

Coast to Capital Growth Grant Appraisal Panel Meeting

Thursday 29 November 2018

Arun House, Hurst Road, Horsham, RH12 2DN

Meeting Minutes

Panel Members:

Julie Kapsalis (JK) Chair; Caroline Wood (CW), Coastal West Sussex Partnership; Daren Rose (DR), Lloyds Bank; Gareth Sear (GS), University of Chichester; Mike Herd (MH), Sussex Innovation Centre; Richard Spofforth (RS), Kreston Reeves.

Attendees:

Carli Foster (CF); Hannah Gosling (HG); Malcolm Brabon (MB); Marsha Robert (MR).

Growth Grant Applicants:

Joseph Martello (JM), Roscomac; Neil Rolfe (NR), Roscomac.

1. Welcome and apologies

JK welcomes panel and facilitates introductions

2. Declarations, Disclosures & Conflicts of Interest

Potential conflicts were identified, however, JK confirms there are no conflicts and progresses with the meeting.

This sentence has been redacted.

3. Growth Grant Programme Update

MB briefed the panel on the 2018-19 Growth Grant Programme and progress made to date. He gave an overview of the Growth Grant criteria and highlighted recent changes to the programme. The changes included the following:

- Pre, during and post application support for all Growth Grant applicants. Particularly support with developing Business Plans and completing the application forms
- New appointment of Head of Finance role through Accountable Body of the London Borough of Croydon. CF is the interim Head of Finance and reviews all application documents prior to the panel receiving the documents
- Scoring Sheet Methodology amended in order to closely align with productivity and innovation metrics. MH suggests the scoring sheet include criteria around marketing skills and strategy.

ACTIONS:

1. MB to add marketing skills and strategy to scoring methodology

MB informed the panel that the Growth Grant team will be requesting permission to submit grant recipient claims on demand in order to speed up the payment process.

We will also review the criteria for future years to include eligibility around software development.

4. Roscomac Briefing

MB briefed the panel on Roscomac and gave an overview of their application and progress. Growth Grant team worked with Roscomac to develop the Business Plan and complete the full application form.

5. Roscomac Growth Grant Presentation

JM is MD of Roscomac, he delivered a 10 minute presentation on their Growth Grant application.

6. Panel Q&A – Roscomac

This item has been redacted.

7. Panel discussion and scoring - Roscomac

This item has been redacted.

Decision: The panel awards Roscomac a grant of up to £170,000, **this sentence has been redacted.**
