



# Greater Lincolnshire LEP Board

24<sup>th</sup> July 2020

Via MS Teams

Draft Minutes

**Present: Board Directors:**

Pat Doody (Chair, Chair of ESAP), Cllr Philip Jackson (NELC & Public Sector Vice Chair), Sarah Louise Fairburn (L J Fairburn & Sons Ltd, Private Sector Vice Chair & Food Board Chair), Cllr Colin Davie (LCC), Cllr Rob Waltham (NLC), Cllr Oliver Hemsley (Rutland CC), Dean Fathers (Health & Diversity Champion), Gary Headland (Lincs College, Chamber & EM IoD), Yvonne Adam (Youngs Seafood), Alison Ballard (BAE Systems), Zoe King (Epix Media & Digital Lead & SME Champion), Alric Blake (Alltech), Nick Worboys (Longhurst), Debbie Barnes (LCC)

**Observers:** Pete Holmes (BEIS CLG), Jo Dexter (BEIS CLG), Clive Tritton (NELC), Natalie Poole (GLLEP), Jo Dexter (BEIS)

**LEP Executive:** Ruth Carver (CX GLLEP), Clare Hughes (GLLEP), Halina Davies (GLLEP), James Baty (GLLEP), Kate Storey (GLLEP), Sue Groves (GLLEP)

For agenda item 9: Andy Orrey (Finance & Audit Committee Chair)

**Apologies and Declarations of Interest -** Apologies were noted from Stephen Fidler, Chris Baron Cllr Craig Leyland, Cllr Ric Metcalfe, Prof Mary Stuart, Suraya Marshall.

Cllr Davie and Sarah-Louise Fairburn declared an interest in Holbeach FEZ in Paper 6, Gary Headland declared an interest in paper 6 and the skills recommendations.

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.

**Introductions -** Natalie Poole was invited to introduce herself. Natalie has been recruited as the Skills Delivery Manager and supports Clare Hughes, with the Enterprise Adviser Network and other skills delivery programmes in the LEP Team. Attending as an observer

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

The minutes from the Board meeting held on 10<sup>th</sup> June 2020 were accepted as a true record.

**Matters Arising :**

- Letter from MPs regarding investment in Broadband and changes to the rules - letter has been sent to Secretary of State and Minister for Culture, Media and Sport. Along with the Chair, 4 Greater Lincolnshire MPs also signed. Debbie Barnes clarified the recent statement from the PM on Lincolnshire broadband.
- Top 100 Businesses list, this is in the process of being completed and RC will take this forward, the list being split into the various sectors, appointments to be sent to engage with businesses and Board Directors will be included.
- Defence Sector Board - this is to be taken forward, waiting for responses from the private sector for nominations.
- GH gave an update on the recent speech By Dfe Sos and the promise of a white paper on the future direction of FE- GLLEP level of support on AoC's report had been sent to Secretary of State regarding the impact of Covid-19 on FE and HE and the lack of funding over the last decade. -

**Actions**

- ❖ Circulate Annual Delivery Plan Board Directors for comments.
- ❖ Circulate letter from MPs regarding rural Broadband, once approved, to Board Directors for information.
- ❖ Top 100 businesses list, appointments to be sent to engage with larger businesses and Board Directors to host/support these meetings.

- ❖ Complete Defence Sector Board

### Decision Log (Paper 1.1) and Actions Log (Paper 1).

No comments were made

### LEP Chair's Report (Item 2 - Verbal)

- Greater Lincolnshire MP Engagement with monthly roundtables to discuss their priorities for the whole area, ie, Broadband, Freeports, Apprenticeships.
- Had one to one meetings with Karl McCartney, Gareth Davies, Caroline Johnson, Matt Warman, Lia Nici, Sir John Hayes and arrangements are being made to have meetings with Holly Mumby-Croft, Sir Edward Leigh, Alicia Kearns and Martin Vickers, these are to discuss their priorities for their constituency areas and the projects that have been funded.

### Action

- ❖ Invite Board Director to attend the individual meetings with the MP they have been allocated.
- ❖ Circulate MP engagement plan.

### LEP Board Governance (Paper 3)

Board Directors will be aware of our targets for Board membership, namely 50% of the Board to be female by 2023, and a 1/3 Public 2/3 Private membership by March 2020, and lastly the board to reflect the communities it covers. The 9 Strategic Advisory Boards also need looking at.

Three Board Directors are due to step down or be reviewed in September 2020, namely Chris Baron, who also chairs the Visitor Economy Board; Professor Mary Stuart, who represents education on the board, and also chairs the Innovation Council, and the Business Lincolnshire Growth Hub Board, and Cllr Ric Metcalfe, who was a direct appointment for the public sector in 2018. Both Chris and Mary have been on the LEP board since it began in 2011, and therefore it is proposed that recruitment begins over the summer to replace them. It was noted that co-opted Directors could apply for these roles, Nominations welcomed by Board Directors.

Discussion took place and the following comments were made:

- Following intelligence gathering by DF, he suggested that a Vice Chair be recruited to the Health & Care Enterprise Committees and ask whether other Strategic Advisory Committees had also done the same for succession planning.
- RC informed the Board that there is currently an advertisement for the recruitment for both a new Board Director and a Chair of the Employment and Skills Board was launched earlier in July, with a closing date of the end of July 2020. Any private sector nominations would be welcomed. PD suggested that it would be helpful to recruit from the northern area of GLLEP.
- Each of the chairs and or vice chairs of SAB's to join the LEP Board at least once a year

### Actions

- ❖ DF to update the Board on the diversity and equality at the September meeting.

### Decisions

- ❖ Report on progress on board membership noted
- ❖ Chairs/vice chairs of Strategic Advisory Boards to be invited to attend future Board meetings - Forward Plan.

#### **Transition Board (Item 4)**

Draft Terms of Reference for Greater Lincolnshire LEP and Humber LEP Transition Sub Group previously circulated, which will advise both the Greater Lincolnshire LEP and Humber LEP boards in a transition period that will lead to agreement on the nature and level of strategic collaboration and delivery between the current Humber LEP and Greater Lincolnshire LEPs and would be held quarterly.

Discussion took place and the following comments were made:

- Much stronger collaboration with Humber LEP needed.
- Need for an effective and timely transition of all appropriate strategies and delivery programmes by an agreed deadline by partners, thus aiming for the end of the financial year end of March 2021 to enable funding to be available for Greater Lincolnshire from the 1<sup>st</sup> April.
- Collaboration should continue with Humber regarding the estuary, Freeports and low carbon projects.
- Any transition arrangements should include discussions with business around the Humber who need to feel that they are more involved.

#### **Actions**

- ❖ North Lincolnshire, North East Lincolnshire to supply key stakeholders so that the LEP can engage with them -CJ
- ❖ Nominations for the Operational Transition Sub Group to be sent to CX -ALL

#### **Impact of Covid on Employment (Paper 5 - Clare Hughes)**

Unemployment has increased, almost double from this time last year, due to the pandemic, with universal credit claims rising sharply, but the full impact has been significantly mitigated by the Government's furlough scheme, help for the self-employed and other measures. The impact is unknown and a spike in unemployment is expected August to October when some of the schemes close. Expecting 10% to 15% unemployment this year and next year. Treasury would like to see apprenticeships grow to higher levels prior to Covid and the LEP needs to help businesses understand the information provided.

The Chancellor announced a number of schemes going forward:

- **Supporting Jobs and Work**
- **Creating Jobs**
- **Protecting Jobs:**

Discussion took place with the following comments:

- Should support young people and suggested that the LEP engages with the Princes Trust.
- People who have been made redundant should have access to train to be self-employed.
- Clarification on given on Careers Fairs, these have been run virtually by the National Careers Service, Lincoln College, DWP, but more capacity is needed. Looking for a larger platform to enable more people to attend.

#### **Decisions**

- ❖ LEP Board approved the paper and agreed the following new actions:

#### **Apprenticeships**

- Continue working with DfE on their new package of support for any redundant apprentices, by making sure that it aligns with other local support.
- Bring together our Growth Hub Advisers, our Local Authorities ED officers, FSB, Chamber and other partners in local webinars with DfE so they can access the latest information about Incentives that are due to start on 1st August and continue to promote widely.
- Arrange a series of webinars (through our growth hub) for employers who want to know more about the new incentives, but also for those employers who have never had an apprentice in the past and are still not clear how to go about getting one.

- Given that this is also a large priority for us we will look for ways to sensitively collate real-time intelligence about the continuing impact on apprentices, and on the education and training sector locally - esap working group.

**Redundancy.** Ensure that we, and others, are signposting accurately to the programmes that are in place or being developed, through our website, and webinar programmes, so that employers have access to support at the earliest point. DWP/LEP

**Greater Lincolnshire Recruitment and Careers Fair Programme.** Bring together organisations and people, Colleges, and Job Centre, local councils and employers, in a series of bespoke virtual Recruitment and Careers events. Additional budget approved of £20,000.

**Ongoing gap Analysis and New Programmes** -Work with DWP, Local Authorities, wider partners to explore and identify a way to monitor the impacts on employment in the coming months given the lack of access to real-time data. **Role of Business Intelligence unit**

**European Funds.** Continue to lobby for extensions to the existing programmes as shown in Appendix B. Explore how we can use the national ESF reserve to develop new programmes and meet gaps locally.

**Simplifying.** Develop the LEPs Employment and Skills section on the website so that it becomes a place for information and advice and signposting on the new skills recovery schemes, for our partners, for businesses, and for individuals. As the new schemes and rules are published, explain them in a jargon-free way.

**Cllr Rob Waltham joined the meeting**

**Re-purposing funds for Recovery Post Covid-19 (confidential Paper 6 - Halina Davies)**

This paper was discussed in conjunction with Paper 9.3 (Budget Review and Q1 Finance Position)

Paper 9.3 - Ruth Carver

The revised budget alignment was discussed and the revised budget approved for 2020/21 was approved. Within the paper an overview was given of lep finances, and therefore was paper 9.3 was discussed as background to item 6 .

Paper 6 - Halina Davies

Following discussion at the March 2020 Board meeting, the LEP was tasked to look at what resources could be diverted to Covid recovery actions, and going through all the funding streams to see where savings could be made, it has been identified that approximately £2.4m could be available but that some existing programmes and allocations would need to be reduced.

Cllr Davie and Sarah Louise Fairburn declared an interest in Holbeach FEZ and Gary Headland declared an interest in the skills recommendations.

The Board was presented with options for the utilisation of the LEP Funds for recovery activity, following the production of a short term recovery plan. The LEP Board was asked to discuss the proposed options and to consider Option C as the recommended proposal as demonstrated in the paper.

The LEP funds available for re-purposing, a total of £2.48m, are made up of unallocated elements of the Growing Places Fund, the Feasibility Fund and the Greater Lincolnshire Growth Fund. It is believed that the proposals help meet the priorities of the short term recovery plan around business support, workforce, sectors, intelligence and funding and the gaps identified would provide added value to national announcements made over recent months on job creation, culture, visitor economy and

digitalisation.

In terms of grants that are available, there are various local authority Covid response grants which are already being progressed, however, there is an end date which has been announced as the 28<sup>th</sup> August. There is also a Business Lincolnshire £4k digital grant for equipment to support home working implementation, an MVP grant of up to £2,500 for supporting Covid projects is also available and the new tourism kick-start ERDF grant being developed and the £28.5m Getting Building Fund, which has been attributed to the 4 projects and 2 programmes discussed at the last meeting and is being considered by the Secretary of State with a decision expected by the end of July.

Having looked at the Recovery Plan, working with partners, local authorities, to see what they are already funding, there are 5 areas where gaps have been identified in the Recovery Plan that the Board approved and the Chief Executives and local authority leaders have approved. There are gaps in what the LEPs are providing and there are additional gaps where the money can be utilised. The options therefore for the LEP to focus on are:

- Digitisation
- Responding to redundancies
- Supply Chain
- Transforming Skills

**Decision:** following are possible solutions

- On-line skills recruitment/careers portal, with the resource to manage it
- New digital skills post to explore and develop and lead a digital skills partnership, recommended by the Employment & Skills Board
- Recruit to a post that will co-ordinate all the sector activities, ie, the Manufacturing Board has asked for a dedicated resource who can assist them with their ambitions around driving up manufacturing (part-time post, ie, consultant) and also for the Defence Board.
- Funding allocated towards the GLLEP input for the Freeports opportunity with the Humber LEP
- Funding is allocated towards the Holbeach Food Enterprise Zone to market and develop the sites to use it as an attraction to inward investment.
- Up to £30,000 for a mid term recovery plan
- Engagement in stakeholder analysis and comms, proposal to recruit a graduate or intern to support the team and to develop robust briefings, social media campaigns etc
- Resilient Lincolnshire - working with the UoL Business School on how businesses can be resilient and be able to diversify
- Allowed some flexibility of approximately £180k

**Decision:**

- Option C was favoured reallocation of £2.4m, with a contingency amount of funding for flexibility purposes of up to £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 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 1/4 ly reporting mechanisms.

**Actions:**

- ❖ RC to email PH regarding the non recycled allocation on the Growing Places Fund
- Seek outline business cases for the four remaining areas of Programme for September Board of digitisation, responding to redundancies, supply chain and transforming skills.
- ❖ Action the closure of the feasibility fund, and reduction of the greater Lincolnshire growth fund.

**Town Deals Fund (Paper 7 - Paper written by Cathy JonesRuth Carver)**

The Board asked the executive to map out the membership of the Towns Deals Boards across Greater

Lincolnshire and map out where there might be commonalities and to discuss what the role of the Greater Lincolnshire LEP is influencing and supporting. Many board directors are Chairs or Board members and are actively involved in their individual places, but need to clear where the connections are. Believe the common linkages would be digital, where there a lot of aspirations for investment in digital infrastructure, investment in digital skills and digital opportunities. Once there is a digital resource, this could be used to connect and drive forward the agenda. The second area of commonality is around skills where there are aspirations of changing and investing in skills across Greater Lincolnshire.

Discussion took place with the following comments:

- Because of the change in geography, Grimsby and Scunthorpe also need to be involved in the monthly meetings held.
- GH said not to forget Newark as it is a link to the Local Industrial Strategy and how the growth in Newark could benefit Greater Lincolnshire. RC did respond to say that GLLEP already collaborates with other LEPs and already engages with D2N2 at an East Midlands level, but more could be done and if GH could supply connections to the Newark item. GH clarified the defence element of Newark and Lincolnshire is key and working together would attract defence companies to invest in the area.

**Actions:**

- LEP to feedback about arrangements for Town Deals meetings - more notice required by private sector members. CJ
- Invite NE NL to the monthly meetings - CJ
- Do a summary of the emerging priorities in the Local Investment Plans and share with Board - CJ
- Make contact with Newark Town Board to understand synergies - CJ

**Andy Orrey, Chair of the Finance & Audit Committee joined the meeting**

**Finance & Audit Committee Report (Paper 9 - Andy Orrey)**

The scope was to look at all the processes and to perform a "walk-through" of one of the projects and to provide information on the accuracy of the data.

Duncan & Topliss carried out an audit on the finances of the GLLEP and based on the work carried out they believe that the financial records are properly kept and are in compliance with the requirements of the funding. The financial report prepared by GLLEP was a fair representation of the financial activities and the financial position of the GLLEP as at 31 March 2020.

The report by Duncan & Topliss was impressive stating that the LEP has sufficient controls in place; the interest is calculated correctly, have adequate accounting records and that cash balances are reported in the financial state accurately. The Board can take a lot of assurance from the Audit report and the information therein.

AO also gave the following information:

- Arrangement where interest is received from LCC - auditors have confirmed that this has been calculated correctly and the LEP has received this.
- LEP has received more than £250k in match funding which is important
- The overall net spend for the year is just over £½m
- Overheads are managed well and there is an underspend of approximately £11k
- Freedoms and Flexibilities - the concept is that the LEP loans money to LCC who appear to spend it on behalf of the LEP and then returned to the LEP to spend on projects when they are ready, which currently is just over £10m and is due to be spent in this financial year.

Query raised by the Chair was regarding any SLGF projects that are putting the LEP under pressure in

achieving the spend target.

HD gave an overview of the SLGF - as well as Freedoms and Flexibilities, intervention rates and other aspects that the LEP has at its disposal that the grant is spent within the financial year is discussed and agreed with BEIS. There are 4 projects which will spend slightly over the March 2021 deadline, but it is likely to be their match funding element and that the LEP grant elements will be able to draw down through Freedoms and Flexibilities - these will be discussed at the Investment Committee to be held on the 5<sup>th</sup> August.

The Board thanked the finance and audit committee for their work.

**Decision:**

- ❖ 19/20 Financial Statement was approved by the Board and agreed for publication
- ❖ 19/20 Audit Report was approved by the Board

**Andy Orrey left the meeting**

**Strategy and Research priorities (Paper 8 - James Baty)**

Most of the items to be discussed have already been covered in Paper 6 earlier in the meeting. There is already a research budget of circa £20,000, which is set out in the Annual Delivery Plan - this was an opportunity for the LEP board to debate the current plan programme of research and strategy work, and debate the gaps.

Board Directors were asked to push out and share the Quarterly Economic Survey, that is undertaken in partnership with the chamber to their networks.

Main items are:

- Finalisation of the LIS
- Approval of the budget for a Mid term Recovery plan - Item 6 on the agenda
- Brexit impact analysis

The board asked for:

- More intelligence on the housing, property and construction markets
- Development of an economic dashboard

**Actions:**

- JB to contact NW to see if there are any specific gaps in intelligence regarding the housing sector that could be utilised and potentially filled
- JB to develop an economic dashboard to share regularly with the LEP Board, and wider partners and publish.

**Chief Executive Report (Paper 10 -Ruth Carver)**

Report previously circulated with quarterly performance information, ie, delivery programmes, Growth Hub, Single Local Growth Fund, etc. Highlights from the report include:

- Amendments to the Annual Delivery Programme due to the changes agreed earlier, in terms of additional activity for recovery.
- Update from the Growth Hub, where more resources have been received for additional business advisers, currently at 12 and will grow to 15.
- Programme of Peer to Peer networks for the business community, which is popular, where sector leaders get together and the help to support other businesses. Will need to get sector leads from LEP boards involved.
- Tourism kick-start grant of £300k
- Peer Review which was held with SEMLEP, Centre for Public Scrutiny and LEP Network, with positive engagement, which resulted in 6 actions:



- Introduction of Annual Reviews for Board Members
- Best Practice on strengthening scrutiny arrangements
- Growth Hub intelligence, need to capture all intelligence
- Equality & Diversity
- Enterprise Zones

PD mentioned that a visit is being organised to Scunthorpe Steelworks, and the Ports in Northern Lincolnshire. Attending will be local MPs, Midlands Engine Chair and staff, and local authority leaders and the LEP. Interest shown by Gary Headland, Sarah Louise Fairburn, Pete Holmes

**Actions:**

- Annual Delivery Plan to be amended
- Scunthorpe Steelworks - Board members to contact SG if they would like to attend.

**GLLEP Board Forward Agenda (Paper 11 - Ruth Carver)**

- It is proposed to continue with the quarterly and monthly meetings for the short term, ie, quarterly meetings for performance review and monthly meetings for updates.
- In future, all 9 sector boards will update the LEP Board on what they have achieved, what their priorities are and any actions that they want the LEP Board to take, on an annual basis and the chair will be invited to attend one of the quarterly meetings.
- Board were asked if there were any areas they would like the LEP to focus on and to prepare reports
- Aiming to have the September Board as a virtual meeting and aiming to have a face to face November Board.

**Actions:**

- Forward Plan to be updated to include invited Board Chairs

**Any Other business**

- DF - NHS has produced a report on levelling up, which is how they intend to turn their Trusts into anchor institutions so that they can help to stimulate the local economy. It would be valuable to have a conversation on how the LEP engages with the NHS.
- DF - Midlands Engine funding pot that the University, in collaboration with Derby and Coventry universities has been given to support 421 organisations in the Greater Lincolnshire, Rutland and Leicestershire areas and can be either public or private sector organisations. Asking if any Board members would like to engage, please contact DF and if any, as employers, would sign up for this and to ask if any committees could ask their organisations would like to sign up also. This will give the Mental Health Productivity Pilot, which is designed to help productivity or organisations through good mental health practice

**Date of next meeting: Informal Board on 26<sup>th</sup> August 2020 (by MS Teams)**