

LEP DIRECTORS BOARD

Friday, 20th March 2020

Chambers Lecture Theatre at the UCNL,
Ashby Road, Scunthorpe, DN16 1AB

Paper 0 - Greater Lincolnshire LEP Board Agenda

Refreshments available from 9.30			
Time	Item	Lead	Circulation
10.00	Welcome and introduction to the University Centre North Lincolnshire	Cllr Rob Waltham, Leader, NLC	
10.10	1 Welcome, Apologies, Declarations of Interest 1.0 For approval - LEP Board Minutes - 31/01/2020 1.1 Update - Decision Log 1.2 Update - Review of Actions 1.3 For approval - Board Forward Plan	Chair	Published
Governance			
10.15	2 For approval - Election of Deputy Chair Private sector	Chair	To follow
	3 For approval - Rutland County Council	Chair	To Follow
	4 Update - LEP Chair and Chief Executive's Report	Chair and CX	Published
	5 For approval - Finance and Audit Committee	CX	To follow
	5.1 Budget setting 2020/21		
	6 LEP Policy Review	CX	To follow
	6.1 For approval - Financial interest Policy		
	6.2 For approval - Financial Reserves Policy		
Delivery			
11.30	7 For approval - Annual Delivery Plan Timetable	CX	Published
Strategy			
11.45	8 Update Local Industrial Strategy	James Baty	To follow
	9 For approval discussion paper on Immigration Points Based System	CX	To follow
	10 For approval Freeport Consultation	CX	To Follow
	11 For approval - Health and Care Enterprise Board Priorities	Dean Fathers	To follow
12.10	12.0 Update North Lincolnshire Councils Economic Priorities	Cllr Rob Waltham and Simon Green	Presentation
12.30	AOB and close of meeting and lunch Date of next meeting - 21 st May 2020	All	
13.00	Tour of UCNL		
13.30	Investment committee		

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

Attendees: Pat Doody - Chair (Nat West), Cllr Philip Jackson - Vice Chair (NELC), Cllr Craig Leyland (ELDC), Cllr Colin Davie (LCC), Cllr Ric Metcalfe (CoL), Cllr Rob Waltham (NLC), Chris Baron (Butlins, Skegness), Dean Fathers (Health), Debbie Barnes (LCC), Gary Headland (Lincoln College, IOD and Chamber of Commerce), Prof Mary Stuart (UoL), Nick Worboys (Longhurst), Sarah Louise Fairburn (L J Fairburn & Sons Ltd), Zoe King (Epix Media); Yvonne Adam (Youngs Seafood), Alison Ballard (BAE Systems).

Apologies: Alric Blake (Alltech), Air Commodore Suraya Marshall (RAF Cranwell), Stephen Fidler (DfT and Senior Sponsor), Cllr Oliver Hemsley (RCC)

Observers: Andrew Crookham (S151 LCC), Pete Holmes CLGU, Simon Green (NLC), Cllr Gordon Brown (RCC)

Officers: Ruth Carver, James Baty, Julia Bowness (Note Taker)

Parking Arrangements - Parking at venue

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

AP1 - Visitor Economy Committee draft minutes - 12th December 2019
 AP2 - Manufacturing Committee draft minutes - 29th January 2020
 AP3 - Health & Care Enterprise Committee draft minutes - 7th February 2020
 AP4 - Investment Board draft minutes - 17th December 2019
 AP5 - Visitor Economy Board draft minutes - 12th December 2020
 AP6 - GLLEP Bi Monthly Report - 21st January to 6th March 2020

Key dates for LEP Board Members

<u>LEP Board Dates and Venues 2020</u> 21 st May - Metsa Wood, Boston 24 th July - Lincoln, venue to be confirmed 25 th September - Stourton Estates, Baumber 27 th November - venue to be confirmed	<u>Water Management Committee</u> 14 th May, 25 th November <u>Manufacturing Committee</u> 29 th April, 13 th July, 7 th October <u>Visitor Economy Committee</u> 4 th June, 13 th October, 15 th December <u>Employment & Skills Board 2020</u> 3 rd February, 28 th April, 30 th June, 2 nd October, 8 th December <u>Innovation Council</u> 24th March <u>Growth Hub Governance Board</u> 30 th April <u>ESIF Sub-Committee</u> To be arranged
<u>LEP Investment Board 2020</u> 21 st May, 24 th July, 25 th September, 27 th November	<u>LEP Skills Conference 2020</u> 13 th October 2020
<u>LEP Annual Conference 2020</u> 10 th July 2020	

Greater Lincolnshire LEP Board

31st January 2020

Roythornes Solicitors, Enterprise Way,
Pinchbeck, Spalding, Lincs, PE11 3YR

Draft Minutes

Present: Board Directors: Pat Doody (Interim Chair & Nat West, Chair of ESC), Alric Blake (All Tech), Cllr Craig Leyland (ELDC), Cllr Rob Waltham (NLC), Chris Baron (Butlines, Skegness & Chair of VE Committee), Dean Fathers (Health & Diversity Champion), Gary Headland (Lincs Chamber & IoD), Nick Worboys (Longhurst), Sarah Louise Fairburn (L J Fairburn & Sons Ltd and Food Board Chair), Zoe King (Epix Media & Digital Lead & SME Champion).

Observers: Stephen Fidler (DfT & GLLEP Senior Sponsor), Pete Holmes (BEIS CLG), Helen Briggs (Rutland CC CX), Andy Gutherson (LCC), Anna Graves (SHDC CX), Lord Gary Porter (Leader SHDC), Cllr Nick Worth (SHDC), Michelle Sacks (BBC DCX).

Apologies: Cllr Colin Davie (LCC), Mary Stuart (UoL), Cllr Philip Jackson (NELC), Andrew Crookham (S151 Officer LCC), Cllr Ric Metcalfe (CoL), Debbie Barnes (LCC), Simon Green (NLC)

LEP Executive: Ruth Carver (CX), Kate Storey (PM), Sue Groves (Note Taker), James Baty (PRM).

Apologies and Declarations of Interest - Apologies were noted from Cllr Colin Davie, Cllr Ric Metcalfe Cllr Phillip Jackson, Mary Stuart, Andrew Crookham, Debbie Barnes (Andy Gutherson in attendance).

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 29th November 2019 were accepted as a true record.

Outstanding Action:

- Lead Flood Officer - Outstanding action from each Unitary to send Lead Flood Officer to Peter Holmes at BEIS. ACTION AG, RW and PJ.

Matters Arising :

- Freeports - An update on the current position on freeports was given interest from North and North East Lincolnshire and Boston. Consultation expected soon, and government understand the aspiration of Greater Lincolnshire in this area.
- DF informed the board of a planned meeting with Lord Patel, and asked for an update on our digital activity. RC updated the board that since the last meeting, where Zoe Easey presented to the board the activity she had taken forward, Mosaic (digital hub) in Lincoln had opened, and a Digital Hub Director started. The board discussed the importance of digital business and skills to uplift the economy across all sectors, especially in areas such as health and visitor economy.
- An verbal update on the Chair and NED recruitment was given by the Interim Chair and the Chairs Appointments Panel. Interviews are confirmed for 12th February.
- Decision Log was noted - Add "Completion of Diversity Forms" to the Actions log.
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Actions

- ❖ RC to send briefing to DF on Digital Skills and business support activity
- ❖ Board Directors were asked to complete the diversity questionnaire
- ❖ Amend the forward plan to include Health Sector, and Diversity/succession planning discussion.

LEP Chair & Chief Executive's Report (Paper 2)

The Interim Chair updated the Board on meetings he had since the last meeting, and the CX highlighted a few areas in the CX quarter 3 report.

CX sought a board decision on the outstanding monies owed to the LEP as a result of a legal challenge. The Board agreed to the revised proposal being submitted for consideration.

Progress on Enterprise Co-ordinators Programme

- 40 schools have so far signed up
- 26 are actively working with Business Advisers
- 4 schools in Rutland are to join the programme
- Board members reminded that they "Can give an hour" by going to schools or organisations to give advice students
- AG SHDC asked how many schools had subscribed to this programme in the south of the county and where there are gaps - RC to supply details

Local Industrial Strategy

- In December, received positive feedback from the LIS Team, but more work is needed on specific areas, ie, Defence, productivity. Work is ongoing which will include Government priorities.
- Next Steps - Minister are still enthusiastic regarding Local Industrial Strategies and publication of some are imminent.
- For Greater Lincolnshire, the LIS is in a positive advance state and will need Government to take forward, which means it could be published in the near future.
- SF stated that the LIS is well placed, with a focus on local plans and local places.
- Humber LEP will be publishing their LIS in the near future, so the GLLEP LIS needs to be accelerated as soon as possible.
- CL had recently met with local MPs who need a better understanding of the LIS and borders (geography). Response that LIS has been written on the current geography of GLLEP.
- RW had recently met with Humber MPs in London and suggested that all the local political leaders should meet up to discuss devolution and show the Government that Greater Lincolnshire works as it is currently, not wait for a white paper to be announced.

Actions

- ❖ Agreed to accept a smaller amount from SUFC regarding legal costs.

Greater Lincolnshire LEP Finances 2019/20 (Paper 2.1)

Further to the discussions earlier in the year, and the realignment of the budget in October 2019, the budget is on track, but is now not delivering all of the elements within the Delivery Plan.

Greater Lincolnshire LEP Growth Deal Update Report (Paper 2.2)

Contents of paper noted, and progress in particular against the 100% commitment level were recognised.

Greater Lincolnshire Agri-Food Industry Agenda for Growth (Item 3) - Presentation by Martin Collison & Sarah Louise Fairburn

- The Sector Plan was launched in 2014 with the ambition to double GVA of the GLLEP food chain. This was updated in 2017 for Brexit, National Living Wage, Technology.
- The LIS "Future Proofing the Agri-Food Industry" has five priority areas:
 - Skills
 - Innovation
 - Adoption of Technology
 - Trade

- Provision of Commercial Space
- The food industry tends to work in clusters where 24% of employment is in the food chain to the factory gate, compared to 4% nationally.
- Clusters have grown since 2014 with Grimsby & the Humber having 65+ companies in the fish sector, arable and poultry (producing 12% of England's wheat and 18.5% of poultry meat production), with South Lincolnshire's fresh produce and processing. In December 2019, 3,500 lorries left South Lincolnshire each day.
- All major themes in the LIS are aligned with agri-food.
- Agri-Food Tech Trends: areas where agri-food is concentrated have seen this sector grow the fastest.
- UK Food Consumption Trends - Trade outside the home is slowing the fastest.
- Global Food Sector Trends - Population growth, climate change creating major challenges on water supply and food - 5 times the car sector.
- What do consumers care about? - food miles, animal welfare, waste, salt, fat and sugar in food.
- GLLEP Agri-Food Tech:
 - Lincoln AgriRobotics £6.3m to transform Riseholme and new professional teams
 - World's first Doctoral Training Centre for Agri-Robotics £6.6m
 - Multiple digital agri-food projects with industry, UK and international funding.
 - Largest European centre for agri-robotics, expect to be the World's largest in 2020.
- Policy Environment for Agri-Food - there is a potential for more exports and to reduce the 46% of food imported.
- Conclusions on the Potential:
 - The food sector is growing in the UK and even faster globally
 - Our food clusters are 10 times as concentrated as nationally and growing faster
 - Labour, automation and digital transformation of the food chain
 - Consumer demand for sustainability, health and convenience
- Food Enterprise Zones:
 - Europarc is still growing with more units being required
 - Hemswell Cliff
 - Holbeach - Businesses want this area to continue to grow and to embrace all technology/skills to drive it forward
- Technology Clusters & Skills - further investment is needed to ensure we stay at the forefront of agri-food technology. The University is a national leader, but could do more with additional resources.
- Manage Post Brexit Transition - there will be major changes to agricultural payments by 2028 - need to make a case for future funding being invested in Greater Lincolnshire.
- Sector Leadership - the Food Committee is 20+ leaders of major food companies with an annual meeting in London with MPs and Lords. The Food Committee needs to be rationalised and meet more often.
 - Agreed it is difficult to get business leaders to get together and make then understand that they will make a difference, but their knowledge and input to make decisions is needed.
- Regional Leadership - Already in discussions with other LEPs (New Anglia and Humber) and Midlands Connect who want to work with Greater Lincolnshire.
- Game Changing Investments - need to be able to attract investment into Greater Lincolnshire rather than to other countries.
- Greenports - the Dutch have 1-3,000 acre glasshouse zones which are adjacent to food processing, supply chain, technology and skills. They have central logistics, ie, energy, utilities etc, and some close to ports. They typically support 5,000+ high paid jobs, some double this. The UK imports 80+ glasshouse crops and the largest glasshouse in the UK is in Spalding (75 acres). The Humber LEP is very interested in this and Anglian Water is investing venture capital in glasshouse sites in Norfolk and Suffolk.

Comments

- Need to be clear with needs to Government.
- LIAT has been going for 4 years, but need to promote itself more, although major retailers in Lincolnshire are aware.
- Academia is supported by the LEP, but how do businesses get to know about what is happening.
- Suggested that the Health & Care Enterprise Committee have a joint meeting with the Food Committee.
- Company that has basic automation may move away from Greater Lincolnshire due to a skills shortage.
- Robotics - MC is discussing with banks to ensure that they understand the requirements of companies asking for assistance.
- SLF has seen presentations put forward by companies for funding and was disappointed, stating that it is an aggressive market and they need to improve. Asked if Growth Hub could assist companies on how to deal with major retailers.

Actions

- ❖ Presentation to be circulated and an updated strategy and action plan developed to support the discussion.
- ❖ H and C and Food Boards holds a joint meeting to explore common areas

Lincolnshire Infrastructure Priorities (Papers 4 & 4.1) - James Baty

Following the general election in December, Government has clearly stated that there will be a focus on development in the Midlands and the North going forward. Whilst the full extent and detail is not known until the Budget on the 11th March, the language and focus from Government presents an opportunity for Greater Lincolnshire to push forward with its near term infrastructure priorities, as well as presenting strong cases for longer term transformational infrastructure.

During 2019, two major strategies were in development relating to the overall direction and vision for Greater Lincolnshire. The Local Industrial Strategy seeks to set out commitments between Greater Lincolnshire and Government in order to boost productivity by focusing on particular drivers of the local economy; whilst the Planning for Growth (PfG) vision led by the Local Authorities served as a non-statutory spatial strategy developed by the local authorities within Greater Lincolnshire to maximise the spatial growth of the place through infrastructure led investment.

Actions

- ❖ Submit a joint LEP/LA letter regarding infrastructure ask to Government before budget
- ❖ Ask all partners to seek MPs support to investment in major infrastructure.

LEP MP Engagement Plan Update (Paper 5) - James Baty

This provided an update to the MP Engagement Plan which was taken the Board meeting in January 2019 in light of the changes both to Board Members and MPs. The revised engagement plan was approved.

South Holland District Council (Item 6) - Presentation by Anna Graves and Cllr Nick Worth

- There are more than 4,000 companies in SouthHolland, with 390 being established in 2017 and has the largest agri-food cluster in the UK.
- Key challenges are around workforce supply and remaining competitive economically with elsewhere in the UK. Some of the larger companies have been working on automation in order to keep competitive.
- South Holland District Council hold Business Breakfasts to which business are invited and encouraged to be proactive.
- South Holland District Council is an "Open for Business" Council and can approve planning to

delivery of projects in 12 months.

- South Holland District Council often work with authorities to the south and east on joint projects.
- They also have strong connections with the Netherlands (flower business), France and Italy. They are looking at the Netherlands at business/family levels.
- The key projects, economic priorities and opportunities are:
 - Food Enterprise Zone for technology, skills innovation and including business support for 50/60 small businesses.
 - Spalding Western Relief Road, which will prevent freight trains splitting the town in half and is also key to housing in Spalding and Holbeach.

Close of meeting

Date of next meeting: 20th March 2020 (venue to be confirmed)

**Greater Lincolnshire Local Enterprise Partnership
Board Decision Log - Public**

Date	Decision Making Body	Decision Made
30/11/2018	LEP Board	<p><u>The Board made the following decisions:</u></p> <p><u>Recommendations made were agreed regarding geography issue:</u></p> <ul style="list-style-type: none"> • Preferred position should remain the Greater Lincolnshire geography. • Split geography should be explored with the Humber LEP as a solution to remove the overlap, ensuring the integrity of Greater Lincolnshire and the Humber remains intact. • Merger option unlikely to be deliverable, given the lack of support from a number of local authority partners at this stage. • Lincolnshire option was not supported due to the scale and reduced focus. • Strong and, where necessary, formal collaboration be developed between Greater Lincolnshire LEP and its neighbouring LEPs, on energy and manufacturing with the Humber LEP, coastal and rural with the Humber and Yorkshire LEPs, Northern Lincolnshire and Sheffield City region on infrastructure, ports and logistics and advanced manufacturing, and with agri-food and agri-tech and housing growth and infrastructure with GCGP LEP. All collaboration agreements and MOUs will be developed with the authorities involved. <p><u>LEP Directors Report</u></p> <ul style="list-style-type: none"> • Phil Ball of Metsawood, Boston and Melanie Weatherley of Walnut Care join the Employment & Skills Board. • The MPs Engagement Plan be approved subject to a public and private sector link member and the production of a communications and engagement plan. • The Policy for the Appointment of LEP Directors and Board members be approved. • The Policy on Confidential Reporting be approved. <p><u>Growth Deal Programme Review</u></p> <ul style="list-style-type: none"> • Board agreed the LEP team would write to projects that have a red flag against performance asking for detailed response to be considered at the Board in February. <p><u>Greater Lincolnshire Energy Strategy</u></p> <ul style="list-style-type: none"> • Agreed the Energy Strategy be approved subject to input from partners.
25/01/2019	LEP Board	<ul style="list-style-type: none"> • Three Directors appointed to the LEP Board: Gary Headland (IoD & Lincoln College), Mrs Nick Worboys (Director of Development & Sales, Longhurst Group) and Sarah Louise Fairburn (Brand &

		<p>Sales Director, LJ Fairburn & Son)</p> <ul style="list-style-type: none"> • Dean Fathers to undertake the role of Diversity Champion at the LEP Board • Approval given for the LEP Director to commission and independent Governance Review to the value of £20k. • Subject to match funding from other partners, an ambition of full coverage across Lincolnshire for further Enterprise Co-ordinators.
29/03/19	LEP Board	<ul style="list-style-type: none"> • The Board approved the outline budget of £1,100,527 and £209,894 amount of draw down from the operating reserve. • The Board approved the Articles of Association and delegated any changes to the Chair and one other Board member. • All Terms of Reference were approved and can be published on the website. • LIS - The Board approved this for tendering. • The Board agreed that the GLLEP would send a letter of support for HE institutions potentially affected by the Augra Review. • The Board agreed to support North Lincolnshire with their ambitions of extending the AONB and agreed that there is a need for a review of the Lincolnshire Wolds AONB boundary.
24/05/19	LEP Board	<ul style="list-style-type: none"> • The Board agreed that one Board Director be invited from Rutland County Council. • Two Board members to electronically approve the Financial Statement. • The Board agreed to adopt the Freedom of Information Policy (LCC Policy).
19/07/19	LEP Board	<ul style="list-style-type: none"> • The Board ratified the selection of Health & Care Enterprise Board Members. • The Board agreed supporting Grater Lincolnshire's attendance at MIPIM and approved a contribution of £10,000 in October 2019 and contribute up to £5,000 for MIPIM UK. • The Board agreed to support the UK Steel Charter and to promote this with other LEPs.
27/09/19	LEP Board	<ul style="list-style-type: none"> • Appointments Committee approved Paul Scott join the Business Lincolnshire Board • Appointments Committee approved Mike Gallimore, Nick Broom and Robert Willey join the Manufacturing Board • The process of recruiting the new LEP Chair agreed • The Job Description for the Chair was approved • The composition of the chair's Appointment Panel and to seek nominations by email for the Appointments Committee to decide was agreed • The Vice Chair Job Description was approved • Agreed that the Terms of Reference for the Board will be reviewed annually and that all other Boards would be reviewed every two years, the Terms of Reference and Policy planner to be updated • The LEP Board approved the skills analysis, subject to further changes by the Employment & Skills Board during October • Apprentice Levy Scheme - Board Directors approved the allocation of £30,000 • The Strategic Partnership Agreement with Cambridge & Peterborough Combined Authority was

		approved by the Board
29/11/19	LEP Board	<ul style="list-style-type: none"> • Pat Doody private sector deputy chair was appointed as the Interim LEP Chair. • Cllr Philip Jackson was appointed as public sector deputy chair • The Chairs Appointment Panel was agreed as follows: Prof Mary Stuart, Dean Fathers, Pat Doody, Cllr Colin Davie and Gary Headland, the panel will be supported by the LEP Executive. • Gary Headland to join the Appointment Committee. Existing members are the Chair, the two deputy chairs, and Dean Fathers, Diversity Champion. • Members of the LEP's Energy Council, an energy advisory council for the LEP were agreed as follows: Duncan Botting, MD of Global Smart Transformations, Emma Bridge, Chief Executive Community Energy England, Justin Brown, Assistant Director for Growth, Lincolnshire County Council, Jacqui Bunce, Programme Director Lincolnshire STP NHS, Arnie Craven, External Affairs Director, Cadent Gas, Marie Harley, CEO Blue Castle, John Henry-Looney, Sustainable Direction, Juergen Schaper, FCC Environment, Lea James, Siemens Smart Infrastructure team, Cllr Barry Dobson, Executive Councillor Economic Growth LCC and SKDC, Simon Green, Deputy CX, North Lincolnshire Council, Martin Haworth, Director Singleton Birch and Mark Hutchison, Distribution Director, Western Power
31/01/2020	LEP Board	<ul style="list-style-type: none"> • Agreed to accept a smaller amount from SUFC regarding legal costs. • Health & Care Enterprise Committee and Food Committee to hold a joint meeting to explore common areas

GREATER LINCOLNSHIRE LEP BOARD ACTION LOG

Actions from GLLEP Board Meetings					
Date	Item	Action	Update	Actioned by	Status
30/11/18	Minutes	<ul style="list-style-type: none"> Chair & LEP Director to continue to work with local partners and the Humber LEP to find a resolution, and particularly explore the collaborative option 	Ongoing - October	Chair	Live
25/01/2019	Minutes	<ul style="list-style-type: none"> LEP to facilitate a business voice session with the Planning for Growth Team. 	Action with LCC	Cathy Jones/ Andy Gutherson	Live
29/03/19	Minutes	<ul style="list-style-type: none"> Project workshop to be held with Board Directors on lessons learned and impact. 	Still to be arranged	Halina Davies	Live
24/05/19	Minutes	<ul style="list-style-type: none"> Agreed that one Board Director be invited from Rutland RC to source an Energy Lead for the Board and form an Energy Council, and Summit late in the year DF and ZE expressed an interest in being more involved in the Creative Hub's development going forward 	Actioned	Ruth Carver Ruth Carver/Andy Brooks Halina Davies	Live
19/07/19	Minutes	<ul style="list-style-type: none"> GLLEP to write to the BEIS SoS in respect of acceleration of the LIS to align with Humber LEP timetable Develop a simple brief on LEP geography and wider communications Develop a letter to submit to a new Prime Minister/Secretary of State on the 	Ongoing		

		<p>Board's preferences</p> <ul style="list-style-type: none"> • LIS & LEP Geography - Develop a more detailed proposal for the September Board • The Board welcomed the publication of the Tourism Sector Deal and agreed to progress work to bid for a Tourism Zone with local partners 			
27/09/19	Minutes	<ul style="list-style-type: none"> • Call for nominations for 2 Vice Chairs to be submitted by 20th October from the existing Board Directors to become Vice Chairs • Nominations to be sought from private sector Board Directors to join the Investment Board • Agreed to recruit 2 to 3 new Board Directors to the LEP Board, ie, Business Leaders, focusing on Defence, Manufacturing, Energy and more female members • Revised version of Terms of Reference to be circulated to Board Directors • Agreed that the Terms of Reference for the Board will be reviewed annually and that all other Boards would be reviewed every two years, the Terms of Reference and Policy planner to be update • Growth Hub to provide an update on sectoral coverage • LIS - Feedback to be provided to the commissioned analyst to take into account within the next version • The LEP Board approved the skills analysis, subject to further changes by the Employment & Skills Board during October • LIS - The Board endorsed the work so far and will discuss at the extraordinary Board meeting to be held in October with 			

		a view to approving the draft			
29/11/19	Minutes	<ul style="list-style-type: none"> • Joint response from GLLEP and Humber LEP regarding Free Ports to be drafted • Response to LEP Review to be circulated • LEP Geography - evidence to be shared with Board members • All Board Directors to add profile to local LEP website The World of Work about the roles that recruit to www.theworldofwork.co.uk. • All to continue raising awareness of Promote Lincolnshire www.promotelincolnshire.com so that all recruiters can use the free collateral. • Consider schemes that specifically address ex-military relocation and bring to next LEP Board meeting. • ESB to request FE College estate condition assessments to feed into skills analysis. 			
31/01/2020	Minutes	<ul style="list-style-type: none"> • Outstanding action from each Unitary to send Lead Flood Officer to Pete Holmes at BEIS • RC to send briefing to DF on Digital Skills and business support activity • Board Directors were asked to complete the diversity questionnaire • Amend the Forward Plan to include Health Sector and Diversity/succession planning discussion • Presentation to be circulated and an updated Strategy and action plan developed to support the discussion • Submit a joint LEP/LA letter regarding infrastructure ask to Government before budget • Ask all partners to seek MPs support to 	<p>Presentation circulated</p>	<p>AG, RW, PJ RC</p>	

		investment in major infrastructure			
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Paper 1.3 Rolling Forward Agenda Planner 2020

Greater Lincolnshire LEP Board and Investment Board			
Date and Meeting	Standing Items	Progress Reports/Reports back from Sub Groups	Areas for discussion and decision
LEP Skills Conference 19th March 2020 8.30 EPIC Centre			
LEP Board 20th March University Centre North Lincolnshire	Minutes of the last meeting Chair and CX Report – APR, Budget 2020	Finance and Audit Committee – Approval of Annual Budget and preparations for Year End, AGM Risk Register - Plan Governance – Appointments Committee Freeports – Briefing paper - RC	Delivery – Approval of Delivery Plan timetable Strategy – Health and Care Enterprise Board Action Plan - <u>Dean Fathers</u> Strategy – Visitor Economy Action Plan – <u>Chris Baron ?</u> Strategy –infrastructure priorities? Strategy – Update on Local Industrial Strategy and moving towards implementation – James Baty Strategy – North Lincolnshire Council impact and priorities – Simon Green
GLLEP March 2020 – Investment Board University Centre North Lincolnshire	Welcome, Apologies, Declarations of Interest, Approval of Minutes		

Paper 1.3 Rolling Forward Agenda Planner 2020

Greater Lincolnshire LEP Board and Investment Board			
Date and Meeting	Standing Items	Progress Reports/Reports back from Sub Groups	Areas for discussion and decision
GLLEP May 2020 – LEP Board Metsa Wood, The Old Golf Course, Fishtoft Road, Boston, PE21 0BJ	Minutes of the last meeting Chair and CX Report	Governance Finance and Audit Committee Interim Finance Report for 19/20 and draft Annual Report – KS Governance Appointments committee – equality and diversity action plan	Delivery - Team Lincolnshire and Inward Investment Activity Governance - Accountable Body Report – Andrew Crookham Governance Annual Review of policy documents Strategy - Employment and Skills Board Progress and priorities – Action Plan Pat Doody Strategy – ESIF- Pat Doody
GLLEP May 2020 – Investment Board Metsa Wood, The Old Golf Course, Fishtoft Road, Boston, PE21 0BJ	Welcome, Apologies, Declarations of Interest, Approval of Minutes		
Conference and AGM 10th July			
GLLEP July 2020 – LEP Board Lincoln - Venue tbc	Minutes of the last meeting Chair and CX Report	Finance and Audit Committee - Q1 Interim Report	Delivery – Q1 Activity Strategy – Local Industrial Strategy Strategy – Energy Council – Duncan Botting Strategy – Manufacturing Board – Darren Joint
GLLEP July 2020 – Investment Board Lincoln – Venue tbc	Welcome, Apologies, Declarations of Interest, Approval of Minutes		

Paper 1.3 Rolling Forward Agenda Planner 2020

GLLEP September 2020 LEP Board Stourton Estates, Top Yard Farm, Baumber, Horncastle, LN9 5PB			Strategy – Local Industrial Strategy Strategy – Innovation Council – Mary Stuart Strategy – Water Management Board – Robert Cauldwell
GLLEP September 2020 Investment Board Stourton Estates, Top Yard Farm, Baumber, Horncastle, LN9 5PB			
GLLEP November 2020 LEP Board Venue tbc		Finance and Audit Committee Q2 Finance Report – with recommendations - 6 monthly review	Delivery – Q2 Activity Strategy – Local Industrial Strategy Strategy – Food Board – Sarah Louise Fairburn Delivery – Business Lincolnshire – Samantha Harrison
GLLEP November 2020 Investment Board Venue tbc			
Jan 2021 LEP Board			
March 2021 LEP Board			

Paper 4 LEP Chair and Chief Executive Report

Publication	Public Paper (published)					
Meeting date:	20 th March 2020					
Agenda Item:	2					
Item Subject:	LEP Chair and Chief Executives Report					
Author:	Kate Storey					
For:	Discussion	X	Decision	x	Information	X

1 Recommendation

LEP Board Directors are asked to note the content of this activity report.

2 Summary

The report aligns to the three categories within the [Annual Delivery Plan](#); (1) Strategy, (2) Delivery and (3) Governance. This report provides an overview of LEP team activities since the January board. Largest impact being Covid 19 where the LEP Skills Conference has been postponed until 13th October, and some staff are working from home because of childcare responsibilities of self-isolating children. We are gathering intelligence and submitting responses to government on the impact to the economy, particular sectors such as visitor economy and the food sector.

3 Chair and CX key meetings

British Steel Taskforce - North Lincolnshire can update verbally at the meeting but after 9 months of intensive work, the Jingjye Group has completed on its purchase of British Steel, with other 3000 jobs safeguarded at the Scunthorpe site and an investment plan of £1.2 billion. The CX was present at the completion ceremony on behalf of the LEP on Monday 9th March. www.bbc.co.uk/news/business-51795414. The Chair spoke with Minister Zahawi prior to the announcement to express our support for the purchase, and to support those who are being made redundant.

Covid- 19 - On behalf of the LEP area we are monitoring the economic impact of Covid - 19 and will provide a verbal update at the meeting.

APR - the annual performance review for Greater Lincolnshire took place on the 6th Feb. LEP's are assessed against three areas, strategy, delivery and governance. The notes and actions from the meeting are due to be agreed over the forthcoming days, with moderation at a national level undertaken in mid march, and the results of the APR communicated by the end of March.

National budget 2020 -A summary of key announcement was sent to the board on 11th March, the team will continue to develop a rolling brief to brief the board on announcements.

Opening of Boston College's Engineering, Manufacturing and Technology Centre and Ministerial Roundtable 12th March 2020. Verbal Update will be given

Midlands Engine Operating Board - CX input on behalf of the East Midlands LEPs into the emerging Vision refresh for the Midlands Engine ahead of the spending review.

Paper 4 LEP Chair and Chief Executive Report

CX visits to SRC defence company, Alltech, Krytocloud, and IEMA Institute of Environmental Management and Assessment to discuss joint working.

Involvement in Town Deal Boards in Boston through Nick Warboys, Skegness and Mablethorpe through the Chair Sarah Louise Fairburn, Chris Baron and Pat Doody, and Lincoln through the Chair Mary Stuart and Gary Headland, deputy chair.

4.1 Annual Delivery Plan: Area One - Strategy

Strategy Areas of Focus	RAG	Comment
Local Industrial Strategy Development	Green	Paper on Board agenda
SEP Refresh	Not a priority	Not actioned as LIS
Skills Analysis and Insight	Green	SAP evidence published and awaiting sister evidence for local areas
Liaison with Cities and Local Government Unit	Green	Ongoing and regular
LEP Geography	Red	Rutland have agreed to join GLLEP, and LEP geography is connected to Devolution
Develop a comprehensive communications and engagement plan	Green	Ongoing
Review of the LEPs social media coverage	Green	Ongoing
Work with Lincolnshire County Council to build on links with China	Green	Ongoing
Business Lincolnshire - Growth Hub	Green	Ongoing
Team Lincolnshire	Green	Ongoing
Participate in development of the Lincolnshire Housing and Growth Deal Proposal	Green	Ongoing
Annual Conference and AGM	Green	Ongoing

Local Industrial Strategy - See separate paper on the March 2020 agenda

Skills Analysis - Skills Advisory Panel: Autumn Review. The review that took place in November built on the summer review in June, and requested written evidence of the progress against the published standards. Progress from across the country is feeding into the next stages of DfE's SAP Programme. We are pleased to say that we have fully met all of the standards set out in published guidance in terms of governance and analysis. The national team felt that there was particularly good consideration of wider labour market issues such as EU Exit and automation and how these will affect the future skills landscape. There are some recommendations for the next stages, and amendments, before we publish part one of the SAP Analysis, and they are interested in our approach to SAP Part 2, at a more granular level.

Liaison with Cities and Local Government Unit - The LEP Executive team and the Chair completed the APR in January with BEIS and is undertaking the updated Delivery Plan for 2020-21 (see separate paper). A verbal update on the APR will be given at the Board meeting. We

Paper 4 LEP Chair and Chief Executive Report

understand that moderation will take place in mid march, with outcomes for the APR being communicated in the new financial year. A detailed budget representation per was submitted to the Treasury in early feb. <https://www.greaterlincolnshirelep.co.uk/whats-new/chancellor-urged-to-deliver-pro-growth-budget-for-greater-lincolnshire/>

LEP Geography – Rutland County Council approved joining Greater Lincolnshire LEP in March, and a further conversation about transition is being arranged.

Comms and Engagement Plan - The contracted rolling engagement plan to include key messaging is nearing completion and expected shortly. The LEP has put in place additional managed resourcing to move forward this activity along with additional comms and other business related tasks between mid-April and mid-July

h) **Hunan China** - Following the mission to China in November 2019, the LCC team have been working with partners to follow up on actions and successes from the delegation. As previously reported, there was strong commitment from both sides to maintain the momentum with regards to continued development of the relationship, and an MOU was signed by both sides to commit to the development of a Five Year plan which defines the priority areas that each party would like to focus on at a strategic level. The plan will focus on Agri Tech, Education, Business to Business activities and People to People activities and will be a joint plan with actions documented for both the UK side and the China side.. There was also an agreement to form a sister zone between Holbeach Food Enterprise Zone and Wangcheng Economic Zone which will provide an opportunity for us to promote Holbeach investment opportunities. Further formal MOUs were signed by Lincoln Mister School and Lincoln College and, as well as the formal MOUs, the business to business event identified a number of additional strong business leads which the China Britain Business Council are support the Lincolnshire and Hunan based businesses to follow up on.

A new communication route with the Hunan Department of Science and Technology was established as part of the November mission and this relationship is developing well. Both sides are investigating opportunities to develop joint projects which could be the subject of a future Innovate UK funding round for joint projects with Chinese partners. These efforts are focussing around agri-food technology projects that help toward joint objectives in sustainable food production. This activity will also form part of the Five Year Plan.

Unfortunately, the COVID 19 outbreak in China has hampered the pace of the development in some areas of the relationship, however there has still been positive progress. The 5th Regional Leaders Summit being hosted by Midlands Engine at the ICC in Birmingham which was due to be held in February had to be postponed until later in the year.

5 **ANNUAL DELIVERY PLAN: Area Two - Delivery**

Delivery Areas of Focus	RAG	Comment
SLGF Programme and Project Delivery Improvement Plan	Green	Majority of improvement plan targets met, and 100% commitment of programme to be achieved by end of march 2020.
Programme and Risk Management	Green	One high risk project
Project Pipeline	Green	Updated in Jan 2020

Paper 4 LEP Chair and Chief Executive Report

Delivery of key projects non SLGF	Green	On track
Communication and branding	Green	On track

Annual Performance Review - the Chair and LE

a-d) Programme and Project Delivery

Single Local Growth Fund (Growth Deal Programme Progress - The majority of our large capital projects are being delivered in good time to achieve their intended outcomes. A number are now entering the evaluation phase to consider how well they were delivered, determine impact and assess value for money. There is currently one scheme with an allocation still uncontracted with GLLEP 3.99% of our total growth deal allocation. The funding agreement for Northern Junction Roundabout is being reviewed by North Lincolnshire Council and we hope to move to signatures by 23 March 2020. The table below shows commitment progress since the last Board.

Recently Committed Schemes	
Scheme	Allocation £m
Sleaford Growth Project Phase 2, NKDC	1.1
Centre for Rural Health, University of Lincoln	1.2
Sleaford Growth Project Phase 1, NKDC	0.9
Borderville Expansion, Stamford College	1.23
Total	4.43

Overall GL LEP Growth Deal Programme to be achieved by 31 March 2021 is £112,647,638 (not including Lincoln Transport Hub). Our commitment level is currently £108.147m (96.01%).

The Quarter 3 Dashboard was submitted to Government on 22 February 2020. The latest estimate for 2019/20 is that we will outturn (actual cash released) at £15.1 million with LGF expenditure at £24m. As at Quarter 3 (which takes account of claims submitted covering the Oct-Dec 20 period) we had achieved £5.5 million of outturn and £10.9million of LGF expenditure (this includes advance payment recouping of £5.4million). Claims for the period January to March 2020 will be received on the 13th March at the latest and will be paid by the 31st March 2020

As expected in a five year programme the majority of SLGF expenditure will occur in the last two years of the programme aligning with staged contract approvals. For 2020/21 we have a spending requirement of circa 30% of our overall allocation. Whilst we are mindful of the significant task ahead of us we are clear on our risk management approach. Higher risk projects where additional monitoring will be required include all schemes not financially complete by December 2020 and those with a high value of overall expenditure i.e. Grantham Southern Relief Road, Northern Junction Roundabout, Agri-food Centre of Excellence and The Bridge. We will continue to update the Investment Committee and the Board on progress.

Greater Lincolnshire Growth Fund - A circa £3 million grant fund to support medium sized businesses with growth and productivity. Approved grants are as follows:

Grant	Date	Company	Project Commenced	Jobs to be Created	Jobs S/G	Jobs Created so far	Private Leverage
£500,000	May 2018	Tong Engineering, ELDC	May 2018	26	13	27	£3.17m

Paper 4 LEP Chair and Chief Executive Report

£151,346	September 2018	SDG Access Ltd, NKDC	December 2018	23	2	7	£0.51m
£327,653	September 2018	Wolds Manufacturing Ltd, ELDC	December 2018	16	0	7	£0.77m
£218,806.43	October 2018	Wise Software, WLDC	October 2018	19	5	10	£2.36m
£298,072.31	March 2019	SBS Limited, NKDC	March 2019	20	0	6	£0.84m
£500,000	July 2019	ParkAcre, WLDC	February 2020	100	0	0	£4.18m

European Funding: European Rural Development Fund (ERDF) - Greater Lincolnshire has committed just over £65 million ERDF to projects against our allocation of £73 million. The committed figure includes the 16 successful outline applications which were received in the final local call in September 2019. Full applications are due to be submitted by 6th March 2020 to enable assessment and funding decisions to be made by June 2020.

It has been decided by the Commission that any underspends against all LEP allocations will be surrendered back to the Managing Authority, **so that a National Reserve Fund can be launched**. This will be a more competitive national call to take up the remaining unallocated funds within the programme. The call is due to be launched in Spring 2020. Details of the amount of funds available and how the call will operate are anticipated to be announced imminently by the Managing Authority.

European Agricultural Fund for Rural Development (EAFRD) - The three RDPE Growth Programme grant calls for Food Processing, Business Development and Tourism Infrastructure closed at the end of May 2018. In the GLLEP area 28 full applications have been received to date, with 21 projects being approved and contracted with a total grant value of £4.3m awarded. The Growth Programme launched a National Reserve Fund to take up unallocated funds on 4th November 2019 and closed 16th February 2020. All EOIs received are currently being assessed and will be brought to the ESIF Committee for advice on strategic fit. Successful applicants will be invited to submit a full application with assessments and funding decisions expected to be made by December 2020.

LEADER - Our 5 LEADER programmes have now closed with all contracts issued by 30th September 2019. All contracted projects must have completed and submitted their final claim by September 2020 to ensure all grant payments have been made before Programme closure at the end of December 2020.

European Social Fund - The Education and Skills Funding Agency, who provide match funding for a considerable proportion of Greater Lincolnshire's ESF allocation, have gained Secretary of State clearance to enable them to offer an extension to existing contracts that meet their performance and contractual extension requirements. Where possible they will look to extend the activity end date to 31st March 2023 where funding is available and published performance management rules are met. There will be no change in the activity of the current projects, as these were originally agreed by the ESIF sub-committee as having strategic fit.

This has the potential to unlock approximately £6m ESF and relates to the following projects:

Paper 4 LEP Chair and Chief Executive Report

- Skills Support to the Workforce
- Skills Support to the Unemployed
- CareerNet - support to NEET and those at risk of NEET
- The Greater Lincolnshire LEP Employment and Skills ESF Programme. This newly launched programme awards grants of up to £20,000 to charitable and small organisations for innovative schemes that help unemployed people move closer to the labour market, or back into work.

For further information contact the LEP Skills Manager Clare Hughes
clare.hughes@lincolnshire.gov.uk who is working with the ESFA and the contracted delivery partners directly.

Enterprise Adviser Network (EAN) - 41 of Lincolnshire's 59 mainstream secondary schools have signed a Memorandum of Understanding to be part of the EAN, the Career and Enterprise Company initiative being rolled out around the country. This means they are willing to be paired with a business leader who will work with them for 8 hours a month on developing or improving their careers strategy, particularly in relation to increasing the number of employer encounters that young people have, and meaningful experiences of work. 30 of these schools are now matched. The very first meeting of a network of Lincolnshire Enterprise Advisers is due to take place in Lincoln on 13th March.

Coastal Communities Fund - A full RAG rating will be provided in the papers for the next meeting. Fully funded training is currently available to visitor economy businesses on the coast and a Coastal Champion short film is being published each week this month, see the first here <http://www.theworldofwork.co.uk/Resources/Work-Resources#5F538A23-2CD2-49CC-8F74-3B493DC0BD3D>

Business Lincolnshire - Growth Hub

Business Lincolnshire Sustainable Business Growth -Phase 2

The phase 2 programme continues to perform well with 564 business engaged to end February 2020. The Digital, Enterprise Capital and Enterprise Revenue grants have also proved very popular with grants committed against all three pots to a total value of £425,864. This is approximately 69% of the total grant available. The Project Change Request for phase 3 of the programme which will extend provision for a further year to end June 2023 has been submitted and will now undergo an appraisal by MHCLG. A further bid has been submitted by EMB to provide an additional grant pot under the Business Lincolnshire Growth Hub umbrella. This will provide grants up to £10,000 for large digital projects and will initially be aimed at scaling businesses make large innovative IT investments.

EU EXIT (activity added post 2019-20 Delivery Plan sign off) -Britain has now officially left the European Union. The focus from Central Government has shifted towards providing support mechanisms for preparing businesses for economic resilience to guide them through the transitional processes with an ambition to make our businesses more resilient. The Growth Hub has developed support offers including the following:

- A direct EU Transition Support helpline which can be accessed on 01522 846946

Paper 4 LEP Chair and Chief Executive Report

- A dedicated space for EU Transition information on the Business Lincolnshire website - <https://www.businesslincolnshire.com/explore/eu-transition/>
- A tailored package of events and 1-2-1 advice and support around Business Resilience delivered by Actif. Information on this can be found at: www.business-resilience.uk. This delivery is across the East Midlands; the team is working as cluster lead in partnership with D2N2 & Leicestershire Growth Hubs.
- Specific support for businesses who are looking to export where gaps in DIT support provision exist (Across the EM cluster)
- An events programme covering a whole range of topics including Exporting, Digital tools and systems, Customer Service and Sales and business finances. All of the events are published on the BusinessLincolnshire.com events calendar
- A telemarketing survey to gather intelligence from businesses to help shape resilience delivery (Across the EM cluster)
- An EU Exit Adviser, Mark Hurdley who is able to work one to one with businesses

j) **Team Lincolnshire** -Team Lincolnshire held the annual MIPIM UK Dinner and Lincolnshire in Leeds event. Both were very well attended by Team Lincolnshire members with many new public / private sector companies from the respective areas coming to the events. TL now has all 7 of the 10 Councils as members of Team Lincolnshire. MIPIM 2020 which was due to take place in March has been cancelled and rescheduled to June due to the effects of Covid 19 and the French government putting a ban on all events over 5000. Several events are planned for March and a Team Lincolnshire Conference is due to take place in Lincoln on 30th April 2020. As of February 2019 we have 112 members, the continued support and loyalty from our members has been extremely positive and we continue to fly the flag for Greater Lincolnshire and aim to encourage more like-minded businesses to join in the coming months.

Inward Investment- Forty seven FDI visits took place April 19 from and February 20, thirty of these were to new companies that the GLLEP had not previously had a relationship with. One visit is currently scheduled to take place in March. Twenty FDI inward investment enquiries were received during this period and propositions were returned where appropriate. In addition, throughout this period the LEP have been made aware of ten potential expansions/investments by indigenous FDIs. The LEP were successful in obtaining £35,000 of funding from Midlands Engine Challenge Fund towards their key account management programme. This has enabled them to create a bespoke FDI leaflet to showcase the support on offer, arrange an "Drop In" style event for foreign owned businesses and employ a consultant to target 25 new foreign owned businesses within the Greater Lincolnshire area with the potential of uncovering 5 investment projects. This contract is due to finish at the end of March when final figures and outcomes can be confirmed but to date 25 new relationships have been established and 2 investment projects. Bids for round 2 are due in by the end of March where the GLLEP are hoping they will be successful in obtaining more funding to develop their KAM programme further.

e) Communication and Branding

The headline statistic to note is the significant growth on the LinkedIn platform with a 33% increase in followers since January 2020. Board director can play an active role here.

- 113 items of print, online and broadcast coverage picked up from 22nd January to 6th March 2020


Paper 4 LEP Chair and Chief Executive Report

- An average of 2.5 articles or mentions per day
- Print and online coverage worth £106,925 Advertising Value Equivalent

Social Media - Twitter

	This period	Last period	Difference	Since 1st April
Total followers	6,604	6,531	+73	+386
Retweets	203	169	+34	1,530
Likes	380	517	-137	2,784
Link clicks	187	233	-46	1,491
Engagement rate	1.0%	1.0%	-0.1%	1.1%

Top tweet

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	Greater Lincolnshire LEP @GreaterLinLEP · Feb 12 Our first ever Skills Conference takes place @LincolnShowground on 19th March! @unilincn @BGULincn @bostoncollegeuk @lincoln_college @NewCollegeStamf @GranthamCollege @NorthLindsey @grihe @rieholmecampus #ekills #training pic.twitter.com/Z91eohpnKq View Tweet activity			3,929	25	0.6%
			Promote			

LinkedIn page

	This period	Last period	Difference	Since 1st April
Total followers	509	376	+133	+509
Organic impressions	5,432	2,691	+2,741	15,276
Comments	11	3	+8	16
Post likes	115	36	+5	268

Facebook

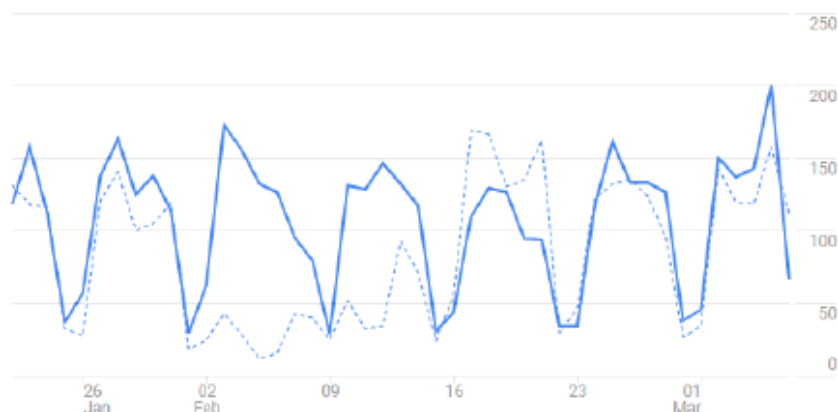
	This period	Last period	Difference	Since 1st April
Total followers	86	81	+5	+86
Total page likes	74	72	+2	+74

Website - General website activity remains standard across this period, with a slight boost at the start of March largely due to the release of the second Skills Conference press release and an increase in referral traffic achieved, primarily from LinkedIn and

Paper 4 LEP Chair and Chief Executive Report

Twitter activity around the conference.

Users	Sessions	Bounce Rate	Session Duration
3.8K	5.4K	51.42%	2m 28s
↑23.6%	↑28.6%	↑0.0%	↓0.9%



LEP news stories for the Jan20- Mar20 period:

- £10m spent on road improvements in Skegness since 2016 - <https://www.greaterlincolnshirelep.co.uk/whats-new/10m-spent-on-road-improvements-in-skegness-since-2016/>
- Business steps into the classroom to close skills gap <https://www.greaterlincolnshirelep.co.uk/whats-new/business-steps-into-the-classroom-to-close-skills-gap/>
- New MEIF Loan fund unlocks £40m for Midlands businesses <https://www.greaterlincolnshirelep.co.uk/whats-new/new-meif-loan-fund-unlocks-40m-for-midlands-businesses/>
- Fit out work has started on South Kesteven's new University Centre in Grantham <https://www.greaterlincolnshirelep.co.uk/whats-new/fit-out-work-under-way-on-university-centre-sk/>
- Conference will shine a spotlight on skills <https://www.greaterlincolnshirelep.co.uk/whats-new/conference-will-shine-a-spotlight-on-skills/>
- Chancellor urged to deliver pro-growth budget for Greater Lincolnshire <https://www.greaterlincolnshirelep.co.uk/whats-new/chancellor-urged-to-deliver-pro-growth-budget-for-greater-lincolnshire/>
- Project encourages more pub accommodation <https://www.greaterlincolnshirelep.co.uk/whats-new/project-encourages-more-pub-accommodation/>
- South Humber Mitigation site shortlisted for national award <https://www.greaterlincolnshirelep.co.uk/whats-new/south-humber-mitigation-site-shortlisted-for-national-award/>

Growth Hub Comms - How to Recruit, Retain and Motivate Conference was held on 5th March, The Petwood Hotel, Woodhall Spa. This new event for the Growth Hub which aims to help businesses to resolve their recruitment and employee retention issues and attracted 80 delegates. As well as the following topics, Rory Underwood MBE, talked about the development of high performance, sustainable teams.

Paper 4 LEP Chair and Chief Executive Report

Workshop Event Programme - The spring programme of events is now live and available on the Business Lincolnshire Events calendar for businesses to book onto. There is a wide variety of topics for businesses to choose from including Networking Masterclasses, Researching Export Markets, How to Fund Business Growth, Digital Marketing, Cyber Awareness and Top Tips for Tender Writing.

6 ANNUAL DELIVERY PLAN: Area Three - Governance

- a. Evolve the LEP, its sub-groups and our governance arrangements in line with national good practice - Green
- b. Local Assurance Framework - Green
- c. APR and Peer Review - Green

Chair Recruitment - successfully completed. Following a significant executive recruitment hunt, we have appointed Pat Doody as Chair for a 3 year term. We have also appointed 3 new NED's; Alison Ballard of BAE Systems; Yvonne Adam of Youngs Seafood, and Air Commodore Suraya Marshall.

Terms of Reference (Company Boards) - The annual review of policies and TORS is due, with a number of these due to be reviewed at the May board.

Local Assurance Framework - the LAF is compliant with current guidance, and a letter from the S151 at LCC has been submitted and published on the LEP website to this effect.

Diversity Champion - The Diversity and Equality study was circulated to all boards and staff to capture LEP baseline data to profile against the GL picture, with the analysis phase currently being undertaken.

APR - the annual performance review for Greater Lincolnshire took place on the 6th Feb. LEP's are assessed against three areas, strategy, delivery and governance. The notes and actions from the meeting are due to be agreed over the forthcoming days, with moderation at a national level undertaken in mid march, and the results of the APR communicated by the end of March.

Peer Review - a annual peer review with SEMLEP is due to take place at the beginning of April with the Chair and CX in attendance.

Paper 7

Greater Lincolnshire LEP Annual Delivery Plan

Publication	Public Paper (published)					
Meeting date:	20 th March 2020					
Agenda Item:	Greater Lincolnshire LEP Annual Delivery Plan					
Item Subject:	7					
Author:	Halina Davies					
For:	Discussion		Decision	X	Information	X

1 Background

1.1 The Government's 'Strengthened Local Enterprise Partnerships' policy paper, published in July 2018, set out the expectation that Local Enterprise Partnerships would produce an Annual Delivery Plan (ADP) and end of year report. In May 2019 Greater Lincolnshire published and shared with government its first ADP which included:

- Headline outcome indicators based on local priorities
- How we are investing existing Local Growth Fund awards, and delivering other local growth programmes
- How we work with local authorities to make the most of their existing levers to drive economic growth
- Details on the allocation of other national and local funds, alongside approaches to monitoring and evaluation
- How we plan for consultation and engagement with public, private and voluntary and community based bodies.

The ADP helps to inform objective assessment of our performance both nationally and locally and our revised ADP for 2020/21 must be published on the LEP website by 31st May 2020.

The current ADP can be accessed on the Greater Lincolnshire LEP website at <https://www.greaterlincolnshirelep.co.uk/documents/annual-delivery-plan-2019/>. It has been written to fulfil the requirements laid out in the 'Strengthened Local Enterprise Partnerships' policy paper and also takes account of good practice guidance originally circulated by the LEP Network.

2 Our 2020/21 Annual Delivery Plan

2.1 As in 2019/20 LEP's are required to prepare delivery plans for the upcoming financial year, and agree these with both local partners and the Cities and Local Growth Unit. Our revised delivery plan will focus on the LEP programme of activities and projects and will include our strategic objectives, project forecasts and milestones for the year ahead, case studies and details on our wider activity and influencing/partnership working role. Essentially the structure will remain similar to last year's ADP with some expanded sections on the Local Industrial Strategy, Skills, project activity, governance and engagement.

2.2 We will also need to add information on pipeline schemes, proposed new calls, and provide further clarity on the future grant funding once available, for example the UK Shared Prosperity Fund (UKSPF).

Paper 7

Greater Lincolnshire LEP Annual Delivery Plan

2.3 In order to achieve the deadlines provided by Government for completion of the ADP we suggest the following approach:

- Draft paper regarding ADP process to 20th March Board for approval
- Individual Officer updates for the document to be provided by 3rd April 2020
- Draft version of ADP to be shared with GLLEP Board electronically 8th April 2020 for comment
- Incorporate any suggested changes from GLLEP Board by 24th April 2020
- Draft ADP and an Annual Report in word to be submitted by 1st May 2020 to government for comment
- Share draft ADP with Optima 1 May 2020 so that they can begin working on the layout of the document
- Final version of ADP shared with Optima 11 May 2020 to enable creation of final document for publishing (hard copy and electronic PDF versions)
- GLLEP Board signing off and publishing by end of May 2020 (21st May GLLEP Board)
- Publically facing Annual Report completed in July 2020

3 Ongoing Maintenance

3.1 It is recognised that circumstances can change during the year, and the ADP will need to be updated accordingly to ensure that the information remains up to date, and to enable accurate assessment against the delivery forecasts at the end of the year.

It is suggested that the LEP secretariat maintain quarterly version-controlled updates for operational purposes to reflect changing circumstances, with sign-off delegated to the LEP Chief Executive. If significant changes have occurred, a revised version of the published plan will be taken to the LEP Board at mid-year point for approval and re-issue.

4 Recommendation

4.1 It is recommended that the board approve the approach above for updating the Annual Delivery Plan for publication on the Greater Lincolnshire LEP website by 31st May 2020.