



Minutes of the Greater Lincolnshire LEP Manufacturing Committee

29th April 2020

MS Teams

Draft Minutes

Present: Darren Joint (Chair, Viking Signs), Robert Willey (Househam Sprayers), Samantha Harrison (GLLEP), Neil Main (Micrometrics), Marcus Pearson (Economic Growth Solutions), Karen Seal (GLLEP), Angela Borman (Siemens Ltd), Charlotte Horobin (Make UK), Paul Taylor (Dynex), Edward Tong (Tong Engineering), David Earnshaw (Parkinson Harness Technology), Garry Wilkinson (Natwest Bank), Kevin Ross (Greater Lincolnshire Manufacturing Advisory Service), David Talbot (HCF CATCH Ltd), Michael Gallimore (University of Lincoln), Nick Broom (Siemens), James Baty (GLLEP)

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Apologies and Declarations of Interest -

Apologies were noted from Samantha Fells (Microcapture), Justin Brown (LCC), Helen Doughty (SHD Composites), Michael Hague-Morgan (Autocraft Drivechain Solutions Ltd), Ray Newell (Oakwell Management Services Ltd) Ruth Carver (GLLEP)

Full declarations of interest for each individual Committee Member 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)

Amendments had been received by Ray Newell and Minutes amended accordingly. The Minutes of the meeting held on 29 January 2020 were accepted as a true record.

Matters Arising:

- Manufacturing Conference (Gary Wilkinson) - Originally scheduled for September is now looking to move to March 2020. Looking at various different venues, always tried to host in a manufacturing environment if possible. 150 manufacturers in one place is difficult for size of location and parking. Prior to Covid-19 were looking at The Legends Lounge at Lincoln City which met the demands. Focus was going to be on Resilience sustainability in the current time - Digital, Technological, Low Emission Zones - Impact, Business Continuity Planning - Supply Chain Resilience. Discussions around venues:
 - o MG happy to help at the University.
 - o DT - Can host up to 100 people at CATCH - heart of chemical cluster.

Sector Intelligence Update Re: Impact of Covid-19

James Baty (GLLEP) gave an update on the current economic picture:

LEP does not want to bombard businesses with asking for feedback but there are mechanisms for capturing economic intelligence. Focus to date has been on the fiscal response to support businesses and work on supporting the recovery phase is underway. ac Two thirds of employment in Lincolnshire are SMEs as opposed to half nationally, so we are closely monitoring the impact of Covid19 on all sectors.

Manufacturing Sector - Wide broad spectrum of businesses, some furloughing, some operating as usual, some repurposing. Very interested in if there are businesses that are repurposing and re-doing their business plan to adapt or meet their needs.

15600 businesses have been paid the LA grants - 73% of the total and value of £181m. The Local Authorities s are doing extremely well on getting the grants out to the eligible businesses.

Job Retention Scheme - Positive feedback and the extension has been met positively.

CBILS Loan Scheme Access - Mixed response.
Bounceback Scheme - Welcomed but early days.

KR - Some SME's are outwardly preparing for recession - repurposing, changing their business models. How are they going to weather the storm, what are they going to do in the future?

CH - Support KR's point Make UK employ 17 employment lawyers. Automotive industry seeing contraction, change in employment figures. Businesses are using the opportunity as an efficiency drive and the opportunity to restructure. Need to map UK supply chains and understand the gaps- this is a policy ask.

DE - Many manufacturing businesses are starting back at work including Parkinson Harness, some employees are back from furlough and customers are back. Includes construction, refuge vehicles within their supply chains - 20-25% contraction.

ET - Customer base has been busy, hit by unexpected demand at the beginning. Still busy but settled down now. Export a lot so that has been difficult to support and had to become creative. Working with engineers via Skype and with interpreters to help engineers overseas to fix problems. Customer base has been busy but changed. You can't service the equipment up and down the country if you can't go out.

DT - A number of customers are chemical manufacturers e.g. Phillips 66, massive need for maintenance technicians, only essential work undertaken and putting things off until later in the year.

MP - Some clients have started to see early stages of supply chain issues. Starting to look at making their supply chains more local but struggling to build the networks in order to do that. Supply chain networking required.

NM - Agree with others - output went down and then bounced back up. Furloughed a quarter of the staff. Can do volume production but not development.

RW - staff have been furloughed and orders have slowed.

GW - CBILS Loans out to over a dozen manufacturers in Greater Lincolnshire. Seeing a second phase of people applying, now that cash reserves have been used up and lockdown is taking longer than expected. Manufacturers do seem to now be going back into the workplace and restarting work.

Covid-19 - Private Sector Support

Samantha Harrison gave an update:

Positive fiscal support instruments have been implemented by the government, Job Retention Scheme, CBILS, VAT payment window, LA Grants etc.

All of the Business Lincolnshire Growth Hubs current business support programmes are being repurposed to focus on business resilience , all workshops where possible have been turned into webinars and the www.businesslincolnshire.com website has all up to date news and support in terms of Covid guidance, business support and grant aid including grants for digitisation- <https://www.businesslincolnshire.com/explore/funding/search/growth-lincolnshire-business-growth-and-digital-growth-grants-gllep>

Furthermore the government are looking to see if they can repurpose unallocated ERDF funds for businesses to help business access resilience consultancy and specialist advice - more information

to follow.

Lincolnshire Business Community Portal

James Baty (GLLEP) gave an update:

The Portal is part of a response working with the Local Resilience Forum which includes Emergency response, health organisation, PPE coordination, Fire and Rescue etc. Part of this is around the business landscape- how businesses can support each other. Had lots of businesses coming forward saying they can help and businesses requiring support.

Local authority partners are being integral at getting the messages out further and wider than ever before.

The portal has been developed called "Lincolnshire Together":www.lincolnshiretogether.co.uk.

This will provide:

- Information on things that are required e.g. equipment - gives businesses the opportunity to say what they can offer.
- Offers of support can vary:
 - o PPE equipment
 - o Risk management tools that others can use
 - o Top tips for working at home
 - o Documentation about working in a Covid-19 environment
 - o Webinars that others can access

DJ - Asked who is this being staffed by? JB - GLLEP have developed this and redeployed staff will be managing this moving forward. All offers of support /requests will be moderated prior to going live on the website.

KR - Has anyone got any Risk Assessments that they are updating in relation to the Covid-19?

ACTION: ALL

CH - Outlined the support and guidance placed on the Make UK website Online Resources can be found on their website: <https://www.makeuk.org/coronavirus> (NB

Sector Recovery Plan

CH – since the meeting Make UK has launched their recovery plans for the future '[Manufacturing Our Road to Recovery](#)' focusing on Three point plan - Economic support, Ensuring a safe return to work and building Future Resilience. Most members are focussed on practical aspects like reopening etc. Looking at peer groups across Europe and what they are doing.

ACTION: CH from Make UK has provided the info below(completed);

Online Resources to be found on website: <https://www.makeuk.org/coronavirus>

Back to Business Guidance

We have launched a 'Back to Business' pack which includes:

- **Return from Furlough template letter** - designed to help organisations appropriately communicate to an employee when they are to return to work following Furlough
- **HR & Employment law checklist** -outlining key areas of compliance and workforce planning
- **Health and Safety checklist** - covering the considerations and risk assessments to carry out following shutdown

- **Production and Operations checklist** - outlining key processes, procedures and business continuity across your entire operations
- **Pre-recorded webinar** by our experts giving advice and tips to help you get you back up and running, as quickly as possible

This is freely available to Make UK member or £75+VAT to non-members.

Employment Law Support

We are one of the largest employment law firms in the country and we are offering one month's access to our advice line and online resources for £250+VAT payable by credit card includes:

- Furlough processes and documentation
- Employee isolation and returning to work
- Supporting vulnerable workers
- Lay off, redundancy and short time working

Online Virtual Training

Please see the attached course programme.

How Make UK Supports Manufacturers:

Make UK welcomes conversations with all manufacturers whether they are a member or not, our role is to support the sector, the key services we are able to offer manufacturers are (*strictly member only):

- We're mapping the PPE supply chain for Lord Deighton's office in government, anyone connected to this topic please get in touch
- @MakeUKCampaigns have a fabulous #ManufacturingHeroes campaign celebrating our sectors efforts through Covid-19
- Support to get R&D cash advances
- R&D claims for processes of diversifying to fight COVID-19
- Energy procurement
- We are one of the largest employment law firms in the country*
- We are health, safety and sustainability experts*
- Peer to Peer networking*
- Regular webinars
- Supply chain support, we're good at finding UK suppliers

SH - updated the group on the work of the Lincolnshire Resilience Forum - a multi agency approach. The LRF consists of a number of workstream cells including a Business and Recovery Cell - chaired by Ruth Carver and Justin Brown. Five sub sets that are focusing on developing recovery plans - Business Support (Growth Hub, Grants, Generalist business support activities), Business Intelligence, Funding for Lincolnshire, Skills/Workforce, Sector & Supply Chain. We will be approaching people to sit on these groups. DJ to represent Manufacturing Board, CH to represent Make UK - we want everyone to feed in to develop the recovery plans. These will then be fed back to the Resilience Forum.

AB - Skills aspect - recovery it's going to be a different world, up skilling/reskilling. Don't lose sight of the people we have got, can we redeploy people into different roles? - will feed this into the Skills/Workforce group above.

NB - Biggest opportunity we have got as a group is to push the local supply chain. If we connect ourselves properly we can turn this into a positive for many SMEs.

DE - Keep in communication with all employees when furloughed - keep them updated. They are enjoying being back at work this week with a new state of mind. Don't do anything fancy, keep it clear and simple and follow Government advice. Employees can now apply for the Covid-19 tests.

DT - Work closely with the Chemicals Industry Association which they are supporting in planning on getting them back to full production. Many are still working and some struggling to meet their order book. Working on 2/3rd capacity for the majority. Supply chain worries. Contractor base is going to be in huge demand when they start manufacturing at full pace again.

ET - For information: Pin Gin based in Louth supplying hand sanitizer.

KS - Has a list of PPE suppliers if anyone would like to access them, drop KS an email on Karen.seal@lincolnshire.gov.uk.

KR - Future Fund - Will open in May - probably suit those that fall in the gaps of the CV Business Interruption Loan.

MP - We need to make sure that any future funds/support programmes don't overlap with what is already out there, the focus needs to be on Covid Mitigation/Covid Recovery support.

MG - University of Lincoln offers support to businesses - broker links and access to expertise across all sectors - challenges up-skilling, people transformation etc.

NM - They are planning for the future - a W shape of a second peak.

PT - Positive attitude and be strong on a world front from the UK angle.

RW - Whatever funding or grants - look local - utilise our own resources.

SH - Any gaps that anyone wants to feed anything further into the Resilience Group let me know. Use this group to circulate any of the recommendations and temperature test them that would be very welcome.

Greater Lincolnshire Manufacturing Network

Samantha Harrison briefed the Board on the proposed Greater Lincolnshire Manufacturing Network presenting a draft paper produced by Ahmed from the University of Lincoln with input from SH and DJ. Can the group look at the contents of the proposition and comment whether it would meet their needs as a sector to move forward.

Feedback:

- Looks positive
- Looks like the Nottingham Network and would be useful/sharing best practice etc
- Great that the University is involved and foster relationships
- Happy to support this as they do something similar - DT
- Very supportive, and will be great to network with more businesses, to have a focus in Lincolnshire would be a great idea. It will need to connect and bring in wider organisations eg MAA, Make UK, HCF Catch etc -PT
- Extension of the Bridge Lab - the GL Manufacturing Network would be a useful extension - NM
- Need clear membership criteria - no service providers unless invited to speak
- Nottingham do a great job of sharing best practices, showcasing members and great events and Make UK could act as a mother ship to give national perspective, look at the New Anglia Advanced Manufacturing Group - using clusters - **ACTION: CH TO PROVIDE CONTACT DETAILS - completed**
- Benefitting from the downturn, (Aerospace) - how sustainable are these businesses going

forward? Forward view is what is the strength of our supply chain as we move forward so would be supportive of this. Supply chains will become more local - NB

- Nuclear businesses many supply chains have been built on sand, be interested in how they review their supply chains, in terms of resilience, speed, local supplier turnaround time and cost - KR

Samantha Harrison explained that initially in current phase it will have to be an online presence and launch. Moving forward what format would you like the network to take? What suits the industry? What type of content would you like - resilience, supply chain, carbon footprint etc? Positive response from board members.

MG - As a School we are very keen to lead on. Quite conscious that we have strong industry links across Lincolnshire and beyond but it is an opportune time to reach new parts of the community. Builds on the Engineering Breakfast events, this will broaden access and increase relationships beyond current partners. The Bridge project (R&D) will feed into this network. Trying to open up more of a two way communication. People within the network could see the types of research and innovation happening at the University but can talk to businesses and ask what industry would like to develop this further. Provide access to graduates, assist with curriculum which will go beyond what the Bridge has to offer.

DJ - Nottingham Network meets once every six weeks. Will have to do things online to start with.

Any Other Business

- No other business

The meeting was closed.

Date of next meeting

13th July 2-4pm - TBC