



# LEP DIRECTORS BOARD

Friday, 24<sup>th</sup> July 2020 at 9.30am

Via MS Teams

# Paper 0 - Greater Lincolnshire LEP Board Agenda

Time	Item	Lead	Status
9.30	<b>1 Welcome, Apologies, Declarations of Interest</b> 1.0 FOR APPROVAL - LEP Board Minutes - 10/06/2020 1.1 FOR INFO:- Decision Log 1.2 FOR INFO: Review of Actions	Chair	Attached and Website
9.40	<b>2 FOR INFO: - Chairs Report - MP engagement</b>	Chair	Verbal
<b>Governance</b>			
9.50	<b>3 FOR APPROVAL: LEP Board Governance, and additional appointments</b>	Ruth Carver	Attached and website
10.00	<b>4 FOR APPROVAL: LEP Transition Board Arrangements</b>	Ruth Carver	Attached and website
<b>Strategy</b>			
	<b>5 FOR APPROVAL : Impact on Employment</b>	Ruth Carver	Attached and website
	<b>6 FOR APPROVAL: Covid -19 Recovery Strategy and Funds</b>	Halina Davies	Attached and website
	<b>7 FOR INFO: Town Deals - DRAFT completed</b>	Cathy Jones	Attached and website
	<b>8 FOR APPROVAL: Strategy and Research Priorities</b>	James Baty	Attached and website
<b>Delivery</b>			
	<b>9 FOR APPROVAL Financial Report - Year end Report</b> 9.1 For Approval Financial Statement 9.2 For Approval Annual Audit Report 9.3 For Info - Quarter 1 Finance Report	Andy Orrey, Chair of the Finance and Audit Committee	Attached and website
	<b>10 FOR INFO: Chief Executives Report</b>	Ruth Carver	Attached and website
	<b>11 FOR INFO: Forward Plan</b>	Ruth Carver	Attached and website

**Access and Circulation of papers is public unless otherwise stated as confidential, and in line with the [Confidential](#) Reporting Policy.**

## **Attendees:**

Pat Doody - Chair (Non-Executive Director), Cllr Philip Jackson - Vice Chair (NELC), Sarah Louise Fairburn - Vice Chair (L J Fairburn & Sons Ltd), Cllr Craig Leyland (ELDC), Cllr Colin Davie (LCC), Cllr Oliver Hemsley (RCC), Cllr Ric Metcalfe (CoL), Cllr Rob Waltham (NLC), Chris Baron (Butlins, Skegness), Alric Blake (AllTech), Dean Fathers (Health), Debbie Barnes (LCC), Gary Headland (Lincoln College), Mary Stuart (UoL), Zoe King (Epix Media), Yvonne Adam (Youngs Seafood); Alison Ballard (BAE Systems); Suraya Marshall (RAF Cranwell), Nick Worboys (Longhurst)

**Apologies:** Stephen Fidler (DfT)

**Observers:** Pete Holmes (BEIS), Simon Green (NLC),  
Andrew Crookham (Accountable Body and S151 Officer)

**Officers:** Ruth Carver, Sue Groves (Note Taker),

**For Agenda items:** Andy Orrey, Chair of the Finance and Audit Committee

**Additional Papers Pack (just for information and not for printing)**

- AP1 - Health and Care Enterprise Board - draft minutes from 1<sup>st</sup> May 2020
- AP2 - Manufacturing Committee - draft minutes from 13<sup>th</sup> July 2020
- AP3 - Visitor Economy - draft minutes from 4<sup>th</sup> June
- AP4 - Rebuild - Skills led recovery - letter to Secretary of State
- AP5 - Economic Recovery Questions - GLLEP Food Board Response
- AP6 - Freeports Consultation Response

**Key dates for LEP Board Directors**

<p><b><u>LEP Board Dates and Venues 2020</u></b> 24<sup>th</sup> July - via MS Teams 6<sup>th</sup> November - via MS Teams</p> <p><b><u>Covid Response and Recovery Calls</u></b> 26<sup>th</sup> August 30<sup>th</sup> September 9<sup>th</sup> December</p>	<p><b><u>Water Management Committee 2020</u></b> 25<sup>th</sup> November</p> <p><b><u>Manufacturing Committee 2020</u></b> 7<sup>th</sup> October</p> <p><b><u>Visitor Economy Committee 2020</u></b> 13<sup>th</sup> October, 15<sup>th</sup> December</p> <p><b><u>Employment &amp; Skills Board 2020</u></b> 3<sup>rd</sup> February, 28<sup>th</sup> April, 30<sup>th</sup> June, 2<sup>nd</sup> October, 8<sup>th</sup> December</p> <p><b><u>Innovation Council 2020</u></b> 2020 dates to be arranged</p> <p><b><u>Growth Hub Governance Board 2020</u></b> 2020 dates to be arranged</p> <p><b><u>ESIF Sub-Committee 2020</u></b> None arranged</p> <p><b><u>Health and Care Enterprise Committee 2020</u></b> 7<sup>th</sup> August, 20<sup>th</sup> November</p> <p><b><u>Energy Council 2020</u></b> 24<sup>th</sup> September</p>
<p><b><u>LEP Investment Board 2020</u></b> 5<sup>th</sup> August 2020</p>	



# Greater Lincolnshire LEP Board

10<sup>th</sup> June 2020

Via MS Teams

Draft Minutes

**Present: Board Directors:**

Pat Doody (Chair, Chair of ESC), Cllr Colin Davie (LCC), Cllr Craig Leyland (ELDC)  
Cllr Rob Waltham (NLC), Cllr Ric Metcalfe (CoLC), Cllr Philip Jackson (NELC and Public Sector Vice Chair), Cllr Oliver Hemsley (Rutland CC), Chris Baron (Butlins, Skegness & Chair of VE Committee), Dean Fathers (Health & Diversity Champion), Gary Headland (Lincs Chamber & IoD), Yvonne Adam (Youngs Seafood), Mary Stuart (UoL), Alison Ballard (BAE Systems), Zoe King (Epix Media & Digital Lead & SME Champion), Suraya Marshall (RAF Cranwell)

**Observers:**

Pete Holmes (BEIS CLG), Andy Gutherson (LCC), Simon Green (NLC), Clive Tritton (NELC), Andrew Crookham (LCC S151 Officer)

**Apologies:**

Sarah Louise Fairburn (Private Sector Vice Chair - L J Fairburn & Sons Ltd and Food Board Chair), Stephen Fidler (DfT & GLLE P Senior Sponsor), Alric Blake (AllTech), Nick Worboys (Longhurst) Debbie Barnes (LCC)

**LEP Executive:**

Ruth Carver (CX GLLEP), Clare Hughes (GLLEP), Halina Davies (GLLEP), Cathy Jones (GLLEP), Sue Groves (GLLEP)

**Apologies and Declarations of Interest** - Apologies were noted from Sarah Louise Fairburn, Stephen Fidler, Alric Blake, Nick Worboys and Debbie Barnes

Full declarations of interest for each individual Board Director can be found at: <https://www.greaterlincolnshirelep.co.uk/about/boards/> The LEP Board were reminded that declarations of interest are required as part of LEP governance and must be updated at least annually, and if anything changes to the LEP office at the earliest convenience.

**Minutes & Matters Arising (Paper 1)**

The minutes from the Board meeting held on 29<sup>th</sup> April 2020 were accepted as a true record.

**Matters Arising :**

- Query around the date of the Annual Delivery Plan. This is due to be published on the 10<sup>th</sup> July and will need to be signed off by Board Directors electronically - ACTION
- Transition Board. North Lincolnshire and North East Lincolnshire Councils are keen to move this forward and stated that businesses need to be more engaged to come to terms with the new identity. Terms of Reference have been drafted and will be discussed at the GLLEP Strategy Group due to take place on the 19<sup>th</sup> June. ACTION
- Query regarding Growth Funds - Single Local Growth Fund is 100% committed. The Greater Lincolnshire Growth Fund has approximately £1.5m that good be re-purposed, will need to look at the Recovery Plan to marry up funds, to be discussed at the Board to be held on 24<sup>th</sup> July. ACTION
- Letter to the Treasury is to be sent regarding existing pipeline projects and other projects which would enable recovery and that the funds could be spent within 18 months. Government needs to receive this list by 17<sup>th</sup> June.
- Letter from MPs regarding rural Broadband, once approved, this will be circulated to Board Directors. ACTION
- Board forward plan has now changed to have quarterly meetings to review performance and to hold themed monthly meetings in between. First quarterly meeting to be held on 24<sup>th</sup> July.
- LEP Peer Review to be held on 26<sup>th</sup> June with SEMLEP.

**Actions**

- ❖ Circulate Annual Delivery Plan to be signed off by Board Directors by 10<sup>th</sup> July 2020.

- ❖ Circulate draft Transition Board Terms of Reference to be signed off by Board Directors
  - ❖ Circulate pipeline list of projects to Board Directors for any comments
- Top 100 businesses list, the need to reach out to larger businesses for information, will be circulated next week and to ask for volunteers to host/support these meetings which will be in sector groups, ie, Visitor Economy, Food, Ports and Logistics.

#### **LEP Chair & Chief Executive's Report (Item 2)**

Announcement of a consultation and the possible loss of 500 jobs at Bakkavor, Spalding in the deli/salad division.

#### **Action**

LEP will work with DWP and SHDC on redeployment and retaining.

#### **GL Business and Economy Recovery plan (Paper 3)**

Discussion took place regarding the Lincs Recovery Plan. Board Director challenge on:

- Broadband and digital skills is an opportunity throughout the Plan and developing a cluster approach for GL
- Importance of Place Marketing , Greater Lincolnshire Smart Energy are engaged
- Supply chains - Recovery Plan needs to recognise the wider impact.
- There should be a section on Defence and what it could do to help with recovery, ie, opportunities for civil servant relocation. Action to develop a Defence Board

Andy Gutherson is the chair of the Recovery Group, with Task and Finish Groups including the economy Recovery Group. Recovery is to take place in three delivery areas, and two enabling themes:

- To repurpose existing business support schemes, and design new business support schemes, that meet the challenges of Covid-19
- To take measures to meet the changing employment and training needs of the greater Lincolnshire workforce in the context of Covid-19.
- To provide tailored support to Greater Lincolnshire's most important economic sectors so that they can respond to Covid-19.
- Funding and business intelligence enabling
- Climate Change should be included

Next steps on resourcing, monitoring and cost implications.

#### **Recovery Asks letter Treasury (Item 4)**

This has not yet been prepared and will be circulated once it has been drafted.

#### **Impact of Covid on Apprenticeships across Greater Lincolnshire (Paper 5 - Clare Hughes)**

Covid-19 will present particular challenges for apprentices as they are affected by the impact on business and the impact on access to education and training.

There are also wider concerns:

- Many employers are not recruiting any staff, including new apprentices or making redundancies
- Large employers are still being required to continue paying their Apprenticeship Levy which is collected monthly by HMRC, and if not used within a 24 month period, the funds expire on the rolling monthly basis.
- Providers of apprenticeship training (employers themselves) are affected by loss of apprenticeship income, as well as other income.

News is positive in that large numbers of existing apprentices are continuing with their training, but the negative impact on the expected number of brand new apprentices is stark and not predicted to improve for many months.

The Resolution Foundation estimates that the pandemic means those who emerge from education this year will be less likely to have jobs in three years' time: *the likelihood of being in employment in 2023 would fall by 13% for graduates and 37% for those with the fewest qualifications*. As a whole, Greater Lincolnshire's workforce has a lower level of educational attainment than the UK average, although the gap has been closing in recent years. COVID-19 risks reversing these gains and exacerbating the difference in employment outcomes for Greater Lincolnshire's residents and the country as a whole.

Only 27% of new apprentices are aged 18-16. (28% are 19-24, and 45% are adults).

Statistics show that around 6% of Greater Lincolnshire school leavers (16 year olds) tend to become apprentices in Greater Lincolnshire. That equates to around 550 apprentices. Higher than the national average of 5%.

The unemployed cohort may well look different to how it did pre-crisis, with a much higher number who have medium- and high-skills and a track record of employment in sectors which may have shrunk significantly. Discussion took place and the following points were made:

- There is a need to understand various solutions and should focus on recovery by re-skilling, upskilling and skilling.
- Flexibility in how the levy can be used, and shared during recovery
- Flexibility in apprenticeships subjects and deliverability/seasonality and reviewing for example chef training as the demand may be reduced.
- It is important to have an employer's view, including SMEs, for a balanced view on Apprenticeships.
- The system needs to be sensitive to Greater Lincolnshire's rurality rather than just looking at large cities.
- Pat Doody asked MS and GH to provide possible solutions and any case studies, it was suggested that that the Orders of St John Care Trust who run 75 care homes be contacted, along with tourism and retail businesses.

#### Actions

Clare to prepare a letter for Government incorporating views of the Board, employers and the ESB.

#### **Greater Lincolnshire LIS (Paper 6 - Cathy Jones)**

The draft LIS has been updated to reflect the decision that Rutland, North Lincolnshire and North East Lincolnshire will be included in the geography of GLLEP. Work has been carried out to identify their priorities and ensure they were reflected in the LIS which has been duly updated, as follows:

- the most significant changes have been to add a **new 'Ports and Logistics' strategic opportunity**, and to substantially increase the focus on opportunities in **decarbonisation and clean energy generation** in the Energy and Water chapter, including a proposed case study on the ORE Catapult.
- the executive summary has been revised to better reflect partners' priorities
- opportunities presented by the proposed St. George's garden village and Grimsby's fish processing cluster (within agrifood) have been included
- innovative activity linked to decarbonisation and clean growth has been emphasised (in Ideas)
- narrative on on-going efforts to support Scunthorpe's steelworks cluster; role of Rutland Water as a key asset, Oakham and Uppingham has been added (Place)

It has not yet been possible to update all of the maps to reflect the new geography but this has been

noted and will be addressed.

Discussion took place and the following points were made:

- LIS will be published locally subject to further business engagement and buy in from the business community particularly in NL and NEL
- Our existing engagement process with the "top 100" businesses will contribute to this.
- The inter-connectivity of our sectors needs to be emphasised
- Consider whether Seafood Processing is adequately reflected as part of an agrifood section.
- After development of LIS, could more be done on manufacturing?
- Need to show link between recovery planning and the LIS: how they come together and how they link. This is also required at the national level.
- The Secretariat will review the LIS in light of the Board's comments

Action:

- ❖ Amended LIS to be published locally subject to further business engagement and buy in from the business community.

### **Humber Freeports (Paper 7 - Halina Davies)**

The Board was asked to agree:

- A joint response with the Humber LEP to the government's consultation on Freeport's by 13 July 2020.
- The development of a joint proposal for a Freeport on the Humber, with local authorities, the business community and the Humber LEP by autumn 2020 (deadline to be confirmed).

The Government has announced that 10 Freeports are to be created nationally, whether inland or on the coast. Discussions are on-going with key stakeholders including the Humber LEP on how we might support a joint submission to include employment, supply chain and skills impact relating to North and North East Lincolnshire and East and West Lindsey districts. The proposals should include scope, scale, opportunity, political engagement, local economic potential, availability of land, stage of site preparation and planning permission, private sector commitment, levelling up, promotion of competitive advantages and innovation/R&D, local leadership and collaboration.

Following a discussion, the following points were made:

- Encourage collaboration between LEPs, ABP etc which would be beneficial for trade and to be as ambitious as possible regarding funding.
- BMW distribution centre is a high profile name and is situated in Immingham and could assist in the supply chain in the automotive industry.

### **Growth Deal Progress Report (Paper 8 & 8.1 - Halina Davies/Linsay HillPritchard)**

The Growth Deal programme remains 100% committed and contracted and as can be seen in the scenario planning provided is on track to achieve government targets with freedoms and flexibilities being applied where necessary.

When Covid-19 took effect several growth deal schemes were unavoidably delayed and have only just begun to return to site. Grant recipients have been very helpful in keeping GLLEP fully informed of impacts, programme changes and progress being made, however there remain some uncertainties going forward regarding reliability of supply chain, actual timescales given social distancing measures and of course any rising costs. Accountable Body is monitoring and highlighting any issues.

A bid submission template from the RT Hon Secretary of State Robert Jenrick MP has been received concerning **additional capital funding for recovery** with a tight turnaround, to be completed by the 17<sup>th</sup> June. Key stakeholders have been consulted for short term priorities and the GLLEP pipeline will of course be considered.

This bidding round will be a small extension to the Single Local Growth Fund allocation for Greater



Lincolnshire depending on deliverability and match funding being secured, with completion by January 2022 and it will be competitive.

Discussion took place and the following points were made:

- There will be a more detailed discussion on freedoms and flexibilities required at programme and project level at the Investment Committee next week.
- BEIS confirmed that there is already a formal process in place nationally regarding the release of final Growth Deal grant allocations.

### **Enterprise Adviser Network Expansion (Paper 9 - Clare Hughes)**

This is to update the Board Directors on the Enterprise Adviser Network (EAN) and suggested next steps seeking additional funding towards the programme. The paper sets out plans to recruit a fourth Enterprise Coordinator for Greater Lincolnshire area and extend one contract which will end in September 2020.

The LEP was pivotal to the start of the programme locally and provided £50,000 as well as managing the programme. Additional funding has since been provided by Lincolnshire County Council and local District Councils; LEP: £50,000, Lincolnshire County Council: £110,000, District Councils: £9,600

Salary costs, including on-costs, from September 2018 to 31<sup>st</sup> March 2020 were £113,016. The CEC has paid 50% of that (£56,535). All salaries will continue to be 50% match funded by the CEC.

The grant offer letter, which has been received, will include funding for half of the salary of a fourth Enterprise Coordinator to extend the reach of the Network. A fourth Enterprise Coordinator would cover the 4 mainstream secondary schools in Rutland and 16 of the 20 Special Educational Needs Schools in Lincolnshire. Each EC can cover 20 schools. This will allow us to engage with these 20 schools, match them with business leaders, and help them to increase the number of employer encounters each pupil has.

Discussion took place with the following agreements reached:

- Extension of one EC to align with the end date of the other team members
- Recognition that a fourth Enterprise Adviser is needed to cover the geography, however further evidence of impact to be circulated to Board Directors in order to reach a further view on whether a fourth EA should be supported from the LEP core reserves

#### **Action:**

- ❖ Impact analysis to be circulated to the Board
- ❖ Funding options to be explored, including LEP funding from Core reserves, although questions on the role of the LEP in funding an additional post at this stage.

### **Creative Industries - Federation Membership and Local Sector Impact (Paper 10 - Halina Davies)**

Board Directors were asked to note GL LEP membership of the Creative Industries Federation, recent progress with local creative sector initiatives and the opportunities growth of this emerging sector might bring for Greater Lincolnshire.

The federation normally charge annually for membership but have offered GL LEP trial free membership for six months, which GLLEP has accepted. The membership is an opportunity for GL LEP to share details on our local creative sector activities and events via newsletters and the Federation website and is also able to engage via social media.

The Creative Industries sector represents 3,621 businesses in Greater Lincolnshire. The Creative Industries Federation network is great opportunity to get our views across to the new Cultural Renewal

Task Force and influence reopening guidelines and digital solutions for our area. Greater Lincolnshire is well placed to attract people and businesses wishing to relocate and invest from more congested areas and a balance in economic offer and good digital connectivity might therefore be the key to turning some of our hard hit coastal areas post Covid 19.

Discussion took place and the following points were made:

- Board Directors agreed that the £500 membership per annum was good value for money, but would leave the decision to the LEP Secretariat as to whether they continue membership beyond the free six month trial period.
- There was a suggestion that Lincoln Digital could be rolled out county-wide.
- LEP Programme Manager to share CIF log in details with interested LEP Board Directors.

**Date of next meeting: 24<sup>th</sup> July 2020 (by MS Teams), an informal board would be held on 8<sup>th</sup> July.**

DRAFT