



# LEP DIRECTORS BOARD

Tuesday 23rd March 2021 at 3.00pm

Via MS Teams

# Paper 0 - Greater Lincolnshire LEP Board Agenda

Time	Item	Lead	Status
15.00	Welcome, Apologies, Declarations of Interest	Chair	Paper 0
<b>Governance</b>			
15.02	<b>1.0 For Approval</b> - LEP Board Feb Minutes 1.1 For Info:- Decision Log 1.2 For Info: Review of Actions	Chair	Paper 1.0 Paper 1.1 Paper 1.2
15.10	<b>2.0 For Approval:</b> Appointments Committee recommendations <ul style="list-style-type: none"> <li>Reappoint Dean Fathers for a 3 year term as private Sector Director</li> <li>Extend co-opted director Suraya Marshall for six months</li> <li>Appoint Darren Cunningham and Nick Warboys to Investment Committee</li> <li>James Pinchbeck appointed as Business Lincolnshire growth hub Chair</li> </ul> <b>2.1 For Approval</b> -Equality and Diversity Action Plan	Gary Headland       Dean Fathers	Verbal 2.0       Paper 2.1
15.25	<b>3 For Info:</b> Chairs and CX Report	Chair/CX	Paper 3 To follow
<b>Strategy</b>			
15.30 30 mins	<b>4 For Approval:</b> LEP Visions and Priorities - Directors Alric Blake, Zoe , Yvonne Adams, and Oliver Hemsley	Working group	Paper 4 - Presentation to follow
16.00 - 20 mins	<b>5 For Approval</b> - Report from ESAP - Interim Skills Statement for Greater Lincolnshire	Clare Hughes LEP Kevin Fanning Metro Dynamics	Paper 5 presentation Attached draft NOT FOR PUBLICATION
<b>Delivery</b>			
16.20	<b>6 For Approval:</b> Interim Budget for 2021/22	Ruth Carver	Paper 6
<b>Forward Agenda</b>			
16.30	<b>7 For Info</b> Forward Agenda		Paper 7
	Close		

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**Attendees:** Pat Doody - Chair (Non-Executive Director), Cllr Philip Jackson - Vice Chair (NELC), Sarah Louise Fairburn - Vice Chair (Imp & Maker), Debbie Barnes (CX, LCC), Cllr Colin Davie (LCC), Cllr Craig Leyland (ELDC), Alric Blake (AllTech), Dean Fathers (Health), Gary Headland (Lincoln College, IoD and Lincs Chamber), Zoe King (Epix Media), Nick Worboys (Longhurst), Darren Cunningham (Phillips 66), Yvonne Adam (Youngs Seafood), Simon Bird (ABP)

Tentative: Alison Ballard (BAE Systems)

**To be confirmed:** Andrew Hunter (UoL), Mandy Watson (Ambitions Personnel), Cllr Oliver Hemsley (RCC), Cllr Rob Waltham (NLC)

**Apologies:** Suraya Marshall (RAF Cranwell), Andrew Crookham (Accountable Body and Section 151 Officer), Julian Free (UoL), Stephen Fidler (DfT)

**Observers:** Pete Holmes (BEIS), Clive Tritton (NLC), Simon Green (NELC),

**LEP Exec:** Ruth Carver, James Baty, Sue Groves

**For Agenda items:** Clare Hughes (LEP), Kevin Fanning (Metro Dynamics)

**Key Dates for 2021**

<b>GLLEP Board Quarterly meeting:</b> 28 <sup>th</sup> May, 30 <sup>th</sup> July, 26 <sup>th</sup> November <b>GLLEP Board Monthly meeting:</b> 20 <sup>th</sup> April 2021, 29 <sup>th</sup> June, 28 <sup>th</sup> September, 26 <sup>th</sup> October	<b>GLLEP Investment Board:</b> 28 <sup>th</sup> May, 7 <sup>th</sup> September, 26 <sup>th</sup> November
<b>GLLEP Appointments Committee:</b> 2 <sup>nd</sup> June	<b>GLLEP Employment &amp; Skills Advisory Panel:</b> 19 <sup>th</sup> April, 19 <sup>th</sup> May, 16 <sup>th</sup> June, 12 <sup>th</sup> July, 11 <sup>th</sup> August, 13 <sup>th</sup> September, 13 <sup>th</sup> October, 16 <sup>th</sup> November, 14 <sup>th</sup> December
<b>GLLEP Energy Council:</b> 9 <sup>th</sup> June, 20 <sup>th</sup> October	<b>GLLEP Food Board:</b> 13 <sup>th</sup> May, 19 <sup>th</sup> November
<b>GLLEP Health &amp; Care Enterprise Board:</b> 4 <sup>th</sup> June, 8 <sup>th</sup> October	<b>GLLEP Manufacturing Board:</b> 28 <sup>th</sup> April, 20 <sup>th</sup> July, 12 <sup>th</sup> October
<b>GLLEP Visitor Economy Board:</b> 23 <sup>rd</sup> March, 22 <sup>nd</sup> June, 21 <sup>st</sup> September, 15 <sup>th</sup> December	

# Greater Lincolnshire LEP Board

26<sup>th</sup> February 2021

Via MS Teams

Draft Minutes

**Present: Board Directors:**

Pat Doody - Chair (Non-Executive Director), Cllr Philip Jackson - Vice Chair (NELC), Sarah Louise Fairburn - Vice Chair (Imp & Maker), Cllr Colin Davie (LCC), Cllr Craig Leyland (ELDC), Cllr Oliver Hemsley (RCC), Darren Cunningham (Phillips 66), Debbie Barnes (CX LCC), Dean Fathers (Health), Gary Headland (Lincoln College, IOD and Lincs Chamber), Mandy Watson (Ambitions Personnel), Alison Ballard (BAE Systems), Nick Worboys (Longhurst), Zoe King (Epix Media), Yvonne Adam (Youngs Seafood), Andrew Hunter (UoL)

**Apologies:** Suraya Marshall (RAF Cranwell), Alric Blake (Alltech), Cllr Rob Waltham (NLC), Julian Free (UoL), Simon Bird (ABP), Stephen Fidler (DfT)

**Observers:** Peter Holmes (BEIS), Andrew Crookham (Accountable Body & S151 Officer), Darren Joint (Chair of Manufacturing Board)

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

**For Agenda items:** Martin Collison (Item 1), Duncan Botting, Andrew Brooks (Item

**Apologies and Declarations of Interest -** Apologies were noted as above.

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.

**The UK's Food Valley (Paper 1)**

Introduction by the Vice Chair Sarah Louise Fairburn, and chair of the Food Board and Martin Collison, lead for the Food Sector from the LEP.

**Background**

- A series of stakeholder meetings have been held with the public and private sector, and will continue to build support for the approach
- Local and regional stakeholders are very supportive of the UK Food Valley approach as set out in the paper, and recognize the economic impact from the sector, and the need to co-ordinate and elevate into a global cluster.
- The aim of the UK's Food Valley is to grow the existing cluster into a top 10 global cluster, with co-ordinated efforts on inward investment product and marketing, tailored business support and scale up, and focus on research and development and innovation to help and support food sector businesses to invest, thrive and grow. This is a long-term cluster development plan and would align public & private sector investment on a few core themes which deliver growth - themes determined by business. There would need to be a small core team, uniting & developing the role of Councils, LEP, University, Colleges, and business groups in supporting food sector growth.

**Comments:**

- Research shows that nutrition has deteriorated and need to think about the threads and the improvement of nutrition quality.
- Desire of the Food Board to link up with other sectors and agree to the system approach to add value and be distinctive.
- Important for Greater Lincolnshire and also an opportunity to be the Food Capital being able to advise globally.
- Not only food security is needed, but there is also a need for land security and land protection.
- Jobs and export growth important.
- Power supply required and there is a need for inward investment.
- Grimsby is also an important player - Europe's Food Town and has the largest cold storage facility in Europe.
- Infrastructure is critical to the concept.

**Actions:**

- ❖ Need to build a core team to co-ordinate and accelerate the sector, an indicative budget of £300k per annum is sought. GL LEP Board agree to an initial contribution of £35,000 to kick start activity and planning, with additional contributions subject to an ongoing budget review and alignment of priorities
- ❖ Presentation to be circulated.

**Sarah Louise Fairburn left the meeting**

The Chair welcomed Andrew Hunter to the Board, new LEP Board Director

AH introduced himself as being the Deputy Vice Chancellor at the University of Lincoln for 17 years and is interested in innovation and how to link research. Has been involved with Agri-robotics for the last 6 years.

Gary Headland summarized the recent electronic decisions by the Board to appoint Andrew Hunter, University of Lincoln, Simon Bird, ABP, and Julian Free, University of Lincoln. To also appoint Darren Cunningham and Nick Warboys to the Investment Committee.

**Minutes & Matters Arising (Paper 3)**

The minutes from the Board meeting held on 19<sup>th</sup> January 2021 were accepted as a true record, and the Chair ran through the Actions Log (Paper 3.1), and explained the purpose of the decision Log (Paper 3.2).

**Chairs Report (Item 4 - Verbal)**

- Two Roundtables have been held (Agri-Food and Manufacturing) and had been well received. Board members welcome to join.
- Broadband - meeting held in the south of the county last week - Bourne and Stamford to receive improved Broadband using the BT infrastructure.
  - North East Lincolnshire has convened a Greater Lincolnshire Digital focusing on best practice, co-ordination and the production of market statement for the commercial sector.
  - Midlands Engine Digital has commissioned an interactive map of where digital assets are across the Midlands. Commercial digital infrastructure will be able to use the map to aid deployment and as a tool for inward investment real time information on speeds and reach.
- Humber Freeport - receiving considerable consideration

**CX Report (Verbal)**

- CX gave an overview of expected budget announcements, around freeports, OWMIS, Town Deals, Levelling up fund and UKSPF
- More than 100 full business cases were submitted for the SIDP (strategic Infrastructure Development Pipeline and the economy call - Update at the May meeting.
- Highlighted the £10 million recovery fund launched by LCC, grants for Lincolnshire business in 4 areas, business recovery, rural, digital and invest for the future.
- Economic Revival Plan to be published

**Progress on Collaboration and Transition**

CX gave an update on the transition programme.

- Operationally, activities from the Humber LEP are ready to start on 1<sup>st</sup> April.
- Operation of Growth Hub extending as there are more business issues and there are more business advisers to cover North Lincolnshire, North East Lincolnshire and Rutland, but waiting to hear of the funding settlement.
- Projects that are not completed will stay with Hull City Council for monitoring.

**Actions:**

- ❖ Meetings to be arranged with Humber and East Yorkshire LEP once it starts on 1<sup>st</sup> April.

### **LEP Vision and Priorities for the LEP (Item 6 - Presentation)**

- Cllr Oliver Hemwell led this item with members from the Board working group, Zoe King, and Yvonne Adam, and Alric Blake (apologies). This stemmed from the Strategy Day that the Board held in December 2020.
- A presentation was given with the proposed vision and mission statement being approved by the Board.

Discussion took place with the following comments:

- Graphical piece of branding to be consistent and to speak with one voice.
- Can see alignment for all sectors and need to be included in Terms of Reference for committees, and Strategic advisory boards (SAB's)
- It was agreed that each of the SAB would be asked to set out how their priorities address the vision and what the focus on their activity should be in the short term.

#### Actions:

- ❖ A further discussion on priorities to be held at the March Board meeting.
- ❖ Approach Sub-Boards/Committees for their priorities in order to set out ambitions.

### **Skills for Jobs DfE White Paper (Paper 3)**

- The Skills for Jobs White Paper, published in January 2021, sets out Government's intentions for the post-16 technical education and training system to support people to develop the skills needed to get good jobs and improve national productivity and puts employers at the heart of post-16 skills.
- ESAP with DfE are developing an interim skills statement by mid April, and refreshing the Skills Strategy by November 2021.

Discussion took place with the following comments:

- This is an ongoing consultation between DfE and providers and will shape broad proposals.
- Need to see the proposals firmed up - there is an ongoing pilot, but funding is unknown.
- Agreed that there is a need to meet the needs of the community.
- Need to encourage collaborating rather than being competitive.
- Looking to link business needs to skills.
- As Greater Lincolnshire is a rural area, getting businesses linking to skills will be a challenge.

#### Actions:

- ❖ Employment and Skills Advisory Panel to discuss the FE White paper further and bring back recommendations to the May meeting.
- ❖ Draft skills statement report to be written for the next Board meeting and considered, ESAP final sign off.

### **Local Area Energy Plans (Paper 4)**

- Local Area Energy Plans (LAEP's) are a means by which we can develop an understanding of our energy needs, and identify direct economic opportunities to improve them. The GLLEP area boasts multiple different place based energy resources; offshore wind, anaerobic digestion, energy from waste, hydrogen (blue, grey, brown and green), solar, tidal, etc.
- However current guidance on LAEPs (in the way of toolkits) needs to be treated, with the following caveats:
  - Local distinctiveness will need to be carefully thought through, in what are ostensibly a set of checklists, that have been developed with a urban/metropolitan baseline.
  - Rurality and sparsity may not give credence to viable business case options if not handled carefully, when competitive funding regimes are a mechanism for energy delivery, or full BCR business models need to be justified
  - The Greater Lincolnshire Local Enterprise Partnership area covers many different needs from an energy perspective; agricultural, industrial, tourism, healthcare, transport, food-processing, logistics, horticultural, ports, rural, urban, commercial, residential and all aspects of our local economy.
  - The LAEP process allows for the preparation for Net Zero, and the baseline to support a wider

clean growth strategy for Greater Lincolnshire.

Discussion took place with the following comments:

- There is a need to work out and understand what the energy needs are.
- Grade 1 (agricultural) land should not be planted with solar panels.
- Turbines on the Lincolnshire landscape would not be supported.
- New buildings should install solar panels in order to reduce carbon output.
- From 2025, gas boilers will not be installed in new builds, which will have an impact on affordable housing, but would welcome affordable new technologies.
- Cost of new technology is not market friendly, given the housing requirements for Greater Lincolnshire.
- Need to look to offshore wind where the costs have been reduced - cost is an important factor in decarbonisation.
- Siemens are building a gigafactory which will be an opportunity for jobs and growth.

Decision:

- ❖ Board support for the approach, however financial contribution from the LEP would be considered at the budget reallignment.

### **Yvonne Adam left the meeting**

### **Update from Health and Care Enterprise Board (Paper 5)**

- The health and care sector in Greater Lincolnshire has a direct economic output of around £1.8bn, about 8.5% of total economic output. The sector employs some 62,000 people in Greater Lincolnshire, around 14% of the total workforce which is a higher share of workforce than the UK average. The sector locally has experienced jobs growth of 11% over the past two years, compared to under 4% nationally.
- Presentation showed what the impact of Covid-19 had been and that personal/medicare is at the core. There are 24,000 jobs in the healthcare sector.
- Future opportunities include Health on the High Street and NHS Carbon neutral, which provide two incentives for the NHS to act as an economic anchor and will link into both the Town and Energy strategies being deployed by the LEP. Our cleaner energy strategies also reduce pollution providing a positive impact on the health of the local workforce thereby potentially increasing their productivity too.

Discussion took place with the following comments:

- If the Humber Freeport is approved, opportunities for pharmaceutical companies in the area.
- Board were asked to build on this report and commission a report to find the gaps and ensure robust solutions

Actions:

- ❖ Supportive of finding the gaps, but the request for commissioning a report would be discussed as part of the budget process.
- ❖ Presentation to be circulated.

### **Dean Fathers left the meeting**

### **MP Engagement Plan (Paper 6)**

- Explained that the Chair and CX meet with all Greater Lincolnshire MPs on a two monthly basis and individually every 4 months.
- There is a need to update the current engagement plan so that new Board members could be linked to Greater Lincolnshire MPs.
- At the meetings, strategies are discussed in order to get support from MPs, briefings are provided and would encourage Board members to join meetings if available.



## **Forward Plan (Paper 9) - CX**

### **Actions:**

- To be circulated.

### **Any Other Business**

- Update given on Careers Fair held on the 25<sup>th</sup> February with good feedback received:
  - Increase in engagement with 70 exhibitors and more than 7,000 visitors.
  - Individual engagement between exhibitors and visitors numbered 200.
  - Board members were invited to volunteer to provide an opening video, with GH, DC and MW volunteering.

**Meeting closed**

DRAFT

## GREATER LINCOLNSHIRE LEP BOARD ACTION LOG - March 2021

Date	Item	Action	Action by	Status
27/05/2020	Board Briefing	Business Roundtables - Final Report to May Board	James Baty LEP - May 21	Underway
24/07/2020	Board Meeting	Complete Defence Sector Board Recruitment	Alison Ballard/Julian Free - March 21	Completed
		Equality and Diversity Action Plan	Dean Fathers - March 21 Board	Completed
		GLLEP Recovery Fund - Develop outline business cases for the four remaining areas of digitisation, supply chain and transforming skills once revival plan is complete.	Halina Davies May 21	Due May
		Develop an economic dashboard to share regularly with the LEP Board, and wider partners and publish, economic analyst joined the team in Jan 21.	James Baty	Underway June 21
26/08/2020	Board Meeting	Virtual meeting with northern lincs businesses	Kate Storey	Postponed
06/11/2020	Board Meeting	<ul style="list-style-type: none"> <li>Local Area Energy Action Plans - Need to look at funding and priorities that can be achieved in a short time and seek funding from local partners - awaiting budget realignment post year end.</li> <li>Ask the local authorities to develop a Greater Lincolnshire Digital Strategy Group to take forward joint actions, such as digital mapping and evidence base, digital investment strategy and joint bids. Led by NELincs</li> </ul>	Duncan Botting/Andrew Brooks  LEP Strategy Group	Pending  Underway
19/01/2021	Board Meeting	<ul style="list-style-type: none"> <li>Local Area Energy Plans - subject to board approval - circa £20,000 to be used to develop a LAEP.</li> </ul>	Duncan Botting/Andrew	

		<ul style="list-style-type: none"> <li>Give feedback from the meeting held with Greater Lincolnshire MPs.</li> </ul>	Brooks	
26/02/2021	Board Meeting	<p>UK Food Valley - Need to build a core team to co-ordinate and accelerate the sector, an indicative budget of £300k per annum is sought. GL LEP Board agree to an initial contribution of £35,000 to kick start activity and planning, with additional contributions subject to an ongoing budge review and alignment of priorities and presentation to be circulated.</p> <p>Collaboration &amp; Transition - Meetings to be arranged with Humber and East Yorkshire LEP once it starts on 1st April</p> <p>LEP Vision &amp; Priorities: A further discussion on priorities to be held at the March Board meeting and approach Sub-Boards/Committees for their priorities in order to set out ambitions.</p> <p>Employment and Skills Advisory Panel to discuss the FE White paper further and bring back recommendations to the May meeting.</p> <p>Draft skills statement report to be written for the March Board meeting</p> <p>Health &amp; Care Management Board - Supportive of finding the gaps, but the request for commissioning a report would be discussed as part of the budget process and presentation to be circulated.</p>	<p>Sarah Louise Fairburn</p> <p>Pat Doody</p> <p>Working Group of LEP Board</p> <p>Simon Telfer/Clare Hughes - May 21</p> <p>Simon Telfer/Clare Hughes - March 21</p> <p>Dean Fathers/Andrew Brooks</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing -</p> <p>Completed</p> <p>Pending</p>

**LEP Board Decision Log for the year to date**

<b>Date</b>	<b>Decision Making Body</b>	<b>Decision Made</b>
<b>31/01/2020</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Agreed to accept the offer from SUFC regarding legal costs.</li> <li>• Health &amp; Care Enterprise Committee and Food Committee to hold a joint meeting to explore common areas</li> </ul>
<b>30/03/2020</b>	<b>LEP Board</b>	Meeting cancelled
<b>29/04/2020</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Decision on the GLGF was deferred pending a wider discussion on repurposing LEP funds</li> <li>• Sarah Louise Fairburn was appointed as Private Sector Deputy Chair</li> <li>• Dean Fathers was appointed to the Investment Board</li> <li>• A monthly zoom call with our 10 local MP's is being established during Covid - action from the first call is collective lobbying on increased broadband speeds - action for a collective letter and PR.</li> <li>• Annual Budget for core funding was agreed by the Board</li> <li>• Draft delivery plan agreed subject to final sign off by the Board by email, and further guidance from CLG</li> <li>• Draft Lincolnshire Recovery Plan to come back to the June Board for a business view</li> <li>• Refresh LIS to be considered at the June Board</li> </ul>
<b>10/06/2020</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Circulate Annual Delivery Plan to be signed off by Board Directors by 10<sup>th</sup> July 2020.</li> <li>• Agreed that Clare prepare a letter for Government incorporating views of the Board, employers and the ESB</li> <li>• LEP will work with DWP and SHDC on redeployment and retaining</li> <li>• Amended LIS to be published locally subject to further business engagement and buy in from the business community.</li> </ul>
<b>24/07/2020</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Report on progress on board membership noted</li> <li>• Chairs/vice chairs of Strategic Advisory Boards to be invited to attend future Board meetings - Forward Plan</li> <li>• Impact of Covid-19 - LEP Board approved the paper and agreed the new actions</li> <li>• Re-purposing funds for Recovery Post Covid-19 - Option C was favoured reallocation of £2.4m, with a contingency amount of funding for flexibility purposes of up £500,000 for future use. The £700,000 allocation of additional resources to the LEP for the activity above was approved, with business cases being developed for Digitisation, responding to redundancies, supply chain and</li> </ul>

		<p>transforming skills being bought back to a subsequent board to discuss and agree. Budget would be incorporated into the budget process, and reporting on progress would be undertaken through the normal quarterly reporting mechanisms.</p> <ul style="list-style-type: none"> <li>• Finance &amp; Audit Report - 19/20 Financial Statement was approved by the Board and agreed for publication and 19/20 Audit Report was approved by the Board</li> </ul>
<b>26/08/2020</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Approval of minutes from 24<sup>th</sup> July 2020.</li> </ul>
<b>30/09/2020</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Seek vice chair nominations for all boards</li> <li>• In the New year 2021 Officers to arrange an additional workshop on the Local Assurance Framework</li> <li>• GL CSR asks - Board Directors to discuss with their link or local MP</li> <li>• Equality and Diversity Action Plan to be developed</li> <li>• Reallocation of funds for Team Lincolnshire from MIPIM to Team Lincolnshire Business Plan - £15,000.</li> <li>• ESAP member to join the Centre for Better Ageing board.</li> </ul>
<b>06/11/2020</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Approval of appointment of auditor continuation - subject to approval of the accountable body</li> <li>• The LEP Board approved the direction of travel for Humber Freeports proposal to be developed</li> <li>• Agreed to forward a Collaboration Board between Humber and Greater Lincolnshire LEP</li> <li>• The Board approved the Recovery plan, and delegated the final sign-off to the Chair and Chief Executive.</li> </ul>
<b>19/01/2021</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• That the Chair and CX be given delegated authority to support the bid and provide letters of support for the Humber Freeports</li> </ul>
<b>26/02/2021</b>	<b>LEP Board</b>	<ul style="list-style-type: none"> <li>• Local Area Energy Plans for southern lincolnshire - Board support for the approach, however financial contribution from the LEP would be considered at the budget realignment.</li> <li>• Health and Care - Board support for the approach of mapping opportunity, however financial contribution from the LEP would be considered at the budget realignment.</li> <li>• Approval of the UK's Food Valley Strategy and resources allocated.</li> </ul>

## Equality and Diversity Action Plan 2021-2024

### Introduction

This Action Plan sets out the Greater Lincolnshire LEP's equality & diversity objectives for the period 2020-24 in line with strategic and delivery plans. Greater Lincolnshire LEP is committed to achieving diversity and equality of opportunity as a commissioner of services and projects. Lincolnshire County Council is the LEP's host employer of the core workforce, and together, this means doing what we can to positively promote equality and diversity across the delivery of projects, programmes and services and within our workforce and commits that all staff, visitors, contractors and others we have contact with are treated fairly, equitably and with dignity and respect.

Greater Lincolnshire covers a large physical area from the Humber to the Wash, comprising 11 local authorities, 45,000 registered businesses, and numerous non-registered, representing over one million people. In order to deliver significant growth and productivity gains, we aim to remove all barriers to achieving economic performance, resulting in tangible economic benefits to our businesses, residents, visitors, workforce and diverse communities. Our diverse communities will benefit from strong economic growth and no community will be excluded from full participation in economic life and progress. The competitive advantage arising from local diversity will be harnessed to drive growth. Diversity and equality issues impact everyone in the Greater Lincolnshire area and we are committed to removing barriers that might restrict people and we are positively working towards positive change.

Equality and Diversity issues are not considered to be the responsibility of specific LEP individuals and are intended to form part of a mainstreamed approach towards equality of opportunity and adopts an evidence based approach to planning, implementing and evaluating the impact on Equality and Diversity and impact assessments form part of an annual cycle of strategic planning and review, with a commitment to collaboration, improvement, and sharing best practice at the core of our planning and governance arrangements.

The LEP commits to the following in line with the National Assurance Framework and the Greater Lincolnshire Local Assurance Framework. The Equality Act 2010 places a public duty on the Greater Lincolnshire LEP, stating that everyone has the right to be treated fairly and places legislation around nine protected characteristics: age, disability (including mental ill health), gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Greater Lincolnshire LEP promotes equality of opportunity and does all it can to ensure that no member of the public, service user, employee, contractor or staff member working within a partner organisation will be unlawfully discriminated against.

## Equality and Diversity Action Plan 2021-2024

### D&E Draft Aims

- To embed and share best practice
- To aspire to be one of best pro-active community engaged LEPs in the country
- To understand the narrative impact. (Use of non-discriminatory language)
- To build resilience

### E&D Statement

*The Greater Lincolnshire LEP is a future focused, growth driven, not-for-profit organisation, which works transparently and honestly in partnership with the private and public sectors, to deliver inclusive economic opportunities for all.*

### Core Values

- *Partnership working* to deliver comprehensive and joined up activity across geography and sectors to add value greater than the sum of the individual parts
- *Future focused* to drive long term strategic economic stability and growth
- *Visible ambassadors* in promoting our unique places, assets, talents, and opportunities
- *Transparent and honest* in allocation of funding and decision making processes
- *Lean and streamlined* to ensure efficiency of resourcing and administration and enable the focus to remain value driven
- *People focused* to maximise potential in businesses, individuals, and communities and ensure representative inclusion and equality of the workforce and population

### Objectives

Objective 1 - Identify, benchmark and embed the E&D duty into the everyday business of the LEP

## Equality and Diversity Action Plan 2021-2024

Objective 2 - Increase direct engagement with Directors and staff on equality issues

Objective 3 - Raise awareness of equality issues and increase the visibility of equality initiatives

Objective 4 - Improve retention, progression, completion, and success indicators by developing capability in Directors and staff

Objective 5 - Share best practice

Equality Actions 2021 to 2024	Success measures	Protected Characteristics							Equality Duty				
		Age	Sex	Gender Identity	Nationality	Relationship status	Disability	Ethnic Origin	Religion or belief		Eliminate unlawful discrimination	Advance equality of opportunity	Share best practice
Objective 1 - Identify, benchmark and embed the E&D duty into the everyday business of the LEP		✓	✓	✓	✓	✓	✓	✓	✓	✓	●	●	●
Rationale - Equality and diversity considerations increasingly become core to the day to day work and values of the LEP such that equality issues becomes embedded, and evidenced		Responsibility											
Priorities	Actions												
a) Identify the key activities and outcomes required to embed equality and diversity firmly in the leadership and governance of the LEP.	i) LEP Network membership ii) BEIS Director governance support programmes iii) Clifton corporate governance training iv) E&D set as a corporate theme and is part of the LEPs strategic values. v) Sharing best practice with neighbouring LEPs	Directors / corporate responsibility for Equality and Diversity											
b) Benchmark against representative /local population	vi) Regular staff and Director surveys undertaken	Executive Team											



## Equality and Diversity Action Plan 2021-2024

	<ul style="list-style-type: none"> <li>vii) Economic statistics and analysis undertaken through contractual supplier and Executive Team</li> <li>viii) Recalibration of benchmarking following 2020 census outcomes</li> </ul>	
c) Embed at policy level into policies, procedures, and training of all new and existing staff. Raising the cultural awareness of Directors and staff.	<ul style="list-style-type: none"> <li>i) E&amp;D is an annual standing agenda item at Directors board</li> <li>ii) Policy and ToRs reviews are rolling agenda items at Directors board</li> <li>iii) Ensure ToRs are reflective of E&amp;D values</li> <li>iv) Review and address SAB and Company Membership boards/ committees are representative</li> <li>v) Through information published on the web</li> <li>vi) The inclusion of E&amp;D considerations in the Code of Conduct</li> <li>vii) E&amp;D targets included in Director recruitment packs</li> <li>viii) Undertake training programmes where possible</li> <li>ix) Review company members annually and actively seek new membership from E&amp;D organisations not adequately represented</li> </ul>	Diversity Champion delegated responsibility to Executive Team and Appointment Committee driving board and membership balance agenda.
d) Undertake separate skills E&D review to understand impact & implementation, & social mobility	<ul style="list-style-type: none"> <li>x) ESAB to collaborate on focus &amp; scope and resources for work with LCC</li> <li>xi) UoL study underway</li> <li>xii) Towns Deals skills agenda</li> <li>xiii) Levelling up agenda</li> </ul>	LCC CX with LEP Skills Manager & Employment & Skills Advisory Board UoL - Justine Greeny/ Mary Stuart leading study
e) Embed into decision making for project scrutiny to ensure the E&D impact of capital and revenue projects is considered	<ul style="list-style-type: none"> <li>xiv) Include in ToRs for Investment Board and other decision making boards as necessary</li> <li>xv) Include as section within project business case and expression of interest</li> </ul>	Executive Team

## Equality and Diversity Action Plan 2021-2024

	documents	
f) Monitor progress and board balance against E&D targets	xvi) Recruit Directors with stronger emphasis on gender balance to reach 50/50 target set xvii) Review at least annually and during recruitment	Appointments Committee and CEO responsibility
g) Review where to actively target & promote E&D and implement an target agenda	xviii) Identify where and how to focus resources following completion of E&D Diversity work	Directors / corporate responsibility for Equality and Diversity
<b>Objective 2 - Increase direct engagement with Directors and staff on equality issues</b>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Rationale - Consultation and involvement is key to an evidence-based approach to equality</i>		<b>Responsibility</b>
<b>Priorities</b>	<b>Actions</b>	
a) Enable engagement, debate and consultation with staff representatives and from each of the protected characteristics where possible to ensure that their views are reflected	i) Improve levels of engagement via staff representatives ii) provide a wide range of formal and informal engagement mechanisms to capture a wider voice iii) Embed into Annual Delivery Plans iv) Ensure inclusion in Annual report	LEP CEO
<b>Objective 3 - Raise awareness of equality issues and increase the visibility of equality initiatives</b>		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Rationale - To support the embedding of good practice across the LEP</i>		<b>Responsibility</b>
<b>Priorities</b>	<b>Actions</b>	

## Equality and Diversity Action Plan 2021-2024

a) Promote equality and diversity issues events, the intranet and web, and staff communications, publication of calendar of E&D events including religious dates and festivals where appropriate	i) Improve data capture and analysis of the impact of the promotion of equality initiatives across a range of communications channels	LEP CEO and LEP Communications & Ops Manager
b) Promote improved gender /E&D representation amongst elected members and senior executive roles	ii) Challenge public sector bodies to review and encourage improved gender & E&D representation amongst elected members	Diversity Champion, LEP CEO, LCC CX
i) Equality impact assessments to be undertaken on selected marketing activities and initiatives	iii) Report on implications of issues identified in impact assessments	Diversity Champion, LEP CEO and LEP Communications & Ops Manager
<b>Objective 4 - Improve retention, progression, completion, and success indicators by developing capability in Directors and staff</b>		<div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div></div> <div>•</div> <div></div> </div>
<i>Rationale - To enable all Directors and staff to maximise their contribution and value through career support progression and training programmes</i>		<b>Responsibility</b>
<b>Priorities</b>	<b>Actions</b>	
a) Achieve targets set for retention, progression, completion & success and monitor that improvements are shared by those with protected characteristics	i) Refer to Government's National Assurance Framework guidance  ii) Regular meetings and / or appraisals with Directors and staff to understand and deliver Continuous Training requirements.	Diversity Champion
<b>Objective 5 - Share best practice</b>		<div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>•</div> <div>•</div> <div>•</div> </div>
<i>Rationale - To encourage, enable and communicate best practice</i>		<b>Responsibility</b>

## Equality and Diversity Action Plan 2021-2024

Priorities	Actions	
a) To share and gain knowledge and tools to enable continuous improvement of E&D issues and case studies	i) Work with neighbouring LEPs to identify and share case studies  ii) Work with relevant organisations to share successful tools and approaches	Diversity Champion and LEP Comms & Ops Manager

## Paper 6 2020/21 Budget Setting

<b>Publication</b>	<b>Public Paper (published)</b>				
<b>Meeting date:</b>	<b>23rd March 2021</b>				
<b>Agenda Item:</b>	<b>6</b>				
<b>Item Subject:</b>	<b>2021/22 Interim Budget</b>				
<b>Author:</b>	<b>Linsay Hill Pritchard/ Kate Storey</b>				
<b>For:</b>	<b>Discussion</b>		<b>Decision</b>	<b>X</b>	<b>Information</b>

### 1 Overview

- 1.1 This report provides the Greater Lincolnshire LEP board with an Interim budget for the financial year 2021/22 and seeks approval of the Interim budget and tasks the Chief Executive with delivery. The finance and audit committee met, and have considered the budget for recommendation to the Board.
- 1.2 The budget is interim due to a number of factors, and therefore the intention will be bring a revised budget and business plan back to the LEP Board for approval in the first quarter after the closedown of LEP accounts in June.
- a review of the skills budget area which is ongoing
  - confirmation of external core funding from National Government for 21/22
  - agreement on board priorities for 21/22 at this meeting
  - Closedown of 20/21 LEP Accounts and therefore a budget alignment exercise and reserves

### 2 Background

- 2.1 The Interim budget for the financial year is summarised in the table below:

<b>LEP OUTLINE BUDGET 2020-21</b>		
Sub-headers	Expenditure Budget 21/22	
Staffing permanent	£	250,486
Staffing Seconded	£	5,000
Staffing fixed term	£	306,074
Staffing Business Support	£	2,500
Staff sundries	£	11,500
<b>Sub Total</b>	<b>£</b>	<b>575,560</b>
Company (board/ insurances/ audit/misc.)	£	14,250
Legal services	£	2,500
Governance	£	10,000
<b>Sub Total</b>	<b>£</b>	<b>26,750</b>
Subscriptions/ contributions	£	27,000
On-going supplier delivery	£	149,960
Targeted activity (contributions)	£	25,000
Skills Advisory Panel	£	54,429
Skills Kickstart	£	45,153
Recovery Fund Activity	£	115,000
Sector Development	£	72,247
Est. Accountable Body Costs	£	45,000

## Paper 6 2020/21 Budget Setting

<i>Sub Total</i>	<b>£</b>	<b>533,789</b>
Research	£	25,000
Skills (ESB)	£	10,000
<i>Sub Total</i>	<b>£</b>	<b>35,000</b>
<b>Total Estimated Expenditure</b>	<b>£</b>	<b>1,171,099</b>
Sub-headers	Income Budget 20/21	
CORE FUNDING	£	500,000
Reserves	£	371,017
CEC Match (YR2)	£	224,070
LCC Contribution (not including staff match)	£	76,012
<b>Total Estimated Income</b>	<b>£</b>	<b>1,171,099</b>
<b>Net Position</b>	<b>£</b>	<b>-</b>

- 2.2 The budget is set to enable delivery of LEP Covid Recovery Plan, skills delivery programmes, and the Getting Building Fund, and allows resource in Freeports and the UK Food Valley. This year also takes into account the repurposed funds released to enable a more flexible approach to responding to the pandemic and recovery as agreed by the Board in October 2020 - see the line above recovery fund activity.
- 2.3 Further work is being undertaken on the skills budget area including the extension of the careers enterprise provision.
- 2.4 Forecasted expenditure is £1.171m and in addition circa £250,000 will be achieved in matched expenditure. The planned draw down on reserves is expected to be £371,017. The Board will note that current staff resources for the year amounts to £575,560 and the LEP Team currently consists of:
- A number of permanent staff including, Chief Executive (1 FTE RC), a Skills Lead (1FTE CH), 2 x employment and skills managers (2FTE), a LEP Comms & Ops Manager (1FTE KS), Programme Manager (1 FTE HD), a PA (1FTE SG), a Policy and Research Manager (1 FTE JB), Project Officer (0.77 FTE LS), Research Analyst (1FTE RK). These posts are matched by 50% LCC resources.
  - Other Project Staff (Secondees and Fixed term) consists of 4x FTE Enterprise Co-ordinators, and a Policy Director (0.2 FTE LS).
- 2.5 Operational costs include commitments to enable delivery of core services to include PR & comms, website hosting & design, economic analysis, event support, food security sector consultation, and board and governance requirements.
- 2.6 The new budget includes provision for the following areas based on accelerated plans resulting from the Covid pandemic and repurposed funds. These include; Manufacturing consultant; Defence support consultant; FEZ/ UK Food Valley Director; and a comms intern.
- 2.7 Capacity has been retained to amend use of the repurposed funds within the £700,000 approved by Board, with further endorsement by the Board on a case by case basis.
- 2.8 Forecasted income is expected to be £800k and is made up of £500k core funding, £224k from Careers Enterprise Council and £76k contribution from Lincolnshire County Council . Existing reserves of £371K.

**3 Recommendation**

3.1 The Board are asked to discuss and recommend the Interim Budget for 2021/22.

DRAFT

**GL LEP Board Forward Plan 2021/22**

Date	Venue	Standing Items	Others
23 <sup>rd</sup> March 2021 at 3.00pm	Via Teams	Approval of Interim Budget  Vision and Priorities  Skills Statement - ESAP	Equality & Diversion Action Plan - Dean
20 <sup>th</sup> April 2021 at 3.00pm	Via Teams	Vision and Priorities  Revival Plan Progress  Annual Performance Review	Progress of MEIF - Lewis Stringer can attend  Business Lincolnshire Board Progress Report
28 <sup>th</sup> May 2021 at 10.00am	1/4ly	Chair and CX report Quarterly performance, finance, adp and programmes  Collaboration with the Humber	Business Plan and Budget for 21/22  Risk Register  Business Roundtable Summary
29 <sup>th</sup> June 2021 at 3.00pm		Recovery Fund  FE white paper - ESAP  Economic Dashboard	Risk Register  Decarbonisation
30 <sup>th</sup> July 2021 at 10.00am	1/4ly	Humber Freeport	Visitor Economy Board
28 <sup>th</sup> September at 3.00pm			Manufacturing Board
26 <sup>th</sup> October at 3.00pm			Food Board
26 <sup>th</sup> November at 10.00am	1/4ly	Skills Strategy ESAP	