

**Date:** 14<sup>th</sup> July 2022  
**Time:** 16:00 - 18:00  
**Venue:** Havant Borough Council and MS Teams

<b>Present</b>	<b>In attendance</b>
Anne-Marie Mountifield – Senior Responsible Officer (SRO)	Aldred Drummond - Fawley Waterside
Brian Johnson – SFCL Chair	Alex Rennie - Havant BC (for Item 1)
David Williams - Portsmouth CC (via MS Teams)	James Fitzgerald –nominated s.151 representative for the Accountable Body
Derek Pretty - Eastleigh BC	Julian Pike - for Accountable Body (for Item 9)
Edward Heron - NFDC (via MS Teams)	Kim Sawyer - Havant BC (via MS Teams)
Keith Mans - HCC	Matt Hill - Southampton CC (via MS Teams)
Narinder Bains - Havant BC	Musu Konteh - DLUCH (via MS Teams)
Paula Swain - Solent LEP	Victoria Quinn - DLUCH (via MS Teams)
Richard Parkinson - Solent Gateway (via MS Teams)	
Sarah Bogle - Southampton CC	<b>Executive support for Solent Freeport</b>
Steve Thurston - Southampton Airport	Alison Taylor (Item 8 only)
Stuart Neill - ExxonMobil (via MS Teams)	Nicola Twiddy
Sue Simmonite - ABP	Richard Jones
	Stuart Baker
<b>Apologies</b>	
Alastair Welch - ABP	<b>Guests</b>
Gavin Parker - NFNPA	Alan Durrant - TUC (Item 2 only)
Gerald Vernon Jackson - PCC	Sam Gurney, London, SE and East Region TUC (Item 2 only)
Jeremy Howells - University of Portsmouth	Richard White, Unite (Item 2 only)
Mike Sellers - Portico	Daniel Thomas - KPMG (via MS Teams)
Riccardo Cavallo - Exxon Mobil	Kirsten Saguil - KPMG (via MS Teams)
Sophie Mallon – Monitoring Officer for the Accountable Body	

<b>Agenda Item</b>	<b>Notes</b>	<b>Action</b>
1.	<p><b>Introductions and Apologies for Absence</b></p> <p>The Chair welcomed all to the Solent Freeport Consortium Ltd (SFCL) Board Meeting and passed the Boards thanks to Havant Borough Council for hosting. Alex Rennie provided an update on Dunsbury Park. Sarah Bogle was welcome to the meeting as the new Board representative for Southampton City Council.</p> <p>Apologies were noted from:            Alastair Welch (Sue Simmonite is the nominated alternate), Gavin Parker, Gerald Vernon-Jackson (David Williams is the nominated alternate), Jeremy Howells, Riccardo Cavallo (Stuart Neill is the nominated alternate), Mike Sellers and Sophie Mallon.</p>	

2.	<p><b>Discussion with the TUC on Freeport development</b> Alan Durrant, Sam Gurney and Richard White provided a presentation.</p> <p>Following the presentation, there was a discussion in relation to ongoing engagement with the Unions as the freeport moves through to delivery and wider stakeholder communication.</p> <p>The Chair passed on the Boards thanks for attending the meeting and Alan Durrant, Sam Gurney and Richard White left the meeting.</p> <p>The Board <b>Agreed</b> to continue dialogue and discussions with the Trade Unions. The Executive will liaise with them on a briefing for Union representatives in Hampshire to help support stakeholders understanding of a Freeport and gather employer feedback. The Executive will also draft some proposals on a framework engagement with the Trade Unions to bring back to the next Board meeting.</p> <p>Wider communication with stakeholders will be add to the risk register.</p>	<p><b>Executive</b></p> <p><b>Executive</b></p>
3.	<p><b>Notes of the previous meeting of 24 May 2022, matters arising and declarations of interest</b> The minutes from the Board meeting on 24 May 2022 were <b>Agreed</b>.</p> <p>The following matters arising were raised: Page 3 - MOU - the draft of the 2<sup>nd</sup> national MOU is awaited before the local MOU is reviewed again. Page 5 - The Executive will arrange for the SLA with Solent LEP to be signed.</p> <p>All other items will be covered by the items on the agenda today.</p> <p><u>Declarations of Interest</u> Item 6 - It was noted that all Board Members will have a potential interest in Seed Capital funding.</p> <p>Item 6 - Development of the Solent Maritime Innovation Hub Business Case for Solent Local Enterprise Partnership and Maritime UK Solent - Anne-Marie Mountifield, Chief Executive, Solent Local Enterprise Partnership and Chair, Maritime UK Solent and Stuart Baker, Business Development Director, Solent Local Enterprise Partnership and Managing Director, Maritime UK Solent - and nominated lead for Solent Maritime Innovation Hub.</p> <p>Item 9 - Item of Correspondence from Solent LEP -- Anne-Marie Mountifield, Edward Heron, Paula Swain, James Fitzgerald, Richard Jones, Stuart Baker and Nicola Twiddy as part of the Executive Team and or Solent LEP Board Members.</p> <p>There were no further interests to note in addition to interests set out in the registers of members.</p>	<p><b>Executive</b></p>
4.	<p><b>HM Government Update</b> Victoria Quinn introduced Musu Konteh from the DLUCH Team and provided the following update:</p> <ul style="list-style-type: none"> <li>• All information on Navigator Quarter is now with HMT and HMRC for review.</li> <li>• Designation of the first custom site is awaited.</li> </ul>	<p><b>HMT/HMRC</b></p> <p><b>HMT/HMRC</b></p>

	<ul style="list-style-type: none"> <li>• FBC draft critical actions expected in next week and final to be submitted by the end of the month (29<sup>th</sup>).</li> <li>• FBC approval anticipated in September.</li> <li>• Second draft of the MOU expected early next week.</li> </ul> <p>A discussion has had on the custom sites entry on the GOV.UK website and clarification on this will be sought following the meeting.</p>	<p><b>HM Government</b></p>
<p>5.</p>	<p><b>Update on progress approval of Solent Freeport</b> The paper was taken as read and the importance of clearing the critical actions this month was highlighted.</p> <p>For a Freeport to be considered formally designated it will require:</p> <ul style="list-style-type: none"> <li>• HMRC approval of proposed customs sites – ‘the Customs Site Process’</li> <li>• HMT approval of proposed tax sites – ‘the Tax Site Process’</li> <li>• HM Govt approval of the Full Business Case (FBC) – ‘the Business Case Process’</li> </ul> <p>Daniel Thomas and Kirsten Saguil from KPMG provided an update covering:</p> <ul style="list-style-type: none"> <li>• Solent Gateway and PIP custom site designation</li> <li>• Navigator Quarter Tax site designation</li> <li>• Approach to addressing FBC critical actions</li> </ul> <p>Victoria Quinn and Musu Konteh left the meeting (17:00)</p> <p>The 12 themes within the critical actions were reviewed and the critical action on retained business rates has highlighted, including the indicative share of the total retained rates pool. The Board supported the proposed approach to this and it was <b>agreed</b> that additional narrative would be added to reflect the importance of cross cutting themes such as net zero and skills.</p> <p>Developing an investment plan for retained rates was highlighted and discussed and the retained rates investment committee (RRIC) will now convene and to lead on the strategy and prioritisation of investments so recommendations can be made to the SFCL Board for decision later in the year.</p> <p>The draft critical action submission will be shared with the Board after 19 July inviting final comments prior to final submission on 29 July.</p> <p>The SFCL Board:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the proposed changes to the tax site for the Navigator Quarter in Appendix A; and</li> <li>• <b>Noted</b> the FBC update and implementation plan in Appendix B; and</li> <li>• <b>Considered</b> the draft response as presented at the meeting and <b>delegated authority</b> for the SRO working with the Chair to finalise for submission.</li> </ul> <p>Daniel Thomas left the meeting (17:48).</p>	<p><b>KPMG</b></p> <p><b>RRIC</b></p> <p><b>Executive &amp; Board</b></p> <p><b>SRO &amp; Chair</b></p>
<p>6.</p>	<p><b>Report from the Finance, Resources and Audit Committee (FRAC)</b> The paper was taken as read. James Fitzgerald highlighted the latest status report included within the FRAC Report, forecasts out to 2025/26, the consultancy expenditure to cover the critical actions and Navigator Quarter work, the associate</p>	

	<p>member contributions and that staffing budgets remain as indicative until the Chief Executive post is filled and any staffing is taken forward.</p> <p>The risk registers are now contained within this report and the main emerging risks were highlighted. Communication &amp; stakeholder engagement and custom sites designation risk entries on the register will be updated to reflect comments during the course of the meeting.</p> <p>The SFCL Board:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the HMG Freeport lead draft status draft report for June 2022 in Appendix A</li> <li>• <b>Considered</b> and <b>Agreed</b> the revised budget for 2022/23 of £941,957 as set out in Appendix B and the forecast budgets for the period between 2023/24 and 2025/26 as set out in Appendix C.</li> <li>• <b>Agreed</b> to add a further budget provision of £45,945 to the consultancy fees for the additional anticipated work required to reach an approved full business case.</li> <li>• <b>Agreed</b> the advice from FRAC to drawdown the remaining Government set up funding of £550,000.</li> <li>• <b>Agreed</b> the SRO and Accountable Body formally request a £50,000 contribution towards Freeport operational costs from each of the three significant landowners within the tax sites as set out in paragraph 6</li> <li>• <b>Noted</b> and <b>Agreed</b> the corporate and strategic risk register at Appendix D.</li> <li>• <b>Noted</b> and <b>Agreed</b> the retained rates risk register at Appendix E.</li> <li>• <b>Considered</b> and <b>Agreed</b> to adopt the reserves policy proposed by FRAC at Appendix F.</li> <li>• <b>Noted</b> the update regarding the SEED capital funding programme as set out in paragraph 12 of the report.</li> </ul>	<p><b>AB &amp; Executive</b></p> <p><b>AB</b></p> <p><b>SRO &amp; AB</b></p>
<p>7.</p>	<p><b>Governance Update</b> The paper was taken as read.</p> <p><u>Chief Executive Recruitment</u> The recruitment process for a Chief Executive went live on Monday 13th June 2022 and is open for applications until Wednesday 31st August. RENCOCOM are meeting on 12 August for an interim update.</p> <p>The SFCL Board:</p> <ul style="list-style-type: none"> <li>• <b>Noted</b> the update on Executive Recruitment.</li> </ul> <p><u>Local Assurance Framework</u> The paper was taken as read and an update was provided on the development of a Local Assurance Framework.</p> <p>The SFCL Board:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> and <b>Agreed</b> to adopt and publish the Assurance Framework as set out in Annexe A, and</li> <li>• <b>Agreed</b> the appointment of Helen Magri as the Data Protection Officer for the Solent Freeport Consortium Limited, and</li> </ul>	<p><b>Executive &amp; AB</b></p>

	<ul style="list-style-type: none"> <li>• <b>Delegated Authority</b> to the Executive to develop a draft Enquiry, FoI, Complaints and Whistleblowing Policy, Data Protection Privacy Notice and Confidential Items Policy for consideration at the next Board meeting, and</li> <li>• <b>Agreed</b> the policy in relation to classification of confidential information and delegate authority to the executive to implement the training and terms of use.</li> </ul>	<p><b>Executive</b></p> <p><b>Executive</b></p>
8.	<p><b>Update from the Communications and Marketing Group including update on Solent Summit on 8 June 2022</b></p> <p>Positive feedback was provided on the Solent Summit and the Chair passed the Boards thanks to the Executive Events Team.</p> <p>An update on Solent Freeport communications, media coverage and events will be shared post meeting.</p>	<p><b>Executive</b></p>
9.	<p><b>Any Other Business and Date of Next Meeting</b></p> <p>Details regarding a Chinese delegation visit via DiT was provided and further details will be circulated post meeting.</p> <p>The next meeting is scheduled for 12 October 2022 via MS Teams.</p> <p>Julian Pike joined the meeting (18:02).</p> <p>Anne-Marie Mountifield, Paula Swain, Edward Heron, Stuart Neill, Matt Hill, James Fitzgerald, Richard Jones, Stuart Baker, Alison Taylor and Nicola Twiddy left the meeting (18:04).</p> <p><u>Item of Correspondence from Solent LEP</u></p> <p>A letter from Solent LEP to SFCL dated 16 June 2022 was discussed.</p>	

**Meeting closed at 18:17**