi – Representative for Visit Isle of Wight</p> <p><u>Richard Jones</u> Item 7A - Appointment as alternate director of Solent Freeport Consortium Ltd</p> <p><u>Stuart Baker</u> Item 7C - Appointment as Solent Cluster first Director Item 7D - Maritime UK Solent Ltd Executive Director</p> <p>General Noting Item 5 Appendix F (Risk Register) - Board Members are asked to delegate the agreement of the LGD risk register to the LEP Deputy 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>	
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<p>2.</p>	<p>Presentation from Solent Cluster Ralf Rashbrook joined the meeting (09:06)</p> <p>Anne-Marie Mountifield gave an overview of the Innovation Zero conference that has taken place over the last 2 days. The Solent Cluster had a stand at the event to showcase the cluster and to enable it to engage with the other clusters and interested parties.</p> <p>The Solent Cluster is a diverse cluster covering industry, Local Authorities, Academia with interest growing in the cluster from across the whole south coast.</p> <p>Ralf Rashbrook and Stuart Baker gave a presentation on The Solent Cluster Vision and provided an update on the current status of the Track 2 process Expression of interest.</p>	
	<p>Julie Jones-Evans joined the meeting (09:29)</p> <p>Following the presentation, questions and comments were shared regarding maintaining momentum, having access to easy-to-understand communications to share with businesses, local authorities and a wider audience.</p> <p>The Board:</p> <ul style="list-style-type: none">• Noted the update.• Agreed to submit a joint letter of support for the Track 2 bid from the Local Authorities Leaders to Government <p>The Boards thanks were passed to Ralf Rashbrook and he left the meeting. (09:43)</p>	<p>Executive</p> <p>Local Authorities</p>

<p>7.</p>	<p>Governance update</p> <p>a. <u>General Governance Update</u></p> <p>The paper was taken as read and Richard Jones talked the Board through the recommendations.</p> <p>Nick Loader declared an interest in the first decision and withdrew from the meeting.</p> <p>The Board:</p> <ul style="list-style-type: none">• Agreed that the current LEP Interim Deputy Chair continues in the role as previously agreed by the Board. <p>Nick Loader re-joined the meeting</p> <p>The Board then considered the remainder of the report and:</p> <ul style="list-style-type: none">• Agreed the update to the Skills Advisory Panel Terms of Reference at Annexe A.• Delegated Authority to Paula Swain to nominate LEP Deputy Chief Executive Richard Jones as an Alternate Director on Solent Freeport Consortium Limited.• Noted the update provided in regard to the Annual Performance Review and Agreed for a letter to be submitted from the Board to contextualise the position.• Noted the update in relation to the AGM date change. <p>b. <u>Report from Governance Working Group</u></p> <p>Following the discussion at March Board meeting around the future direction of travel for LEPs, a Governance Working Group (GWG) was established. The Group have looked at LEP integration, future governance options, timelines and early thinking on Board composition.</p> <p>Richard Jones gave a presentation on the three GWG meetings which covered the Governance options considered, criteria for options considered, outcome of the options appraisal, wider considerations and the recommended model for the phased approach to updating the governance and group structure of the LEP.</p> <p>Paula Swain left the meeting (10:14) and then Brooke Hoskins left (10:18).</p> <p>It was recommended that the GWG continue to meet to oversee the detail of the work moving forward.</p> <p>The Board noted the importance of ensuring the Board structure is forward looking,</p>	<p>PS Chair</p>
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<p>reflecting HM Government policy on devolution and LEP integration and the changing nature of the work the LEP does, which increasingly is based on the development of clusters and sectors.</p> <p>The presentation also covered the phased branding evolution and the next steps required in this work.</p> <p>The Board:</p> <ul style="list-style-type: none">• Agreed the recommendation of the Governance Working Group to establish Solent Partners via a phased approach and Agreed the Governance Working Group recommendation in relation to Solent Partners Board structure, subject to<ul style="list-style-type: none">i) To convening the GWG again to review the Terms of Reference for Solent Partnersii) Looking at a dual key mechanism for Local Leaders & Solent Partners decision makingiii) An amendment to the Articles of Association is made to allow for the provision for any future subsidiaries and;• Agreed the recommendation of the Governance Working Group to engage with Local Authority Chief Executives to inform proposals for the establishment of a Leaders Advisory Council. <p>c. <u>Solent Cluster</u></p> <p>Further to the update under item 2 the Board noted that in relation to governance, the Solent LEP has been asked by industry to lead the incorporation of the Solent Cluster in anticipation of forthcoming opportunities for the area to become a Track-2 Carbon Capture Usage and Storage (CCUS) Cluster. To take this forward, Solent Cluster established a Governance Working Group drawn from the membership. The group have met three times during 2023 and a draft set of Articles of Association has been developed.</p> <p>The Board:</p> <ul style="list-style-type: none">• Agreed to establish the Solent Cluster as a limited company by guarantee and wholly owned subsidiary of Solent LEP, and• Agreed the appointment of Stuart Baker as the first director of the Solent Cluster. <p>d. <u>Update on Maritime UK Solent</u></p> <p>The paper was taken as read.</p> <p>Anne-Marie Mountifield, Graham Barnetson declared an interest in items 7d and 7e and Stuart Baker declared an interest in item 7d and all withdrew from the meeting (10:57).</p> <p>Richard Jones highlighted the recommendations in the paper.</p> <p>The Board:</p> <ul style="list-style-type: none">• Noted the Maritime UK Solent Business Plan for 2023/24; and• Noted the Maritime UK Solent Annual Report, and;• Agreed that the requirement for an independent evaluation report should be deferred until the end of the 2023/24 funding period, and;• Agreed that £116,000 Tranche 2 funding can be carried forward to 2023/24, and;• Agreed the Tranche 3 funding of £250,000 for the 2023/24 financial year should be paid to Maritime UK Solent, and	<p>Executive and Company Secretary</p> <p>GWG</p>
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	<p>Paul Griffiths and Jack Elias left the meeting (11:02). Stuart Baker re-joined the meeting (11:02)</p> <p>e. <u>Governance any other business</u> A confidential matter was highlighted and discussed.</p> <p>Anne-Marie Mountifield, Graham Barnetson, Jack Elias and Paul Griffith re-joined the meeting. (11:21)</p>	
<p>5.</p>	<p>Finance, Funding and Performance Management report <u>Equity Opportunity Update</u> Stuart Baker provided an update on the equity opportunity and the development of a framework to look at a portfolio of options.</p> <p>Chris Dunbar, Marcus Roche and Lewis Atter from KPMG joined the meeting and gave a presentation covering the key points to consider in establishing an investment framework.</p> <p>Brooke Hoskins re-joined the meeting (11:42).</p> <p>Loans and crowd funding schemes were also discussed, noting on the equity funding, there are others better placed with better structure and expertise in place. The Solent LEP have provided loan funding for public bodies to support with groundworks, loans where organisations were bidding into government and needed match funding and have also provided loans to private businesses (small and medium enterprises) with some recent loans through covid times.</p> <p>It was agreed that there are several ways loans can be brought forward by the LEP to help the region move forward and the businesses within.</p> <p>The Board: Noted the update on Equity Funding opportunities and Agreed to work on the development of a new Loan Funding product as part of a future funding call.</p> <p>Chris Dunbar and Marcus Roche left the meeting. (11:49)</p> <p>The Board agreed to return to the remainder of Item 5 after Item 6 due to external guests being in attendance for item 6.</p>	<p>Executive & Accountable Body</p>
<p>6.</p>	<p>Solent Enterprise Zone The Solent Enterprise Zone Retained Rates allows for the rates to be retained for the local area for a period of 25 years and the forecasts for the rates return have been re-run.</p> <p>KPMG have been working with the two ratings authorities covering the Enterprise Zone to develop an investment plan on how the rates are invested.</p>	

	<p>Kirsten Saguil and Lewis Atter from KPMG provided a presentation covering context, the engagement to date, the business retained rates reforecasts, overview of the Memorandum of Understanding (MOU)- strategic and governance and next steps to develop an investment plan for the remainder of the retained period.</p> <p>Solent LEP has clear accountability for the Enterprise Zone and working with the rating authorities need to ensure there is a dual lock approach on this.</p> <p>Richard Turl provided comments from DLUHC.</p> <p>The MOU needs to be fit for purposes over the course of the retained rates and the MOU will include a clause to review on a regular basis.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Considered the presentation from KPMG; and • Noted the updated retained rates forecast; and • Agreed the proposed Enterprise Zone governance arrangements as set out in the MOU, subject to adding a novation clause and including the establishment of the Solent Enterprise Zone Strategic Partnership Group • Reviewed and Agreed the MOU as a final draft document for signature with the accountable body and rating authorities; and • Agreed the recommendation to develop a retained rates investment plan. <p>The Board passed on their thanks to Kirsten Saguil and Lewis Atter and they left the meeting (12:10)</p>	<p>KPMG & Executive</p> <p>AB & RA Executive</p>
<p>5. cont.</p>	<p>5. Finance, Funding and Performance Management report</p> <p>The Board returned to consider the remainder of item 5.</p> <p>The Finance paper was taken as read and James Fitzgerald provided an overview of the paper including details on the final outturn position, the small amount of trail funding remaining and the Restart, Restore & Recover (RRR) loan fund. The Board passed on their thanks to the Accountable Body and Executive for their work on the RRR loan fund.</p> <p>Anne-Marie Mountifield declared an interest as SRO for Solent Freeport and withdrew from the meeting.</p> <p>Growing Places Loan Funding earmarked for Solent Freeport Projects</p> <p>The LEP Executive will provide a follow up letter to establish the Solent Freeport's position on the loan offer and release the earmark on the funding if it is no longer required.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Considered the update under paragraph 6 and provided Advice to the Executive to take forward this work. <p>Anne-Marie Mountifield re-joined the meeting.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the final outturn in 2022/23 of £7,205,204 as set out in Appendix A 	<p>Executive</p>

	<ul style="list-style-type: none"> • Considered and Approved the revised budget for the period 2023/24 to 2024/25 as set out in Appendix B <ul style="list-style-type: none"> - The current position of the LEP Loan Funds available as summarised in appendix D. - The latest position of the Local Growth Deal and Getting Building Funds as set out in appendices E1 and E2 respectively. - The re-profiling and budget movements as set out in the table in paragraph 3. <p>The Board also:</p> <ul style="list-style-type: none"> • Noted and Agreed the Corporate and Strategic Risk Register at appendix C. • Considered the high-level Risk Matrix for the Local Growth Programme at appendix F and delegated its Approval to the LEP Deputy Chief Executive and the Accountable Body's section 151 officer. • Noted the project specific updates by exception in paragraph 4.3. • Considered the update on the RRR loan fund projects at Appendix G and Agreed the recommendations contained within it. • Considered the update under paragraph 5 and in appendix H provided by KPMG on Equity Opportunities and provide Advice to the Executive to take forward this work. • Noted the update on the new funding in paragraph 8. • Noted the update on the LEP Corporate Plan in paragraph 9, including the proposed new reporting dashboard that will be considered under Item 8 of the agenda. • Considered the update under paragraph 6 and provided Advice to the Executive to take forward this work. 	<p>Deputy Chief Executive & AB</p> <p>Executive & AB</p> <p>KPMG Executive</p>
<p>3.</p>	<p>HM Government Update</p> <p>Richard Turl provided the HM Government update as follows -</p> <p>The LEP Integration information gathering exercise closed on 19 May and a large response was received and are currently being analysed. There is a strong commitment to get a decision out by the summer recess.</p> <p>Devolution - continued discussions have taken place with the Unitary and County Council.</p> <p>It is expected that there will be a Levelling Up Fund Round 3 announcement by summer recess.</p>	
<p>4a.</p> <p>b.</p>	<p>Notes of meeting held on 31 March 2023</p> <p>The minutes from the Board meeting on 31 March 2023 were Agreed.</p> <p>Matters Arising and Declarations of Interest</p> <p><u>Matters Arising</u></p> <p>The following matters arising were raised:</p> <p>The board considered a short report on the Arts Council England Solent Cultural Plan - a specification has been drawn up. Any comments on the specification, please pass to Stuart Baker.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the update provided on the development of a Solent Cultural Plan. 	<p>Board</p>

	<p>Salli Shapcott left the meeting. (12:32)</p> <p>Local Visitor Economic Partnership (LVEPs) Update The Executive have met with Visit England to discuss LVEPs and they have also met with Visit IoW who would like to proceed with their own offer of an LVEP. Graham Barnetson, Julie Jones-Evans and Rachael Randall declared an interest in this item and withdrew from the meeting (12:35) and Nick Loader took the Chair role.</p> <p>The board considered a short report on LVEPs and they</p> <ul style="list-style-type: none"> • Noted the update provided in the report; and • Agreed to provide a letter of support to Visit Isle of Wight's application to become a Local Visitor Economy Partnership. <p>Page 3 - Investment Zone - the Executive will re-engaged with the Local Authorities on this. Page 3 - The LEP information gathering exercise return was submitted.</p> <p>All other matters will be covered as part of the meeting.</p> <p>Rachael Randall and Julie Jones-Evans re-joined the meeting</p>	<p>Executive</p>
<p>8.</p>	<p>Corporate Plan 2023-2026 The Corporate Plan has been developed out since the last meeting to include further detail and the addition of a financial dashboard. An update on the Skills Bootcamp application was provided and the outcome of the Maritime UK launch pad bid is still awaited, an update is expected shortly.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Agreed version 2 of the Corporate Plan as a basis for developing a version 3 of the plan (with revised financial forecasts) for consideration and approval for publication at the July 2023 board meeting, and; • Agreed version 2 of the Corporate Plan as a basis for stakeholder engagement activity, including development of a detailed stakeholder engagement plan, further engagement with staff and initial engagement with LEP Members at the 2023 AGM, and; • Agreed version 2 of the Corporate Plan as a basis for recommencing the paused website development activity, and; • Agreed to the proposed new format for the ongoing financial reporting as at Annexes B and C. 	<p>Board / Executive</p> <p>Executive and Chair</p> <p>Executive</p> <p>AB</p>
<p>9.</p>	<p>General updates from Board Leads – for note The update was taken as read and noted by the Board.</p>	
<p>10.</p>	<p>Any other business The Forward plan was reviewed.</p> <p>The Board: Considered and Agreed the Forward Plan.</p>	

	<p>The next meeting is scheduled for 21 July 2023 and will be held in person.</p> <p>No further business, so the meeting was closed.</p>	
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Meeting closed at 12:48

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