



Greater Lincolnshire LEP Board

29th April 2020

Via MS Teams Video Conference

Draft Minutes

Present: Board Directors: Pat Doody (Chair & Chair of ESB), Yvonne Adam (Youngs Seafood), Alison Ballard (BAE Systems), Chris Baron (Butlins, SkegnessBoard), Cllr Colin Davie (LCC), Sarah Louise Fairburn (L J Fairburn & Sons Ltd), Dean Fathers (Health & Diversity Champion), Gary Headland (Lincs Chamber & IoD, Lincoln College), Cllr Philip Jackson, Leader, (NELC), Zoe King (Epix Media & SME Champion), Cllr Ric Metcalfe (Leader CoL), Mary Stuart (Vice Chancellor UoL), Cllr Rob Waltham (Leader, NLC), Nick Worboys (Longhurst), Suraya Marshall (Air Commandant RAF Cranwell), Cllr Oliver Hemsley (Leader, Rutland CC).

Observers: Pete Holmes (BEIS CLG), Andy Gutherson (LCC),

LEP Executive: Ruth Carver (CX), Clare Hughes (GLLEP), James Baty (GLLEP), Halina Davies (GLLEP), Sue Groves (Note Taker)

Apologies: Alric Blake (AllTech), Cllr Craig Leyland (ELDC), Debbie Barnes (CX, LCC) -

Observers: Andrew Crookham (S151 Officer), Stephen Fidler (DfT & GLLEP Senior Sponsor)

Apologies and Declarations of Interest - Apologies were noted from Alric Blake, Cllr Craig Leyland, Debbie Barnes (Andy Gutherson in attendance), Andrew Crookham, Stephen Fidler

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.

Chair invited the new members to introduce themselves:

Alison Ballard is the Support Director for BAE Systems based at RAF Coningsby and leads on the Typhoon Support contract

Yvonne Adam is the Managing Director for Youngs Seafood Frozen, Grimsby. Has been very busy dealing with supply chain.

Air Commodore Suraya Marshall is Air Commandant at RAF College Cranwell and was appointed at the end of 2019, but has lived in Lincolnshire since the mid-1990s.
Cllr Oliver Hemsley, Leader of Rutland County Council also introduced himself to new directors.

Minutes & Matters Arising (Paper 1)

The minutes from the Board meeting held on 31st January 2020 were accepted as a true record.

Matters Arising :

- An update was given on the ongoing legal process with Scunthorpe United Football Club Action log to be updated to reflect that the March Board meeting was cancelled.

Covid-19 Intelligence Report (Paper 2)

The Board was updated in the latest local intelligence, and briefing was given on the actions being undertaken by the LEP and local partners in response to the economic conditions.

The Board were asked to discuss and consider any additional actions that could be undertaken to support business and economic wellbeing, to consider the role of the Board and Committees in providing timely intelligence into the Cell, and to work with MPs to ensure that the local picture

and priorities are understood.

At the outset of the Covid-19 pandemic hitting the UK, the LEP established a Business Intelligence Unit (BIU) and this is led by the LEP, with two redeployed LCC staff members assisting.

Comments

- Chair informed the Board that a conference call was held with MPs this morning to share information on the challenges the economy is facing. MP's raised that broadband speeds are too low in some areas of the LEP geography and they would like LEP to investigate a campaign for faster broadband for rural areas such as Lincolnshire They asked for any information that they could circulate on social media to be sent to them.
- Chair had received a map from the Midlands Observatory showing the most affected areas of Covid-19. This is mostly coastal areas around the country, but particularly the east coast.
- The LEP and Growth Hub, via the LRF Business Cell, have worked with Lincolnshire NHS Partnership to provide signposting to a new Mental Health Helpline. This was welcomed by Board Directors but raised that additional facilities would be needed. There is a Midlands Engine Mental Health Programme which also includes mental health and will go live in the next few weeks. Greater Lincolnshire LEP appears to be one of few LEPs that has a Health & Care Enterprise Committee and will mention the ongoing work regarding mental health at the meeting on Friday, 1st May. There was a query on how help is given to all sectors. Also there was concern raised that there are too many different bodies giving advice on mental health prevention, i.e., LEP, LCC, ME, PHE, it needs to be more aligned, i.e., only one source for information.

Actions

- ❖ The Board asked to receive a regular intelligence briefing at the LEP Covid calls bi-weekly.

Budget Setting for 2020/21 (Paper 3)

The Board was asked to endorse the recommendations made by the Finance & Audit Committee and to agree the budget for 2020/21 with quarterly reports to the Board.

RC explained that the LEP cannot forecast accurately activities due to Covid19, but the core funding would remain at £500,000 which should be received in the near future. The net position of income for the LEP would be £84k, which using flexibility around targeted strategies would be recovered during the year or drawn down from reserves.

The Finance & Audit Committee had agreed that the budget was affordable with the appropriate use of reserves to cover the current deficit in the identified expenditure and income. Given the budget for core funding is predominately staffing, with a more flexible operational budget the recommendation still stands, with the following considerations:

- a) The budget is fully aligned to the agreed delivery plan
- b) The current deficit (85k) is funded from the LEP Core reserve unless other contributions come forward
- c) The core reserve is built up to its current level and in line with the agreed reserves policy in the years following 20/21 which are forecast to be in surplus. The use of this reserve would enable the LEP core secretariat function to operate for 12 months following the end of the 2021/22 financial year.

Report on Draft Annual Delivery Plan (Paper 4)

As shared with the Board on the 20th March 2020, the Government's 'Strengthened Local Enterprise Partnerships' policy paper, published in July 2018, set out the expectation that Local Enterprise Partnerships would produce an Annual Delivery Plan (ADP). In May 2019, Greater Lincolnshire published and shared with government its first ADP and highlighted any issues.

Our revised ADP for 2020/21 would normally have been published on the LEP website by 31st May 2020 as indicated in the March 2020 paper to Board, however due to unprecedented impacts on every live project, i.e., communications, events, construction etc., completion of the ADP has been postponed until 10th July 2020, although Government has not provided a confirmed deadline to date.

A schedule for completing the ADP was agreed with the Board on the 20th March 2020, however delays caused by COVID-19 have resulted in the following approach now being taken to progress the ADP:

- Individual Officer updates for the document to be provided by 22nd April 2020
- Draft version of ADP to be shared with GLLEP Board on the 29th April 2020 for comment and input
- Incorporate any suggested changes from GLLEP Board by 15th May 2020
- Share draft ADP with Optima 20th May 2020 so that they can begin working on the layout of the document
- Final Draft ADP in word to be submitted by 19th June 2020 to government for comment
- Final version of ADP shared with Optima 29th June 2020 to enable creation of final document for publishing (hard copy and electronic PDF versions)
- GLLEP Board signing off electronically and publishing by 10th July 2020.
- Aiming to complete an Annual Report in summer 2020, but no final date confirmed with Government as yet as much will depend on prioritisation of work and resources over this difficult period.

Actions

- ❖ Any suggested changes to the draft ADP from Board members to be received by the 15th May - with a view to approve electronically by the Board in early July 2020

Governance (Item 5 - verbal update)

RC explained that there will be a transition period for North Lincolnshire and North East Lincolnshire Councils to remove the overlap between Humber and Greater Lincolnshire LEP fully, leaving the Humber LEP.

The proposal is for a transition board to be set up to consider strategic and operational matters, and align on communications RC recommended that the Chair, Cllrs Jackson, Waltham and Yvonne Adam represent Greater Lincolnshire LEP for an initial meeting to be arranged during the month of May.

There was a request for a volunteer to stand as Vice Chair from the private sector members. RC to email Board members.

Rutland County Council have now officially joined GLLEP and already receiving advice/assistance from the Careers Enterprise Programme and the Growth Hub.

Actions

- ❖ Terms of Reference for Transition Board regarding Delivery Programme and Membership to be produced and circulated.
- ❖ RC to email Board members regarding recruitment to Vice Chair role and also to sit on the Investment Committee with a deadline for response of 1st May 2020.

Greater Lincolnshire Economic Recovery Plan (Paper 6)

Board Directors were asked to note the economic recovery plan for Greater Lincolnshire; support the three phase approach being taken to economic recovery; provide support for

proposed campaigns through individual board members' own organisations; to comment on the priorities that might arise; and establish a monthly dialogue on policy with the LEP's Whitehall sponsor and C&LGU sponsor, requesting a direct contact from BEIS in their business support policy team.

The LEP Chief Executive established a group of the LEP and local authorities to shape the immediate economic response to Covid-19. That group, which had already been established, then became formalised into the Lincolnshire Resilience Forum Economy Cell.

Separately, the Assistant Director for Growth at Lincolnshire County Council established a partnership to prepare for the economic recovery phase.

As the situation moves from managing the immediate economic response and into the recovery phase, the two groups will merge into a Business and Economy Cell, to be jointly chaired by the LEP Chief Executive and LCC's Assistant Director for Growth which will start this week.

Recovery can be seen in three distinct phases:

- Coming out of the emergency planning phase, i.e., now - which is all about intense support to businesses primarily to keep them trading
- The transition out of lockdown phase (which will be mainly about continuing with intense support to help businesses to re-engage with their customers and their suppliers/contractors. However, the cost of mobilisation for businesses at a time when cash flow will be a problem must also be recognised)
- The full recovery phase (where a more strategic view, using wider levers of economic development, can be employed)

A recovery plan will be prepared which will provide further detail, particularly relating to section 3 above.

It has been agreed that for the first two sections there will be simple and pragmatic actions which will assist businesses, and these actions should be seen as additional to the grant support that they are receiving from government via local authorities.

Comments

- Important to understand if the Board have any other points to make which would be fed back to the Resilience Forum.
- Long term plan is needed
- What will happen to furloughed staff after 45 days
- Stage 3 is very important to see what the future will look like. This will be an opportunity for businesses to re-shape their future who will need to take notice of trends and adapt accordingly, particularly with the Visitor Economy and Food Sectors.
- East coast is expecting a 25% drop in people visiting next year.
- Town Deals - request this be brought forward.
- Housing - The shortage will get worse and need to know how to accelerate construction. Bank of England states that there is a contraction of mortgage applications.
- Needs to be a structure, ie, Business & Economy, Environment, Infrastructure and a discussion with Homes England to take place in the near future.
- Any suggestions on recovery, please pass to RC to be included in the Recovery Plan, this should include sectors that could open opportunities.

Annual Performance Review (Paper 7)

Board Directors were asked to note the outcome of the Greater Lincolnshire LEP Annual Performance Review (APR) for 2019/20.

Each financial year, the LEP holds both a Mid-Year review and an APR with the Government as part of its assurance process. The APR is the formal way by which the Government and each LEP meet to discuss the contribution the LEP has made towards driving forward local economic growth; to review LEP governance and assurance processes; to look at progress on delivery of key local growth programmes; and to discuss the LEP's strategic impact, priorities and challenges for the year ahead allowing for discussion of wider topics where deemed necessary or helpful to do so.

The review was held in February 2020 and the Greater Lincolnshire achieved the following scores for the 2019/20 financial year:

- Strategic Impact - Requirements Met
- Delivery - Good
- Governance - Good

The only action outstanding is to review Growth Hub reporting content with other LEPs in the cluster and as part of the Peer Review process.

Comments

- The Chair congratulated the team on the Board's behalf.
- PH - Appointment of Vice Chair is also important, but this is being addressed.

Greater Lincolnshire Growth Fund - Economic Recovery Role (Paper 8)

Board Directors are asked to note the important role the Greater Lincolnshire Growth Fund (GLGF) Programme will continue to play as we come out of Covid-19 lockdown and into economic recovery for Greater Lincolnshire and were reminded of the excellent impact being achieved by the GLGF Programme in March.

The GLGF is a £2.93m fund set up by the Greater Lincolnshire LEP in 2018/19 from recycled growing places fund, with £1.6m left. Available to both SMEs and larger businesses the projects supported look to deliver transformational impacts which align with the Strategic Economic Plan and emerging Local Industrial Strategy. Eligible expenditure can include new investment in property infrastructure, buildings and refurbishment costs; plant, machinery & equipment and new disruptive technology.

There is no doubt of the added value to the wider business support offer GLGF provides, helping businesses innovate, increase productivity and create jobs; and helping companies create new commercial opportunities.

There is currently no other local grant fund available to all sizes of business that can offer between £150,000 and £500,000 in capital grant funding with provision of only 70 - 80% match funding from the applicant.

There are two projects that have gone through initial stages of the appraisal process, have submitted full business cases and are about to go through due diligence.

Comments

- The Board asked whether Greenborough Management Ltd could find companies that need help with resilience over the coming months i.e. re-purposing the funds and think about levels of grant to be made available.
- RC stated that there is a potential repurposed LEP Recovery Fund of £1.5m which could be allocated and perhaps added to the remaining £1.6m GLGF - query as to whether match funding would be required.

- Revenue support for innovation programmes could be considered
- Question asked as to whether this fund could be used for re-skilling workforce but RC suggested other government funds might be better suited to this approach, for example, there is a package in place to support apprenticeships.

Action: Decision on the GLGF was deferred pending a wider discussion on repurposing LEP funds

Update on Local Industrial Strategy (Paper 9)

An update was given on the Local Industrial Strategy process and the potential next steps and roles in light of the Covid-19 crisis and how it is important for the LEP and will help with the recovery of the economy.

Progress has inevitably been paused by Covid-19. However, commitments put forward in the LIS will need to be re-cast to relate to a resilience based scenario rather than one of growth. Also a number of the commitments made within the strategy will still stand, and some will have become more acute in relation to a post - covid19 landscape.

The Local Industrial Strategy remains the central strategy for raising the economy and productivity in Greater Lincolnshire. We will explore how we can use the LIS to support recovery until conversations with Government around achieving a jointly produced strategy can resume.

Comments

- How to progress - Policy Team at CLGU is now on hold.
- Suggested that an Innovation Council be held in the near future.
- University has created a Lincolnshire Institute for Rural Health Care, where there is an England & Wales Institute for Rural Health Care, which is an international body. MS responded that these are entirely united.
- Crisis is going to be here for a long time, but the LIS is an important document. There is a need to look at stabilising businesses before looking at growth.
- LIS - look at "what is next" and how Covid-19 is affecting - Govt will be open for discussions.
- Share emergency thinking.
- The next round of funding could be September/October, which will be helpful.
- JB to progress.

Close of meeting

Date of next meeting: 10th June 2020