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# Minutes of the Greater Lincolnshire LEP Board

27<sup>th</sup> September 2019

Boole Technology Centre, Lincoln Science  
& Innovation Park, Beevor Street, Lincoln,  
LN6 7DJ

Draft Minutes

**Present: Board Directors:** Ursula Lidbetter (Chair) (Lincs Co-op), David Dexter (Vice Chair FSB), Cllr Philip Jackson (NELC), Cllr Colin Davie (LCC), Cllr Rob Waltham (NLC), Cllr Ric Metcalfe (CoL), Dean Fathers (Health), Debbie Barnes (LCC), Professor Mary Stuart (UoL), Pat Doody (Nat West), Gary Headland (Lincs Chamber & IoD), Sarah Louise Fairburn (L J Fairburn & Sons Ltd)

**Apologies:** Cllr Craig Leyland (ELDC), Chris Baron (Butlins), Nick Worboys (Longhurst Group), Zoe King (Epix Media), Stephen Fidler (Senior Sponsor DfT)

**LEP Executive:** Ruth Carver, Sue Groves (Note Taker)

**Observers:** Pete Holmes (CLOG), Andrew Crookham (S151 Officer & AB)

**For Agenda Items:** Samantha Harrison (Business Lincolnshire), Simon Bandy (Local Partnerships), Alex Gardiner (Metro Dynamics), James Baty (GLLEP), Clare Hughes (GLLEP)

A welcome and introductory presentation to Boole Technology Centre was given by Tom Blount, Director of LSIP.

#### **Apologies and Declarations of Interest -**

Apologies were noted from Cllr Craig Leyland, Chris Baron, Nick Worboys, Zoe King and Stephen Fidler DFT (Senior Sponsor).

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 and Matters Arising (Paper 1)**

The minutes of the 19<sup>th</sup> July 2019 were accepted as a true record.

Matters Arising:

- Cllr Oliver Hemsley from Rutland County Council has been invited to attend Board meetings as an observer.
- All Board Directors to renew rolling agenda.

#### **LEP Directors Report (Paper 2) - Ruth Carver**

- LEP Board Directors were asked to support the recommendations from the Appointments Committee to appoint Paul Scott to join the Business Lincolnshire Board and Mike Gallimore, Nick Broom and Robert Willey to join the Manufacturing Board. These appointments were approved.
- A mid-year review was held on the 16<sup>th</sup> September and a note circulated to the Board for discussion and approval. The mid-year review was designed to be a light-touch progress discussion, but also coincided with a review of the LEP's Improvement Plan. On the latter the Cities and Local Growth Unit noted good progress in implementing the enhanced programme, risk management and pipeline procedures. Delivery is still a challenge with only 18 months left on the Single Local Growth Fund programme. Currently 87% of the programme is contracted and the expectation is that the remainder will be contracted by the end of this financial year to enable LGF expenditure by the end of March 2021. A discussion will be held at the Investment Board on maximising commitment levels on expenditure.

- LIS - Production of the Local Industrial Strategy is on schedule and the Board will be asked to approve a draft strategy at the extraordinary Board meeting to be held in October. Drafting is now under way, with officer leads on each foundation completing a policy position paper to draw together the evidence, strategic alignment, priorities and ways we wish to work with HMG.
- The forecast for core funding the 2019/20 is full utilisation; any new expenditure therefore would need to be considered collectively.
- Quarter 2 finances will be reported at the October Board and recommendations on priorities discussed.
- Ruth Carver to give a financial update at the Board meeting to be held in October.

**Actions:**

- Appointments Committee approved that Paul Scott join the Business Lincolnshire Board and Mike Gallimore, Nick Broom and Robert Willey join the Manufacturing Board.

**LEP Chair and Deputy Chair Recruitment (Paper 3) - Ruth Carver**

The Chair's term is due to end at the March 2020. The Board considered a proposal to procure a nationally recognised recruitment consultant that specialises in the recruitment of Chairs for government funded bodies. The estimated costs are £7-10,000.

Following a discussion, it was agreed not to bring in a recruitment company at this stage and that Board Directors would support the use of social media and advertising to promote the opportunity widely.

**Decisions:**

- The process of recruiting the new LEP Chair was 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
- Call for nominations for 2 Vice Chairs to be submitted by 20<sup>th</sup> October from the existing Board Directors to become Vice Chairs was agreed
- Nominations to be sought from private sector Board Directors to join the Investment Board agreed
- Agreed to recruit 2 to 3 new Board Directors for the LEP Board, ie, Business leaders, focusing on Defence, Manufacturing, Energy and more female members

**Terms of Reference (Paper 4) - Ruth Carver**

Board Directors were asked to review and approve the updated Terms of Reference for the LEP Board to align to the new Articles which were adopted in April 2019, and also to approve the review dates, ie, annually.

Queries were raised on a number of areas, ie, conference calls, electronic signatures, number of attendees to be quorate, so it was agreed that a revised version would be produced and circulated.

**Actions:**

- 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 updated accordingly.
- Agreed that the company board be renamed to committees where they are decision making.

### **Impact of the Lincolnshire Growth Hub & Bi-Annual Report (Paper 5) - Samantha Harrison**

SLH informed the Board that the Growth Hub had had a productive year and had successfully delivered its Phase 1 Sustainable Business Growth European project. The Hub continues to develop and grow and recently, new ERDF funding has been secured until May 2022 and is currently bidding for funds to extend this delivery to June 2023.

The new ERDF funding has enabled the Growth Hub to directly incorporate Trading Standards support including early stage best practice advice to businesses to achieve legislative compliance.

Key performance outcomes have shown increases in the number of individuals helped to start a business; the number of businesses who have engaged with the Growth Hub and the number of new jobs created.

Through partnering with professional intermediaries, the Growth Hub has been able to deliver high profile, professional events, ie, the 4<sup>th</sup> Greater Lincolnshire Manufacturing in Action Conference, Heritage Works Visitor Economy Conference, Taming the Dragon, Start Up and Grow Conference and GLLEP Business Live/Growth Hub event.

The Growth Hub is working with the University of Lincoln and 6 transnational partners to deliver an Interreg Funded programme called COTEMACO, collaborative robots within Agri-food/ manufacturing environments and Lincolnshire businesses will receive advisory support and travel grants. They have also been working with the digital sector to develop a support strategy and Digital Hub for Lincolnshire.

International trade continues to be one of the main priorities for the Growth Hub and are keen to enable more businesses to access new market opportunities and become more confident in trading internationally. This has resulted in a small procurement exercise to secure a delivery agent to provide a service for small businesses within Greater Lincolnshire and will act as a stepping stone to help them access the national Department International Trade (DIT) offers.

GLLEP has been selected by BEIS to act as a new Growth Hub Cluster lead for the East Midlands region covering D2N2 and LLEPs. This cluster model is part of a wider HMG EU Exit Business Readiness programme and given the need to deliver at pace is designed to optimise the value and flexibility of the funding and to drive progress and impact reporting in the most efficient way.

The next Growth Hub flagship event will be:

- ❖ #GoDigital19 Conference - Digital Tools & Tricks for Transformation, 21<sup>st</sup> November, Hilton Hotel, Lincoln

#### **Comments:**

- How confident is the Growth Hub that businesses know about them - social media and other vehicles are used, but there are still challenges.
- Global challenge - more environmental advice is needed for businesses.

#### **Actions:**

- **Growth Hub to provide an update on sectoral coverage.**

### **Skills Analysis (Paper 6) - Clare Hughes**

LEPs across England have been asked by the Department for Education to generate a high quality analysis of the local labour market. This analysis will be used as evidence to inform the People section of the Local Industrial Strategy. It will also be used to help careers services, both locally and nationally, understand gaps and opportunities within the labour market, and support DfE's understanding of where skills interventions are required most. It is likely to be the evidence that is used to inform future allocation of (adult) skills funding from DfE. All LEPs are required to use the same data sources as the main baseline so that there is comparability.

The LEP's Employment & Skills Board has commissioned the analysis and the initial findings of this are provided in the draft report that has been circulated. There is already a well-established understanding of the labour market, so there should not be any great surprises in the new analysis. However, it is the intention to drill down further than before to provide additional insight.

The draft analysis has been split into four areas: Local Landscape, Demand for Skills, Supply of Skills and Supply meets Demand.

Board Directors were asked to supply any relevant evidence for inclusion in the document.

A good discussion was held, in particular agreement that the analysis should be at a more localised and detailed level where possible.

**Actions:**

- **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.**

**Apprentice Levy Transfer Scheme (Paper 7) - Pat Doody/Clare Hughes**

Board Directors were asked to consider allocating £30,000 from the LEP Board for resource to develop and deliver the Greater Lincolnshire Apprenticeship Levy Transfer scheme.

**Decision:**

Board Directors approved the allocation of £30,000.

**Lincolnshire 2050 Vision & Strategic Infrastructure Delivery Plan (Item 8) - Simon Bandy/Justin Brown**

The Board was informed that work on a growth strategy had been ongoing for the last 18 months. As well as local authorities and indeed the LEP, the partnership also includes utility companies like Western Power and Anglian Water. There is a strong partnership in place which sees the benefit of collaborating on growth. Within that context, Place is seen as a priority.

Funds will be sought from Government to support the growth proposition, but if the funds are not forthcoming, there will still be a strong partnership for growth.

This work has been jointly prepared and is jointly owned by the 10 Greater Lincolnshire Authorities and it is acknowledged that there is a need for a:

- ❖ Shared vision and strategy for Greater Lincolnshire - to site above economic, spatial and infrastructure plans
- ❖ Clear set of objectives which will cover a whole range of issues concerning Lincolnshire's existing environment, business and population, as well as housing and economic growth.

There will be a key meeting held at the Greater Lincolnshire Leaders Forum on the 4<sup>th</sup> October.

Objectives of the growth strategy are:

- ❖ To increase the wealth of Greater Lincolnshire by growing the economy and providing the right number and type of homes to support the economy and meet the housing need.
- ❖ To improve the quality of life across Greater Lincolnshire, promoting wealth creation and growth from which everyone benefits.
- ❖ To create a healthier society with a more engaged population.
- ❖ To ensure that Greater Lincolnshire, its economy, population and environment is resilient to potential threats, including climate change, and can benefit from future economic and technological opportunities.

The Spatial elements of the Plan are:

- ❖ Growth centred on Greater Lincolnshire's network of towns, Lincoln and the other towns supporting housing and economic growth (Scunthorpe, Grimsby, Gainsborough, Grantham, Spalding and Boston).
- ❖ Support for key sectors across Lincolnshire - for example, Food Enterprise Zones to support growth.
- ❖ Key transport corridors will be prioritised linking Lincolnshire's economy to its markets and ports and providing improved access.
- ❖ Utilities and communication infrastructure needs to be improved across the whole area.
- ❖ Projects that protect the coastal area will be prioritised as will initiatives to support the coastal economy and improvements in terms of access.

GLLEP Involvement:

- ❖ The LEP has been engaged in the preparation of:
  - Vision
  - Strategic infrastructure delivery plan
- ❖ Projects included in the SIDP have been considered against Prosperity Project submissions being made for Single Local Growth Fund/UK Prosperity Fund pipeline.
- ❖ Work reflects SEP and the emerging Local Industrial Strategy evidence base
- ❖ Reflects strategies of surrounding economic areas

Central Role of Place:

The key issue is Place and Housing and central to planning for growth and discussions with central Government. The key economic drivers are:

- ❖ High quality = attracting and retaining employees
- ❖ Linked to training, skills and productivity
- ❖ Linked to new technology, Modern Methods of Construction, SMEs and efficiency of supply chains
- ❖ Quality and specification relates to local and national environmental targets

Future governance models should also include key partners in addition to the local authorities, especially the local LEP Chair, and organisations that can support the delivery of growth like utility providers.

Comments:

- Done well to get a plan for Place, but keen for planning system to help infrastructure
- Need clear objectives and that the NHS is keen to be involved (it was noted that the NHS is now represented on the partnership which has prepared the vision and which will feed into the SIDP)
- All Local Authorities work together for Greater Lincolnshire and there should be one list of priorities for the county
- There will be an impact on the care services etc, which need investment
- Health is a more difficult area, particularly as there are two Health Authorities involved

**The Board endorsed and supported the work to date.**

#### **Institute of Technology (Item 10) - Professor Mary Stuart**

The 3 priorities are:

- Skills
- Growth Hub
- Local Industrial Strategy

The University of Lincoln, in partnership with all Further Education Colleges (apart from Stamford College), are working on the Government initiative to establish an Institute in Greater

Lincolnshire, which will specialise in agri-tech, food manufacturing, energy, digital and engineering. These are unique collaborations between employers, higher and further education providers who specialise in delivering higher level technical skills which aim to help close skills gaps and improve productivity.

The Government initiative is expected to be signed by all partners on Monday, 30<sup>th</sup> September and capital funds will be available to set up these hubs in the future.

**Actions:**

- A website will be set up in the future.

**Mary Stuart left the meeting**

**Local Industrial Strategy (Paper 9) - James Baty (GLLEP)/Alex Gardiner (Metro Dynamics)**

A presentation of the draft Local Industrial Strategy storyboard was given by Alex Gardiner of Metro Dynamics which covered the detail of the industrial strategy including:

- The process and focus on place
- The main points from the evidence base
- The main objectives of the LIS - Productivity, Earnings Power, Resilience
- The strategic opportunities - Agri-food, Visitor Economy, Energy, Health & Care
- The foundations of productivity

The Local Industrial Strategy will bring together an ambitious plan for Greater Lincolnshire, co-developed jointly with Government. This will draw on the distinctive specialisms of Greater Lincolnshire and the broad local response to the five foundations and will contain the four broad sections outlined, plus a section on delivery and monitoring.

Consultation and dialogue began with the evolving opportunities framework, has been informed by a detailed evidence base and supplemented with additional engagement with stakeholders and Government officials. Data, facts and figures are being drawn together using existing Greater Lincolnshire work and Metro Dynamics analysis, having worked with the GLLEP, Growth Hub and Innovation Council.

**Next Steps:**

- Drafting of the Local Industrial Strategy to begin

**Comments from Board members:**

- Will be working with officers over the next 3 weeks to capture challenges, ambitions and opportunities for various areas
- Stronger thread regarding environment needed
- Evidence is impressive, but more work is needed to reflect the importance of the Defence sector
- The LIS should set the scene for the future and capture opportunities as well as impacts following Brexit.
- Additional work needed following to reflect the opportunity to align with Free Port policy
- Workshops that have been held have provided positive feedback, but some interventions, strategic and operational are still being developed

**Actions:**

- 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.

**Collaboration with Cambridge and Peterborough Combined Authority (Paper 11) - Ruth Carver**

The Strategic Partnership Agreement had been circulated previously and the Board Directors approved this.

**Any Other Business**

**The meeting was closed.**

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