



# LEP DIRECTORS BOARD

31<sup>st</sup> January 2019

Roythornes Solicitors, Enterprise Way,  
Pinchbeck, Spalding, Lincs, PE11 3YR

# Paper 0 - Greater Lincolnshire LEP Board Agenda

Refreshments available from 9.30			
Time	Item	Lead	Status
10.00	<b>1 Welcome, Apologies, Declarations of Interest</b> 1.0 FOR APPROVAL - LEP Board Minutes July 2019 1.1 FOR INFO - Decision Log 1.2 FOR INFO - Review of Actions 1.3 FOR APPROVAL - Approval of Forward Plan	Chair	Attached and Website
<b>Governance</b>			
10.05	<b>2.0 FOR INFO - LEP Chair and Chief Executive's Report</b> APR, Clare update, Andy Update, chair recruitment, New Government - James, LIS Implementation 2.1 Quarter 3 Finance Report 2019/20 2.2 Improvement Plan Reporting	Chair and CX	To follow
<b>Delivery</b>			
10.30	<b>3.0 FOR INFO - Progress on Food Committee</b>	Martin Collison	Presentation
<b>Strategy</b>			
11.30	<b>4.0 Infrastructure Priorities</b>	James Baty	To follow
11.40	<b>5.0 LEP MP Engagement</b>	Ruth Carver	To follow
12.00	<b>6.0 SHDC</b>	Anna Graves/ Lord Gary Porter	Presentation
12.30	AOB and close of meeting	All	
	Date of next meeting - 20 <sup>th</sup> March 2020		

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## Attendees:

Pat Doody - Interim Chair (Nat West), Cllr Philip Jackson - Vice Chair (NELC), Cllr Craig Leyland (ELDC), Cllr Ric Metcalfe (CoL), Cllr Rob Waltham (NLC), Chris Baron (Butlins, Skegness), Dean Fathers (Health), Debbie Barnes (LCC), Gary Headland (Lincoln College), Nick Worboys (Longhurst), Sarah Louise Fairburn (L J Fairburn & Sons Ltd), Alric Blake (Alltech)  
Zoe King (Epix Media)

**Apologies:** Cllr Colin Davie (LCC), Mary Stuart (UoL)

**Observers:** Pete Holmes (BEIS), Simon Green (NLC), Cllr Nick Worth (SHDC), Cllr Oliver Hemsley (Rutland CC)

**Officers:** Ruth Carver, Kate Storey, Sue Groves (Note Taker)

**For Agenda items:** Anna Graves (SHDC), Lord Gary Porter (SHDC)

**Parking Arrangements**

Available at venue

**Additional Papers Pack (just for information and not for printing)**

AP1 - Greater Lincolnshire Headlines GVA

AP2 - ESIF Committee Minutes - 5th November 2019

AP3 - Business Lincolnshire Growth Hub Performance & Impact Report

AP4 - Bi-monthly Report (16<sup>th</sup> November 2019 to 21<sup>st</sup> January 2020)

**Key dates for LEP Board Members**

<b><u>LEP Board Dates and Venues 2020</u></b> 20 <sup>th</sup> March - venue to be confirmed 21 <sup>st</sup> May - venue to be confirmed 24 <sup>th</sup> July - venue to be confirmed 25 <sup>th</sup> September - venue to be confirmed 27 <sup>th</sup> November - venue to be confirmed	<b><u>Water Management Board</u></b> 14 <sup>th</sup> May, 25 <sup>th</sup> November <b><u>Manufacturing Board</u></b> 4 <sup>th</sup> December 2019 <b><u>Visitor Economy Board</u></b> 10 <sup>th</sup> February 2020 <b><u>Employment &amp; Skills Board 2020</u></b> 3 <sup>rd</sup> February, 28 <sup>th</sup> April, 30 <sup>th</sup> June, 2 <sup>nd</sup> October, 8 <sup>th</sup> December <b><u>Innovation Council</u></b> 2020 dates to be arranged <b><u>Growth Hub Governance Board</u></b>  <b><u>ESIF Sub-Committee</u></b>
<b><u>LEP Investment Board 2020</u></b> 20 <sup>th</sup> March, 21 <sup>st</sup> May, 24 <sup>th</sup> July, 25 <sup>th</sup> September, 27 <sup>th</sup> November	<b><u>LEP Skills Conference</u></b> 20 <sup>th</sup> March 2020
<b><u>Greater Lincolnshire LEP Conference</u></b> 10 <sup>th</sup> July 2020	



# Minutes of the Greater Lincolnshire LEP Board

29<sup>th</sup> November 2019

Mercury House, Willoughton Drive, Foxby  
Lane Business Park, Gainsborough, DN21  
1DY

Draft Minutes

**Present: Board Directors:** Ursula Lidbetter (Chair) (Lincs Co-op), Pat Doody (Vice Chair & Nat West, Chair of ESC), Cllr Philip Jackson (Vice Chair & NELC), Cllr Craig Leyland (ELDC), Dean Fathers (Health & Diversity Champion), Gary Headland (Lincs Chamber & IoD), Mary Stuart (UoL and Chair of Business Lincolnshire Board & the Innovation Council), Nick Worboys (Longhurst), Sarah Louise Fairburn (L J Fairburn & Sons Ltd and Food Board Chair), Zoe King (Epix Media & Digital Lead & SME Champion), Alric Blake (AllTech),

**Observers:** Stephen Fidler (DfT & GLLEP Sponsor), Pete Holmes (BEIS), Christine Traill (Rutland CC), Simon Green (NLC), Andy Gutherson (LCC)

**Apologies:** Andrew Crookham (S151 Officer LCC), Cllr Ric Metcalfe (CoL), Cllr Rob Waltham (NLC), Cllr Colin Davie (LCC), Debbie Barnes (LCC), Chris Baron (Butlins, Skegness & Chair of VE Board), Clive Tritton (NELC)

**LEP Executive:** Ruth Carver (CX), Kate Storey (PM), Sue Groves (Note Taker)

**For Agenda Items:** Clare Hughes (GLLEP)

**Apologies and Declarations of Interest -** Apologies were noted from Andrew Crookham, Cllr Ric Metcalfe, Cllr Rob Waltham (Simon Green in attendance), Cllr Colin Davie, Debbie Barnes (Andy Gutherson in attendance), Chris Baron.

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 & Matters Arising (Paper 1)**

The minutes from the Board meetings held on 27<sup>th</sup> September and 29<sup>th</sup> October were accepted as a true record.

#### **Matters Arising:**

- Still seeking a private sector director to join the Investment Committee
- Update on the Local Industrial Strategy (LIS) - Comments from the last Board meeting taken on board and revised draft circulated to partners. The draft LIS has now been submitted to Civil Servants and has been published on the website for information. It is in the intention post purdah, that early conversations on the co-production of the LIS will take place.
- Decision Log was noted
- Review of Actions Log was noted
- Forward Plan - Board Directors were asked to send any agenda items to the CX.
- The meeting on 31<sup>st</sup> January will be held at Worldwide Fruit Ltd in Pinchbeck, Spalding.

#### ➤ **LEP Chair & Chief Executive's Report (Paper 2)**

- The Chair recent had a telephone conversation with Minister Zahawi regarding flooding and the impact on the business community, and a longer term effect on agriculture and food production. A follow up letter on Lincolnshire's integrated water for growth strategy was sent to the Minister.
- The board were updated on the work of the Growth Hub with businesses affected by flooding.

#### **Action**

- ❖ It was suggested that a Lead Flood Officer be designated for communication with Govt. PH stated that a letter had been sent to each Local Authority Chief Executive regarding a

Framework and guidance.

### **Cllr Leyland left the meeting**

- Free trade zones - A discussion on the potential of a free trade zone in Greater Lincolnshire was discussed with an update given from both North and North East Lincolnshire on their current discussions with the private sector. It was agreed that post purdah a supportive letter would be sent regarding the opportunities for Greater Lincolnshire. **ACTION: LEP Executive**
- LEP Review Compliance - The content of a response was discussed and the board agreed due to purdah and new chairs being recruited at both the Humber and Lincolnshire LEPs that an early meeting with incoming ministers would be sought. New board directors asked to see the analysis undertaken on the economic case for geography undertaken at the time of the review.

### **Actions**

- ❖ Joint response from GLLEP and Humber LEP regarding Free Ports to be drafted
- ❖ Response to LEP Review response to be circulated
- ❖ LEP Geography - evidence to be shared with Board members.

### **Governance (Paper 3)**

The CX outlined the proposed process and timetable for recruiting a Chair of Greater Lincolnshire LEP and updated Board Directors on other elements of Governance, including electronic approvals. It is proposed to invite all members of the Board, local stakeholders from businesses, education and the public sector to an informal lunchtime session to meet the chair candidates. The Stakeholder panel will give feedback to the Appointments Panel prior to a recommendation being made to the LEP Board.

### **Actions**

- ❖ Pat Doody private sector deputy chair was appointed as the Interim LEP Chair.
- ❖ Cllr Philip Jackson was appointed as public sector deputy chair
- ❖ The Chairs Appointment Panel was agreed as follows: Prof Mary Stuart, Dean Fathers, Pat Doody, Cllr Colin Davie and Gary Headland, the panel will be supported by the LEP Executive.
- ❖ Gary Headland to join the Appointment Committee. Existing members are the Chair, the two deputy chairs, and Dean Fathers, Diversity Champion.
- ❖ Members of the LEP's Energy Council, an energy advisory council for the LEP were agreed as follows: Duncan Botting, MD of Global Smart Transformations, Emma Bridge, Chief Executive Community Energy England, Justin Brown, Assistant Director for Growth, Lincolnshire County Council, Jacqui Bunce, Programme Director Lincolnshire STP NHS, Arnie Craven, External Affairs Director, Cadent Gas, Marie Harley, CEO Blue Castle, John Henry-Looney, Sustainable Direction, Juergen Schaper, FCC Environment, Lea James, Siemens Smart Infrastructure team, Cllr Barry Dobson, Executive Councillor Economic Growth LCC and SKDC, Simon Green, Deputy CX, North Lincolnshire Council, Martin Haworth, Director, Singleton Birch and Mark Hutchison, Distribution Director, Western Power.

### **Employment & Skills Board Update (Paper 4) - Clare Hughes**

PD outlined the work of the Employment & Skills Board (ESB) to date, delivery against the current action plan and the development of the delivery plan for 2020/21.

The ESB is made up of private sector members covering key sectors, post 16 providers, Department of Work and Pensions, Education and Skills Funding Agency and councillors and officers. The Board meets 6 times a year and each member is asked to be proactive in identifying where they can

contribute to and collaborate in any interventions between meetings, through Task and Finish Groups.

- There is a three year planned Delivery Programme for 2019/2022 (see Paper 4).
- A new Action Plan is currently being developed and will be discussed at the ESB meeting in February and then at the GLLEP Board meeting in March.
- £30k was approved by the GLLEP at the September Board meeting this will support a levy transfer for Greater Lincolnshire and is currently being developed - an Apprenticeship Plan will be published in the New Year.
- The Secretary of State for Education announced support earlier this year for LEPs to formalise the role of ESB (Skills Advisory Panels) as local leaders in the skills system, and providing strategic advice on LEP Board investment on employment and skills.
- Skills Analysis Evidence Base - this is being finalised following comments from the DfE and secondary analysis at LAD level is also being prepared.

It was suggested that greater focus is needed on inspiring people and businesses to work and stay in Greater Lincolnshire, and greater awareness of the work that the LEP and its Employment and Skills Board is already doing. That said, the University of Lincoln has one of the highest graduate retention rates in England. Ex-military personnel is an area of focus that should be considered again.

The national "Great Places to Work" website was highlighted as a useful initiative:

<https://www.greatplacetowork.co.uk/awards/uks-best-workplaces/-uks-best-workplaces-2019/>

The World of Work LEP initiative is good, [www.theworldofwork](http://www.theworldofwork.co.uk), but businesses often struggle to communicate why someone would want to work with them, or describe the roles that have to people outside of the sector. Developing more leaders in our businesses would have a positive impact on recruitment and retention.

In relation to funding FE Colleges, the way that skills capital has been distributed has changed in recent years, and there has been a decline in Colleges being able to update existing estates.

#### **Actions**

- ❖ All Board Directors to add profile to local LEP website The World of Work about the roles that recruit to [www.theworldofwork.co.uk](http://www.theworldofwork.co.uk).
- ❖ All to continue raising awareness of Promote Lincolnshire [www.promotelincolnshire.com](http://www.promotelincolnshire.com) so that all recruiters can use the free collateral.
- ❖ Consider schemes that specifically address ex-military relocation and bring to next LEP Board meeting.
- ❖ ESB to request FE College estate condition assessments to feed into skills analysis.

#### **Visitor Economy & Tourism Zone Update (Paper 5)**

Board Directors were asked to note the work of the Visitor Economy Board during 2019, the development of the work programme for 2020 and to discuss and support the evolving plans for a Greater Lincolnshire refreshed Tourism Strategy, and focus for a proposed Tourism Zone.

#### **Digital Approach (Item 6)**

ZK gave a presentation on the Digital sector within Greater Lincolnshire and in particular the potential growth.

Every business needs digital skills in some form, whether that's upskilling existing employees, hiring new ones or working with one of our counties many digital businesses. It's important that this community is supported. Growing our digital businesses and supporting our digital community will have a positive effect on everyone. There are a number of activities that the GLLEP have

either put in place or contributed to the success of in a number of ways. Many specifically in the last year, others which have seen positive change this year thanks to the continued support of the LEP. Digital Skills Centre approved for Lincoln and completed in Stamford, Digital Conferences and Digital Health Checks for businesses as well as the Digital Landscape report. More could be done to support this work.

### **Digital landscape report**

This year we updated our Digital Landscape report, which is available online. It has been three years since the first report in 2016 and it's been interesting to see the changes over that time.

It shows a digital sector that is continuing to grow in numbers, economic value and jobs. Now being worth almost £1bn to the Greater Lincolnshire economy. We also have over 2,000 digital businesses across Greater Lincolnshire, whilst this is below the national average; it is growing rapidly - the number of digital businesses increased by 19% between 2014 and 2017.

We have clusters of digital business. This report highlights the constant growth of a sector, but also helps to highlight some of the challenges our digital communities face, and areas the LEP can potentially facilitate appropriate resolutions.

<https://www.businesslincolnshire.com/media/1886/lep-digital-landscape-summary-report.pdf>

### **Digital Lincoln**

Digital Lincoln has been a huge part of bringing the digital communities in a hub. This year saw Lincoln's first Women in Tech event. It also took on Lincoln Hack 2 years ago, a 24 hour coding challenge. This partnership has enabled this event to run more smoothly and grow. The hack has been known to facilitate relationships between businesses and funders and businesses and employees. Business Lincolnshire sponsors Digital Lincoln and the money helps to pay for speakers, venues and to run events like Lincoln Hack.

**Mosaic - LEP has a seat on the Steering group for Mosaic**, Lincoln's new digital hub which opened in October. The development of the hub has been led by the digital community in Lincoln, working collaboratively with Lincolnshire Coop and Lincolnshire County Council. As well as hot-desking, office space and events, the hub has high-speed internet, breakout areas, and booths for phone calls. Mosaic provides different membership options and flexible terms for digital businesses. The hub will play an important part in developing and retaining skills.

### **Digital Hub Director**

The LEP is further supporting the hub by funding a new Digital Hub Director, which Business Lincolnshire will fund for the first 2 years. They will become a lynch pin for our digital community and sector. They will be responsible for quite a wide scope of activities, including:

- raising awareness,
- building relationships both with the hubs businesses and the wider community,
- helping to identify key challenges in the sector and working with the hub to identify resolutions,
- connecting digital and non-digital businesses, to solve business challenges with technical solutions,
- planning and sourcing external projects and forging the connections that help to maintain a strong connected community.

### **ERDF Bid**

Business Lincolnshire's new ERDF Bid has secured funds to continue to provide a Digital Adviser, Digital Events Programme and Grant for another 3 years from June 2019 until May 2022.

### **Digital Health Check online tool**

The Business Lincolnshire Growth Hub developed a unique digital health check tool, which helps



businesses to self-assess their own digital capabilities and identify key areas for improvement to optimise their growth.

Businesses can simply complete the short questionnaire to receive an instant personalised report tailored to their business, which provides recommendations on digital resources and areas for improvement to support the business's potential future development.

So far, there have been some interesting insights from those that have filled in the tool:

- 50% don't have a digital and IT Strategy
- 50% don't use a digital marketing strategy
- More than 80% don't understand or use SEO for their website

<http://businesslincolnshire-digitaltool.com/>

#### **Digital Conference November 2019**

Business Lincoln held the 5th annual Go Digital conference last week. Approximately 100 businesses attended the event which was centred around ensuring delegates left with practical actionable advice.

#### **Next steps**

The Growth Hub will continue to provide support through the existing mechanisms and bring back a sector plan for approval.

#### **Energy Strategy, Energy Council & Prospectus (Item 7)**

Members of the Energy Council have been appointed, but have yet to meet. Will update the GLLEP Board at a future meeting.

The terms of reference for the group and proposals for priorities were agreed.

#### **Fresh Produce Businesses (Item 8)**

A Board Director informed the Board that they had recently visited a number of businesses in the Spalding area and was surprised about how little understanding they have about the Greater Lincolnshire LEP and what it does. A review of communications is being undertaken in the new year and the food sector is a key target audience. Much of the work that the growth hub, lep and investment teams and partners already do is focussed on the food sector largest companies.

Methods of communications such as social media chat rooms etc were discussed, but it was recognised that layers of comms were needed to support.

#### **Towns Fund (Item 9)**

An update on the Towns Fund was given and Board director sought to sit on the Towns Boards for Scunthorpe, Lincoln, Boston, Mablethorpe, Skegness and a continuation of Grimsby Project board. Officer support will be available to support the Board Director. It was stated that all boards have to have meet by the end of January 2020. It is anticipated that further guidance will be issued in the New Year.

**Greater Lincolnshire Local Enterprise Partnership  
Board Decision Log - Public**

Date	Decision Making Body	Decision Made
30/11/2018	LEP Board	<p>The Board made the following decisions:  <u>Recommendations made were agreed regarding geography issue:</u></p> <ul style="list-style-type: none"> <li>• Preferred position should remain the Greater Lincolnshire geography.</li> <li>• Split geography should be explored with the Humber LEP as a solution to remove the overlap, ensuring the integrity of Greater Lincolnshire and the Humber remains intact.</li> <li>• Merger option unlikely to be deliverable, given the lack of support from a number of local authority partners at this stage.</li> <li>• Lincolnshire option was not supported due to the scale and reduced focus.</li> <li>• Strong and, where necessary, formal collaboration be developed between Greater Lincolnshire LEP and its neighbouring LEPs, on energy and manufacturing with the Humber LEP, coastal and rural with the Humber and Yorkshire LEPs, Northern Lincolnshire and Sheffield City region on infrastructure, ports and logistics and advanced manufacturing, and with agri-food and agri-tech and housing growth and infrastructure with GCGP LEP. All collaboration agreements and MOUs will be developed with the authorities involved.</li> </ul> <p><u>LEP Directors Report</u></p> <ul style="list-style-type: none"> <li>• Phil Ball of Metsawood, Boston and Melanie Weatherley of Walnut Care join the Employment &amp; Skills Board.</li> <li>• The MPs Engagement Plan be approved subject to a public and private sector link member and the production of a communications and engagement plan.</li> <li>• The Policy for the Appointment of LEP Directors and Board members be approved.</li> <li>• The Policy on Confidential Reporting be approved.</li> </ul> <p><u>Growth Deal Programme Review</u></p> <ul style="list-style-type: none"> <li>• Board agreed the LEP team would write to projects that have a red flag against performance asking for detailed response to be considered at the Board in February.</li> </ul> <p><u>Greater Lincolnshire Energy Strategy</u></p> <ul style="list-style-type: none"> <li>• Agreed the Energy Strategy be approved subject to input from partners.</li> </ul>
25/01/2019	LEP Board	<ul style="list-style-type: none"> <li>• Three Directors appointed to the LEP Board: Gary Headland (IoD &amp; Lincoln College), Mrs Nick Worboys (Director of Development &amp; Sales, Longhurst Group) and Sarah Louise Fairburn (Brand &amp; Sales Director, LJ Fairburn &amp; Son)</li> <li>• Dean Fathers to undertake the role of Diversity Champion at the LEP Board</li> <li>• Approval given for the LEP Director to commission and independent Governance Review to the value of £20k.</li> </ul>

		<ul style="list-style-type: none"> <li>• Subject to match funding from other partners, an ambition of full coverage across Lincolnshire for further Enterprise Co-ordinators.</li> </ul>
29/03/19	LEP Board	<ul style="list-style-type: none"> <li>• The Board approved the outline budget of £1,100,527 and £209,894 amount of draw down from the operating reserve.</li> <li>• The Board approved the Articles of Association and delegated any changes to the Chair and one other Board member.</li> <li>• All Terms of Reference were approved and can be published on the website.</li> <li>• LIS - The Board approved this for tendering.</li> <li>• The Board agreed that the GLLEP would send a letter of support for HE institutions potentially affected by the Augra Review.</li> <li>• The Board agreed to support North Lincolnshire with their ambitions of extending the AONB and agreed that there is a need for a review of the Lincolnshire Wolds AONB boundary.</li> </ul>
24/05/19	LEP Board	<ul style="list-style-type: none"> <li>• The Board agreed that one Board Director be invited from Rutland County Council.</li> <li>• Two Board members to electronically approve the Financial Statement.</li> <li>• The Board agreed to adopt the Freedom of Information Policy (LCC Policy).</li> </ul>
19/07/19	LEP Board	<ul style="list-style-type: none"> <li>• The Board ratified the selection of Health &amp; Care Enterprise Board Members.</li> <li>• The Board agreed supporting Grater Lincolnshire's attendance at MIPIM and approved a contribution of £10,000 in October 2019 and contribute up to £5,000 for MIPIM UK.</li> <li>• The Board agreed to support the UK Steel Charter and to promote this with other LEPs.</li> </ul>
27/09/19	LEP Board	<ul style="list-style-type: none"> <li>• Appointments Committee approved Paul Scott join the Business Lincolnshire Board</li> <li>• Appointments Committee approved Mike Gallimore, Nick Broom and Robert Willey join the Manufacturing Board</li> <li>• The process of recruiting the new LEP Chair agreed</li> <li>• The Job Description for the Chair was approved</li> <li>• The composition of the chair's Appointment Panel and to seek nominations by email for the Appointments Committee to decide was agreed</li> <li>• The Vice Chair Job Description was approved</li> <li>• 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</li> <li>• The LEP Board approved the skills analysis, subject to further changes by the Employment &amp; Skills Board during October</li> <li>• Apprentice Levy Scheme - Board Directors approved the allocation of £30,000</li> <li>• The Strategic Partnership Agreement with Cambridge &amp; Peterborough Combined Authority was approved by the Board</li> </ul>
29/11/19	LEP Board	<ul style="list-style-type: none"> <li>• Pat Doody private sector deputy chair was appointed as the Interim LEP Chair.</li> <li>• Cllr Philip Jackson was appointed as public sector deputy chair</li> <li>• The Chairs Appointment Panel was agreed as follows: Prof Mary Stuart, Dean Fathers, Pat Doody, Cllr Colin Davie and Gary Headland, the panel will be supported by the LEP Executive.</li> <li>• Gary Headland to join the Appointment Committee. Existing members are the Chair, the two deputy chairs, and Dean Fathers, Diversity Champion.</li> <li>• Members of the LEP's Energy Council, an energy advisory council for the LEP were agreed as follows: Duncan</li> </ul>

		Botting, MD of Global Smart Transformations, Emma Bridge, Chief Executive Community Energy England, Justin Brown, Assistant Director for Growth, Lincolnshire County Council, Jacqui Bunce, Programme Director Lincolnshire STP NHS, Arnie Craven, External Affairs Director, Cadent Gas, Marie Harley, CEO Blue Castle, John Henry-Looney, Sustainable Direction, Juergen Schaper, FCC Environment, Lea James, Siemens Smart Infrastructure team, Cllr Barry Dobson, Executive Councillor Economic Growth LCC and SKDC, Simon Green, Deputy CX, North Lincolnshire Council, Martin Haworth, Director Singleton Birch and Mark Hutchison, Distribution Director, Western Power

## GREATER LINCOLNSHIRE LEP BOARD ACTION LOG

Actions from GLLEP Board Meetings					
Date	Item	Action	Update	Actioned by	Status
30/11/18	Minutes	<ul style="list-style-type: none"> <li>Chair &amp; LEP Director to continue to work with local partners and the Humber LEP to find a resolution, and particularly explore the collaborative option</li> </ul>	Ongoing - October	Chair	Live
25/01/2019	Minutes	<ul style="list-style-type: none"> <li>LEP to facilitate a business voice session with the Planning for Growth Team.</li> </ul>	Action with LCC	Cathy Jones/ Andy Gutherson	Live
29/03/19	Minutes	<ul style="list-style-type: none"> <li>Project workshop to be held with Board Directors on lessons learned and impact.</li> </ul>	Still to be arranged	Halina Davies	Live
24/05/19	Minutes	<ul style="list-style-type: none"> <li>Agreed that one Board Director be invited from Rutland</li> <li>RC to source an Energy Lead for the Board and form an Energy Council, and Summit late in the year</li> <li>DF and ZE expressed an interest in being more involved in the Creative Hub's development going forward</li> </ul>	Actioned	Ruth Carver  Ruth Carver/Andy Brooks  Halina Davies	Live
19/07/19	Minutes	<ul style="list-style-type: none"> <li>GLLEP to write to the BEIS SoS in respect of acceleration of the LIS to align with Humber LEP timetable</li> <li>Develop a simple brief on LEP geography and wider communications</li> <li>Develop a letter to submit to a new Prime Minister/Secretary of State on the Board's preferences</li> <li>LIS &amp; LEP Geography - Develop a more detailed proposal for the September Board</li> </ul>	Ongoing		

		<ul style="list-style-type: none"> <li>The Board welcomed the publication of the Tourism Sector Deal and agreed to progress work to bid for a Tourism Zone with local partners</li> </ul>			
27/09/19	Minutes	<ul style="list-style-type: none"> <li>Call for nominations for 2 Vice Chairs to be submitted by 20<sup>th</sup> October from the existing Board Directors to be become Vice Chairs</li> <li>Nominations to be sought from private sector Board Directors to join the Investment Board</li> <li>Agreed to recruit 2 to 3 new Board Directors to the LEP Board, ie, Business Leaders, focusing on Defence, Manufacturing, Energy and more female members</li> <li>Revised version of Terms of Reference to be circulated to Board Directors</li> <li>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 update</li> <li>Growth Hub to provide an update on sectoral coverage</li> <li>LIS - Feedback to be provided to the commissioned analyst to take into account within the next version</li> <li>The LEP Board approved the skills analysis, subject to further changes by the Employment &amp; Skills Board during October</li> <li>LIS - 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</li> </ul>			
29/11/19	Minutes	<ul style="list-style-type: none"> <li>Joint response from GLLEP and Humber LEP regarding Free Ports to be drafted</li> <li>Response to LEP Review to be circulated</li> <li>LEP Geography - evidence to be shared with Board members</li> <li>All Board Directors to add profile to local LEP website The World of Work about the roles that recruit to <a href="http://www.theworldofwork.co.uk">www.theworldofwork.co.uk</a>.</li> <li>All to continue raising awareness of</li> </ul>			

		<p>Promote Lincolnshire <a href="http://www.promotelincolnshire.com">www.promotelincolnshire.com</a> so that all recruiters can use the free collateral.</p> <ul style="list-style-type: none"><li>• Consider schemes that specifically address ex-military relocation and bring to next LEP Board meeting.</li><li>• ESB to request FE College estate condition assessments to feed into skills analysis.</li></ul>			
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# Paper 1.3 Rolling Forward Agenda Planner 2020



Greater Lincolnshire LEP Board and Investment Board			
Date and Meeting	Standing Items	Progress Reports/Reports back from Sub Groups	Areas for discussion and decision
<b>GLLEP January 2020 – LEP Board Spalding</b>	Minutes and actions of the last meeting Delivery - Chair and CX Report Delivery - Quarter 3 Interim Report 2019/20	<b>Strategy</b> – Progress on Food Board – Sarah-Louise Fairburn  Governance - Accountable Body Report – Andrew Crookham  Governance - Appointment Committee – chair, private sector and female recruitment progress – Pat Doody	<b>Strategy</b> – Health and Care Enterprise Board Action Plan - <u>Dean Fathers</u>  Strategy - Priorities for Budget  Strategy –infrastructure priorities
GLLEP January 2020 – Investment Board Spalding	Welcome, Apologies, Declarations of Interest, Approval of Minutes	Quarter 3	
<b>GLLEP March 2020 – LEP Board Venue tbc</b>	Minutes of the last meeting Chair and CX Report, APR Finance Paper – Approval of Annual Budget, and preparations for Year End	Appointments committee – equality and diversity action plan  Employment and Skills Board Progress and priorities – Pat Doody	<b>Delivery</b> – Approval of Delivery Plan (including all sectors boards and Budget 2020-2021  Risk Plan  Accountable Body Report – Andrew Crookham, LCC
GLLEP March 2020 – Investment Board	Welcome, Apologies, Declarations of Interest, Approval of Minutes		



# Paper 1.3 Rolling Forward Agenda Planner 2020



Greater Lincolnshire LEP Board and Investment Board			
Date and Meeting	Standing Items	Progress Reports/Reports back from Sub Groups	Areas for discussion and decision
<b>GLLEP May 2020 –</b> LEP Board <b>Venue tbc</b>	Minutes of the last meeting Chair and CX Report	Interim Finance Report for 19/20 and draft Annual Report – KS  Team Lincolnshire and Inward Investment Activity	Team Lincolnshire and Inward Investment Activity
GLLEP May 2020 – Investment Board	Welcome, Apologies, Declarations of Interest, Approval of Minutes		
<b>Conference and AGM</b> <b>10<sup>th</sup> July</b>			
<b>GLLEP July 2020 –</b> LEP Board <b>Venue tbc</b>	Minutes of the last meeting Chair and CX Report	Q1 Finance Report	
<b>GLLEP July 2020 –</b> Investment Board	Welcome, Apologies, Declarations of Interest, Approval of Minutes		
<b>GLLEP September</b> <b>2020</b> LEP Board <b>Venue tbc</b>			
<b>GLLEP September</b> <b>2020</b> Investment Board <b>Venue tbc</b>			
<b>GLLEP November</b> <b>2020</b> LEP Board <b>Venue tbc</b>		Q2 Finance Report	
<b>GLLEP November</b> <b>2020</b> Investment Board <b>Venue tbc</b>			