



# LEP DIRECTORS BOARD

31<sup>st</sup> January 2020

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> 2.1 Quarter 3 Finance Report 2019/20	Chair and CX	Attached
<b>Delivery</b>			
10.30	<b>3.0 FOR INFO - Progress on Food Committee</b>	Sarah Louise Fairburn 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 Craig Leyland (ELDC), Cllr Ric Metcalfe (CoL), Chris Baron (Butlins, Skegness), Dean Fathers (Health), Debbie Barnes (LCC), Nick Worboys (Longhurst), Sarah Louise Fairburn (L J Fairburn & Sons Ltd), Alric Blake (Alltech), Zoe King (Epix Media), Cllr Rob Waltham (NLC)

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

**Tentative:** Gary Headland (Chamber & IoD)

**Observers:** Pete Holmes (BEIS), Cllr Oliver Hemsley (Rutland CC),

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

**Guests:** Anna Graves (SHDC), Lord Gary Porter (SHDC), Cllr Nick Worth (SHDC)  
Michelle Sacks (BBC)

## 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 2019 - Present**

<b>Date</b>	<b>Decision Making Body</b>	<b>Decision Made</b>
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> <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 Greater 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 Vice Chair Job Description was approved</li> </ul>

		<ul style="list-style-type: none"> <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 SAP, 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>
<b>29/11/19</b>	<b>LEP Board</b>	<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.</li> </ul>

## 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 and Delivery</b> – Progress on Food Board – Sarah-Louise Fairburn and Martin Collison  Governance - Appointment Committee – chair, private sector and female recruitment progress	Strategy - Priorities for Budget – Ruth Carver  Strategy –infrastructure priorities – James Baty
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  Governance - Accountable Body Report – Andrew Crookham	<b>Delivery</b> – Approval of Delivery Plan (including all sectors boards and Budget 2020-2021  Risk Plan  Accountable Body Report – Andrew Crookham, LCC  <b>Strategy</b> – Health and Care Enterprise Board Action Plan - <u>Dean Fathers</u>  <u>Strategy and Research – James Baty</u>
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>			



# Paper 2 LEP Chair and Chief Executive Report

<b>Publication</b>	<b>Public Paper (published)</b>					
<b>Meeting date:</b>	<b>31<sup>st</sup> January 2020</b>					
<b>Agenda Item:</b>	<b>2</b>					
<b>Item Subject:</b>	<b>LEP Chair and Chief Executives Report</b>					
<b>Author:</b>	<b>Kate Storey</b>					
<b>For:</b>	<b>Discussion</b>	<b>X</b>	<b>Decision</b>	<b>x</b>	<b>Information</b>	<b>X</b>

## 1 Recommendation

LEP Board Directors are asked to note the content of this report and discuss the following:

- To note and discuss red and amber actions in the Delivery Plan update below.
- Note and discuss progress and recommendations on the LEP Chair recruitment
- Register for the LEP Skills Conference on 19<sup>th</sup> March 2020 [here](#)
- Complete the diversity study led by Dean Fathers [here](#)

## 2 Summary

The report aligns to the three categories within the [Annual Delivery Plan](#), namely Strategy, Delivery and Governance. This report provides an overview of LEP team activities since the November board. Since we last met in November, we have a new PM and Government. Emerging priorities are climate change, levelling up the economy, infrastructure investment and devolution. The queens' speech in particular included

Elsewhere on the agenda are draft submissions for the budget and the infrastructure plan for greater Lincolnshire.

## 3 Chair and CX key meetings

**British Steel Taskforce** - A verbal update will be given at the meeting by Cllr Waltham, NLC .

**Town Deal Boards** - There are six potential town deals across Greater Lincolnshire, namely Lincoln, Boston, Skegness and Mablethorpe, Grimsby and Skegness. The LEP has been invited to sit on 5 of the Boards todate, and is being asked at officer level to support the delivery groups. Officers have been agreed so they can support Board Directors on the Town Deal Board, with alignment with the LEP and the LIS, as well as representing the business voice

**HS2** - Along with the Chairs of the Northern Powerhouse and the Midlands Engine, we have supported a lobbying letter for HS2.

**Collaboration Agreements** - Following the Board agreement to Collaboration agreement between GCGPCA and the LEP, a follow up meeting has been held to agree strategic priorities. This also involved SKDC and SHDC. Areas of focus were support and lobbying for an improved A1 and economic corridor, regional food valley, and innovation and skills linkages. The activity will involve joint proposals for activity.

**LEP Network** - The new Chief Executive for the LEP Network is [Mark Livsey](#), and the new Chair of the LEP Network is [Mark Bretton](#), Chair of the Hertfordshire LEP. Work is currently being

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undertaken on a budget submission on behalf of the network including the strategic role and convening power of LEPs, delivering local growth, skills and inclusivity and unleashing business post Brexit.

### DEFRA Food and Drink SME Survey Report

Defra has just publicly released the full report from the Food & Drink SME Survey. 1000 food and drink manufacturing SMEs (around 1 in 7 of SMEs with 1 or more employees) were interviewed about the challenges they face and the support they receive in relation to Exports, Innovation, Access to Finance and more generally business growth plans. These results were overlaid with a number of focussed interviews that allowed the exploration of certain themes in more detail. The full report can be found [here](#).

The Food Board is also planning a meeting and dinner with DEFRA and Henry Dimbleby (National Food Strategy Team) in March to discuss and take forward the Food and Drink Strategy across Greater Lincolnshire. This was planned earlier but has been delayed following the General Election and new EU Exit deadline.

#### **4 ANNUAL DELIVERY PLAN: Area One - Strategy**

- a. Local Industrial Strategy Development - Green
- b. SEP Refresh - Amber**
- c. Skills Analysis and Insight - Green
- d. Liaison with Cities and Local Government Unit - Green
- e. LEP Geography - Red**
- f. Develop a comprehensive communications and engagement plan - Green
- g. Review of the LEPs social media coverage - Green
- h. Work with Lincolnshire County Council to build on links with China - Green
- i. Business Lincolnshire - Growth Hub - Green
- j. Team Lincolnshire - Green
- k. Participate in development of the Lincolnshire Housing and Growth Deal Proposal - Green
- l. Annual Conference and AGM - Green

**a - Local Industrial Strategy** - Following a period of significant stakeholder engagement, a version of the Local Industrial Strategy [November 2019 has been published on our website](#). Conversations around the LIS were then paused during purdah and the General Election, whilst the policy environment around the LIS became clearer from the incoming Government. Although detail is still unclear, it is understood that the fundamental policy around the LIS is to be maintained with Ministers re-committing to it. However there is no further formal detail on this presently. We will continue to work with Government colleagues to carry forward the LIS, whilst also starting work on an implementation plan linked in to the LIS.

**b. SEP Refresh** - much of the evidence base is built as part of the LIS process and plans and procurement are in place to progress this once more detail from HMG becomes available post 31<sup>st</sup> January 2020.

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### c) Skills Analysis -

There has been a continuation of activity around the Skills Advisory Panel programme, led by the LEPs Employment and Skills Board. The Panel has a responsibility to develop a sophisticated understanding of the local labour market through production of a detailed analysis. A draft analysis for Greater Lincolnshire has been produced with a second stage, focussing on more localised areas within Greater Lincolnshire scheduled to be produced in Q1 2020. Further to this, we are exploring methods to fulfil our remit around disseminating the evidence which sits behind the SAP. The LEP is being monitored by DfE on the milestones for the SAP; with the majority of tasks completed and we will be subject to an Autumn review.

### (d/e) Liaison with Cities and Local Government Unit

The LEP Executive team is on track to complete the January report to BEIS on the SLGF with additional activity underway to draft the Delivery Plan for 2020-21.

### f/g) Comms and Engagement Plan

Contracted research and testing with an identified test group of stakeholders began in early January to gather intelligence on stakeholders' knowledge and understanding of the LEP brand and functions after which a rolling engagement plan to include key messaging is being developed.

### h) Hunan China

As reported in November, a large delegation travelled to Hunan 11<sup>th</sup> to 15<sup>th</sup> November. This was a very successful trip where Cllr Davie and other senior Lincolnshire representatives met with Governor Xu Dahze.

There was strong commitment from both sides to maintain the momentum with regards to continued development of the relationship, and an MOU was signed by both sides to commit to the development of a Five Year plan which defines the priority areas that each party would like to focus on at a strategic level. The plan will focus on Agri Tech, Education, Business to Business activities and People to People activities and will be a joint plan with actions documented for both the UK side and the China side.

There was also an agreement to form a sister zone between Holbeach Food Enterprise Zone and Wangcheng Economic Zone which will provide an opportunity for us to promote Holbeach investment opportunities. It will also provide a platform to enable businesses in Wangcheng to find UK partners or to establish themselves in the UK. Wangchang is a very well established zone (since 2000) with 1800 registered enterprises, many of them in the food and packaging sectors, the largest being Coca Cola. It has a state level status which means it has additional funding and support from the Chinese Central Government.

Just prior to the mission, Innovate UK promoted a funding round to invest in UK businesses undertaking joint projects with Chinese partners to develop new integrated precision farming technology that helps towards achieving a sustainable position of net-zero emissions. Although the timing was too late to make a bid into this funding round,

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colleagues in the Department of Science and Technology in Hunan expressed an interest in developing a joint funding bid in the future and this will for part of the Five Year Plan.

Regional Leaders Summit - On 17<sup>th</sup> to 19<sup>th</sup> February 2020, Midlands Engine will be hosting the 5th Regional Leaders Summit at the ICC in Birmingham. This is a once every 10 year event which will bring together more than 700 national and regional leaders from China and the UK. Over the last three years, the number of active links between UK regional and local governments and Chinese provinces has doubled. This event brings together all of those with regional links into once place to celebrate those connections. Six representatives will join the Summit from Hunan. They will spend 17th and 18th in Birmingham and we will welcome them to Lincolnshire on Wednesday 18th. Ruth Carver sits on the steering group.

### i) Business Lincolnshire - Growth Hub

A Growth Hub Governance Board took place on 11th December where the Board discussed the progress to date of the activities being delivered by the Business Lincolnshire Growth Hub.

### Business Lincolnshire Sustainable Business Growth -Phase 2

The phase 2 programme continues to perform well with 477 businesses engaged to end December 2019. The Digital, Enterprise Capital and Enterprise Revenue grants have also proved very popular with grants committed against all three pots to a total value of £342,686.

The team have started work to complete a Project Change Request to complete the application for phase 3 of the programme which will extend provision for a further year to end June 2023. This needs to be submitted by 21<sup>st</sup> February.

### EU EXIT (activity added post 2019-20 Delivery Plan sign off)

Following the delay in Brexit from October 31st, the amount of communication and policy announcements from Central Government reduced, which has enabled the Growth Hub Team to develop more robust systems and support offers for businesses. This support includes the following:

- A direct EU Exit Support helpline which can be accessed on 01522 846946
- A dedicated space for Brexit information on the Business Lincolnshire website - <https://www.businesslincolnshire.com/explore/brexit/>
- An events programme covering a whole range of topics including Exporting, Digital tools and systems, Customer Service and Sales and business finances. All of the events are published on the [BusinessLincolnshire.com events calendar](#)
- A EU Exit Adviser, Mark Hurdley who is able to work one to one with businesses

As well as supporting businesses the team is working as cluster lead for the East Midlands LEPS. As part of this role, procurement has been undertaken to secure additional Business Resilience and EU Exit Readiness Support which will be delivered across the East Midlands by Actif Ltd who will deliver a programme of engagement, advice and support for SMEs.

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### j) Team Lincolnshire

Now with 110 members, Team Lincolnshire is heading towards its keynote event of the year - MIPIM - the World Property Show held annually in Cannes, South of France from 10<sup>th</sup> to 13<sup>th</sup> March. Attendance at MIPIM is part of the LEP's continuing strategy to engage with intermediaries and investors - building relationships, nurturing partnership and collaborative working and helping to facilitate meetings and visits to Greater Lincolnshire culminating in an increase of investment and economic growth in the area. It is a key element of the promotional work undertaken by the LEP to achieve the objectives of creating 13,000 new jobs, helping 22,000 businesses to grow and building 100,000 new homes by 2030 as set in the LEP's Strategic Economic Plan.

MIPIM is seen as the leading real estate event for professionals from all sectors. Promoted as a year's worth of business in 4 days, the exhibition provides the opportunity to showcase large scale projects from our area, meet key international stakeholders including investors and gain insight into finance and investment, cities and infrastructure, key sectors and property hot spots. Through further business networking and business development, LCC on behalf of the LEP, has attracted a number of sponsors to support the LEP's attendance at MIPIM 2020 who will support Team Lincolnshire activities. These activities include the prestigious Lincolnshire Brunch where we will showcase our major locations and housing led growth and market towns as part of our investment strategy action plan.

**l) Annual Conference, Skills Conference** - The Greater Lincolnshire LEP is holding its first Skills Conference at the Lincolnshire Showground on Thursday 19<sup>th</sup> March 2020, featuring keynote speakers, strategic panel discussions and debate, and a Live Skills Arena to discuss and showcase the future of skills.

The event is aimed primarily at the business delegate alongside wider stakeholders, and will give employers from the private and the public sector an opportunity to consider the future of work, employment and skills.

The conference will support businesses to engage with schools, offer apprenticeship myth busting, and recruitment hints & tips.

Delegates will include businesses, school, college, training providers, universities, local authorities, career leaders, MPs and councillors, civil servants, and policy makers, and there will be significant opportunities for influencing and networking.

A Live Skills Arena is under development to showcase some of the fantastic skills across Greater Lincolnshire and how skills taught in an education environment feed into real benefits to the employer for business growth.

Click to reserve your free place at <https://www.eventbrite.co.uk/e/greater-lincolnshire-lep-skills-conference-2020-tickets-82223878835>

Development of the annual conference and AGM is due to begin imminently with the theme pending following announcements in the early March spending budget review. The date is 10<sup>th</sup> July 2020.

### **5 ANNUAL DELIVERY PLAN: Area Two - Delivery** **a. Programme and Project Delivery Improvement Plan - Amber**

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- b. Programme and Risk Management - Amber
- c. Project Pipeline - Green
- d. Delivery of key projects - Green (non SLGF)
- e. Communication and branding - Green

### a-d) Programme and Project Delivery

#### Single Local Growth Fund (Growth Deal Programme Progress)

- There are currently 5 schemes with allocations still uncontracted and these amount to £7.93%.
- Overall LEP Growth Deal Programme to be achieved by 31 March 2021 is £112,647,638 (not including Lincoln Transport Hub)
- We have four additional schemes recently approved post due diligence and in contracting at the moment to the value of £6.92m
- Once signed by the end of January 2020 these four projects will bring our commitment to 110,414,000 (98.01%)
- Due diligence on the Rural Centre for Health £1.26m provisionally approved in December 2019 will be considered by Investment Committee on the 31 January 2020 for approval to contracting.
- This will leave just the £1,095,500 Sleaford Growth Project Phase 2 to go through due diligence in February 2020.

**LEP Pipeline-** The latest call for pipeline project ideas closed on the 27<sup>th</sup> September 2019. Assessment of the Category A schemes took place in October to November 2019, and Category B schemes December 2019 to January 2020. Findings and recommendations to update the full GLLEP Pipeline list are being discussed at the GL LEP investment Committee on the 31 January.

**Growing Places Fund** - two new enquiries have been received since the last Board meeting for potential applications in support of housing developments, and a business park. Guidance and Expression of Interest forms were provided with offers of further support but these have not resulted in applications being submitted.

**Feasibility Funding** - our Feasibility Fund supports projects requiring feasibility work which are categorised as short and short-medium term pipeline projects. Three feasibility projects with a LEP contribution of £33,085 have been funded to date on this basis. Enquiries from projects which are not eligible are referred to the Growth Hub for funding and business growth advice.

### ESIF

**European Rural Development Fund (ERDF)** -Greater Lincolnshire has committed just over £57 million ERDF to projects against our original allocation of £63 million. Following the final local call to take up remaining allocations which closed on 30<sup>th</sup> September 2019, seventeen outline applications have been received with sixteen of these passing the initial assessment and have been invited to submit full applications. These are due to be submitted by 6<sup>th</sup> March to enable assessment and final decisions to be made by June 2020.

It has been discussed that remaining allocations within Priority Axis 1 &3 can be transferred to the Midlands Engine Investment Fund to ensure that the remaining ERDF is retained within the

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Greater Lincolnshire area. Any remaining allocations in the other Priority Axes will be put into a National Reserve Fund. This will be a more competitive national call to take up any unallocated funds and underspends within the programme. Discussions are still taking place around this and further details have yet to be announced.

**European Agricultural Fund for Rural Development (EAFRD)** -The three RDPE Growth Programme grant calls for Food Processing, Business Growth and Food Processing closed at the end of May 2018. In the GLLEP area 28 full applications have been received to date, with 19 projects being approved and contracted with a total grant value of £4.058m awarded. The Growth Programme re-opened for new expressions of interest on 4<sup>th</sup> November 2019 and closes midnight Sunday 16<sup>th</sup> February 2020. EOI Workshops have been held and continue to be held within Lincoln and Nottingham to help promote and support potential Greater Lincolnshire applicants to submit before the February deadline. Successful applicants will be invited to submit a full application with assessments and decisions expected to be made by December 2020.

**LEADER** - Our 5 LEADER programmes have now closed with all contracts issued by 30<sup>th</sup> September 2019. All contracted projects must have completed and submitted their final claim by September 2020 to ensure all grant payments have been made before Programme closure at the end of December 2020.

**Inward Investment**- Forty FDI visits took place during April and December, twenty four of these were to new companies that the LEP had not previously had a relationship with. Four visits are currently scheduled to take place in January, one of these is a new company and the remainder are part of our account management programme. Nineteen FDI inward investment enquiries were received during this period and propositions were returned where appropriate. In addition, throughout this period the LEP have been made aware of ten potential expansions/investments by indigenous FDIs. Currently as part of the account management programme the LEP and local partners are working with Dana Brevini UK based in Scunthorpe assisting them with their training requirements through the Skills Support for the Workforce funding. We are also supporting Metsa Wood in Boston and giving them further knowledge and information on how they can be more energy efficient and utilise grants towards renewable energy.

### e) Communication and Branding

The text refers to activity between 16th November 2019 and 21<sup>st</sup> January 2020 following the previous report to board. Tables include reference to the start of the financial year to align to the Delivery Plan).

### **Media Monitoring**

	This period	Last period	Difference	Since 1st April
Items of media coverage	139	167	-28	622
Average per day	2.0	2.6	+0.6	2.1
AVE value of coverage	416,933	£112,684	+£304,249	£808,874

### **Broadcast**

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Lincs FM, 9th December 2019

Ursula stepping down—interview

BBC Radio Lincolnshire, 28th December 2019

Ursula stepping down—interview

### Twitter

	This period	Last period	Difference	Since 1st April
Total followers	6,531	6,476	+55	+313
Retweets	169	342	-173	1,327
Likes	517	514	+3	2,404
Link clicks	233	595	-362	1,304
Engagement rate	1.0%	1.1%	-0.1%	1.1%

### LinkedIn page

	This period	Last period	Difference	Since 1st April
Total members	376	274	+102	+376
Organic impressions	2,691	2,483	-1,589	9,844
Comments	3	2	+1	5
Post likes	36	31	+5	153

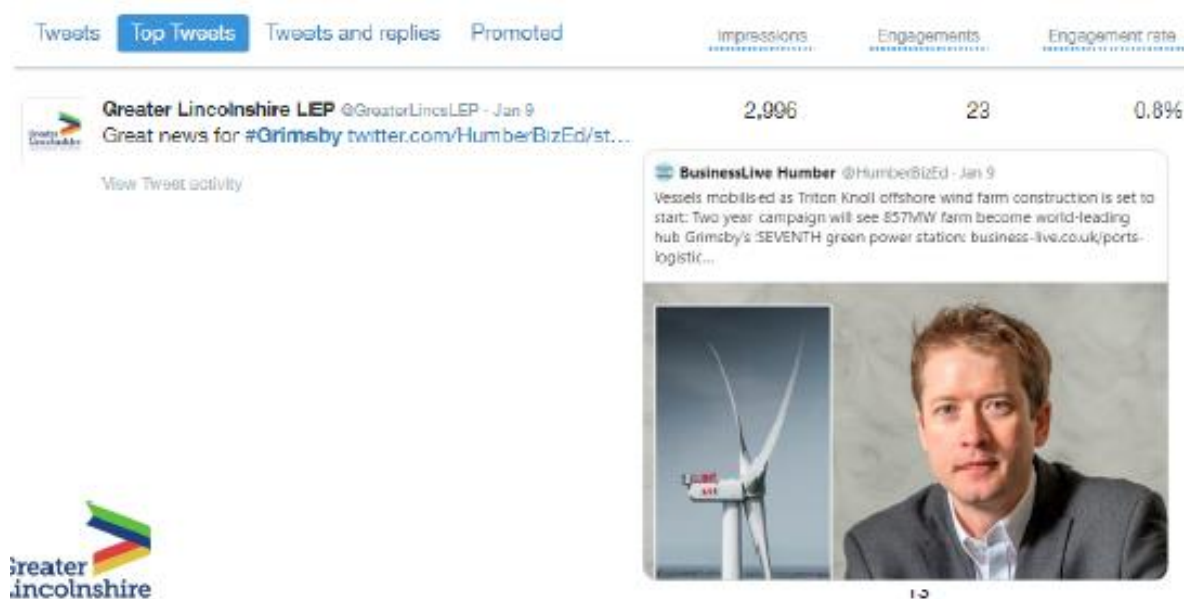
### Facebook

	This period	Last period	Difference	Since 1st April
Total followers	81	79	+2	+81
Total page likes	72	72	=	+72

### Top Tweet



# Paper 2 LEP Chair and Chief Executive Report



## LEP news stories for the Nov 2019- Jan 20 period:

- [LEP Grant means new HQ for Sleaford Building Services](#)
- [£35m to unlock growth in rural businesses](#)
- [Seeking Proposals - ESF](#)
- [Digital Sector now worth almost £1 billion](#)
- [LEP seeks new Chair as Ursula steps down](#)
- [New Chair for East Midlands Apprentice Ambassador Network](#)
- [Planning Consent granted for riverside homes in Gainsborough](#)

## **Growth Hub Comms**

Taming the Dragon - 14<sup>th</sup> November, UOL, Lincoln - The Taming the Dragons event by the Lincolnshire Investment Network in partnership with Streets, Fraser Brown and Natwest took place at the University of Lincoln for the second consecutive year, with four businesses, Robin Road, Tapkit, TrickleNet and Avgo Biotech pitching their ideas and plans to a panel of four 'dragons'. There was also a presentation from last year's winner, Joe Cusdin, whose business, Iventis, has since secured a number of major clients and is about to receive substantial equity investment for the development of their event management applications. The winner was Tapkit.

#GoDigital 2019 - 21<sup>st</sup> November, Doubletree by Hilton, Lincoln - Approximately 100 delegates attended #GoDigital 2019, the last large event of 2019. The theme of this 5<sup>th</sup> digital conference was 'Digital Tricks and Tools for Transformation'. The feedback from delegates was extremely positive and 95% of delegates said they would implement a positive change to their business as a result of attending the event.

**Workshop Event Programme** - The spring programme of events is now live and available on the Business Lincolnshire Events calendar for businesses to book onto. There is a wide variety of topics for businesses to choose from including Networking Master classes, Researching Export Markets, How to Fund Business Growth, Digital Marketing, Cyber Awareness and Top Tips for Tender Writing.

# Paper 2 LEP Chair and Chief Executive Report

## **6 ANNUAL DELIVERY PLAN: Area Three - Governance**

- a. Evolve the LEP, its sub-groups and our governance arrangements in line with national good practice - Green
- b. Local Assurance Framework - Green
- c. APR and Peer Review - Green

**Chair Recruitment** -The LEP has been undertaking a recruitment process for a new chair with shortlisting being undertaken on 24<sup>th</sup> January 2019. A verbal update will be given at the meeting. Following interviews a stakeholder lunch with potential candidates is being organised for the 12<sup>th</sup> February at Lincoln College to informally feed into the recruitment process. Please hold the date 12noon - 2pm.

**Terms of Reference (Company Boards)** - All Policies and TORS have been updated this year, and are up to date.

**Diversity Champion** - The Diversity and Equality study has been circulated to all boards and staff to capture LEP baseline data to profile against the GL picture. Please complete this survey if not yet done so which can be accessed at <https://www.surveymonkey.co.uk/r/HR7JQNK>

**Peer Review** - Our Peer Review session is due to be held on 27<sup>th</sup> April 2020. Our peer LEP is SEMLEP, and the meeting will be chaired by a representative from the Centre for Public Scrutiny and attended by representatives from the LEP network together with the Chair and CEO of each LEP. The objective will be for each party to provide constructive challenge to the partner LEP and to use the session as a learning opportunity.

### **Annual Performance Review**

The APR meeting with Government is scheduled for 6<sup>th</sup> February. It will be an opportunity for Government to explore and discuss our self-assessment. The session was chaired by Rowena Limb, Area Director. Shortly in advance of the APR, Jenny Dibden, Co-Director Cities and Local Growth Unit provided CLEP's indicative mark. This confirmed that CLEP had been indicatively assessed as follows. Governance: Requires Improvement – Due to vacant chair position, and private sector representation – All other areas compliant. Delivery: Requires Improvement – due to the current % commitment level, although now at 98%. Strategic Impact: Requirements Met

In considering these markings Board members will wish to note that at this stage in the process, no LEPs will be marked as Exceptional until all of the APR meetings have taken place, in order that all LEPs evidence can be considered. Additionally strategic impact markings have been changed to be either requirements met or unmet. Therefore, the marking received is fully acceptable. The full '2019-20 Annual Performance Review Guidance' is available from the Executive on request. Over the coming weeks there is opportunity for GLLEP to provide any further information necessary to support Government in its assessment process. The indicative timetable in terms of next steps is outlined below

Month	Action
6 January – 14 February	Annual Performance Review Meetings
21 February	Quarter 3 Local Growth Fund data return deadline
February - March	Cities and Local Growth Unit moderation
28 February	Section 151 Officer compliance letter to MHCLG Accounting Officer Publication of the LEP Chair/CEX Governance Statement

## Paper 2 LEP Chair and Chief Executive Report

1 March	Annual Performance Review Preparation (Part B completed) LEP return
April	Outcome letters sent to LEPs from the Director
Late April	Completion of the Annual Performance Review process and LGF payments

### **Finance**

Management accounts for nine months to 31 December 2019 can be viewed on the agenda. As previously agreed, these reflect the LEP's consolidated position and include both core and programmes. A meeting has taken place with the company's auditors in preparation for the forthcoming Finance and Audit Committee which takes place in February 2020.

**Delivery plan and Local Assurance Framework** - On track for annual update due May 2020.

# Paper 2.1

## Greater Lincolnshire LEP Finances 19/20

### 1 Summary

1.1 This report provides an overview of the financial standing of the Greater Lincolnshire LEP and summarises the financial income and expenditure covering the period 1st April 2019 - 31st December 2019 Quarter 3.

1.2 The Board is asked to review and approve the contents of the report

### 2.0 Summary Budget for Financial Year 2019/2020

2.1 The board received a report in October detailing the budget realignment exercise that had been undertaken including maximising partner contributions. The board agreed to delegate to the Chief Executive to seek additional funding from local partners, fully utilise reserves, seek secondments to deliver activity and to lobby government for additional core funding for future years. This activity is ongoing for future years, with proposals submitted for additional partner contributions, progress made on skills recruitment.

2.2 Confirmation of core funding for LEP's is an ask for all LEP's in the budget submission. The quantum and continuity, will be key in ensuring we can operate effectively going forward.

2.3 Work continues to progress the recommendations made and the report below highlights the current status of funding for the 2019/20 period with a forward look into 20/21 and 21/22.

2.3 The table below shows

Budget Heading	Estimated Position 19/20	Estimated Position 20/21	Estimated Position 21/22	Estimated Total for next 3 years Delivery	Totals at Board October 19
Staffing	£ 325,321	£ 403,021	£ 317,713	£ 1,046,055	£ 1,065,169
Board Governance	£ 20,738	£ 17,300	£ 16,000	£ 54,038	£ 51,674
Operational Delivery	£ 499,855	£ 395,913	£ 309,000	£ 1,204,768	£ 1,201,300
<b>Total Expenditure</b>	<b>£ 845,914</b>	<b>£ 816,234</b>	<b>£ 642,713</b>	<b>£ 2,304,861</b>	<b>£ 2,318,143</b>
Core Funding	£ 500,000	£ 500,000	£ 500,000	£ 1,472,061	£ 1,500,000
Capacity Funding	£ 87,242	£ 12,758	£ -	£ 100,000	£ 100,000
Estimated Interest Generated Growth Deal/Core	£ 40,131	£ 22,000	£ 500	£ 62,631	£ 62,631
Partner Contributions	£ 191,480	£ 9,600	£ -	£ 201,080	£ 219,513
Reserves	£ -	£ 104,485	£ 66,047	£ 170,532	£ 170,532
External income	£ 55,000	£ 114,305	£ -	£ 169,305	£ 169,305
<b>Total income</b>	<b>£ 873,853</b>	<b>£ 763,148</b>	<b>£ 566,547</b>	<b>£ 2,175,609</b>	<b>£ 2,221,981</b>
<b>GAP</b>	<b>£ 27,939</b>	<b>-£ 53,086</b>	<b>-£ 76,166</b>	<b>-£ 101,313</b>	<b>-£ 96,162</b>

# Paper 2.1

## Greater Lincolnshire LEP Finances 19/20

- 2.4 We expect expenditure in 19/20 to amount to £845K with identified income of £873k therefore we have an excess of income of £27k. These monies will go on reserve and be utilised for the estimated overspend and activity in future years.
- 2.5 The small variance in expenditure has partially resulted in the short delay in recruiting the Skills Manager post. This was originally scheduled to start in November 2019 but we are now forecasting April 2020 depending on successful recruitment in January. We estimated using £209K of partner contributions for 19/20 but is now expected to be £191K due to limited resources to delivery identified activity.
- 2.6 Should the budget gap remain in future years we would recommend that the balance is taken from the LEP Core Reserve of £295K. It should be noted that this reserve is effectively uncommitted but was kept to provide suitable provision to fund the LEP's operation for a year if other funds were withdrawn.

### 3 LEP Finances to December 19

- 3.1 The LEP have received £7.58 million of funding within the year including its core funding allocation of £500k and the 4<sup>th</sup> tranche of £6.8million of Single Local Growth Fund following a successful annual conversation sign off. Expenditure for Q3 amounts to £2.47million.
- 3.2 The table below provides a summary on the main LEP finances:

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Core Operational Budget	£500k was received in year. Spend to December 2019 is £298K (pending agreement of staff recharges). It is expected that there will be an underspend on the core budget this year which will be placed on reserve. We are on target to spend £472k by year end.
Core Other	<p><b>1.0 LEP Enterprise Advisor Network</b> 79.5K has been received from the Career and Enterprise council:</p> <ul style="list-style-type: none"><li>• One off £50K Kickstart payment</li><li>• Receipt of income following claim submissions to the sum of £29.5k.</li></ul> <p>A further £4.8k of contributions has been received from 6 district councils to help support the activity.</p> <p>Expenditure to September 2019 is £65k which will be funded from partner contributions.</p> <p><b>2.0 LEP Review</b></p> <p>The LEP received £100K of income in 18/19 to support capacity in delivering the recommendations within the LEP review. £77K has been spent to date on delivering</p>

## Paper 2.1

### Greater Lincolnshire LEP Finances 19/20

	<p>this activity specifically in the production of the LIS.</p> <h4>3.0 Future Proofing Coastal Tourism</h4> <p>Income of £83.7k has been received in advance of activity. Expenditure of £7.3K has been achieved by December 2019.</p>
Feasibility Fund	<p>The Feasibility Fund is split into 2 separate elements.</p> <p>The original feasibility pot is expected to spend £51.5k in 19/20. A payment of £17.6K was made following a reconciliation on the Holbeach Fez Feasibility claim. The last remaining to submit a claim is for Cleethorpes Station quarter.</p> <p>The commissioned feasibility pot is currently £204K and work has been progressed in reviewing submissions following the pipeline call. 3 projects to the value of 33K have been contracted and payments of £11.5k has been made to Huttoft Boat Shed and Gradus Business Centre.</p>
Greater Lincolnshire Business Investment Fund	<p>6 projects have been approved and contracted to a total value of £2m.</p> <p>A management fee of 20K (Greenborough) and project payments to the value of £781,299 have been made to December with £236,163 in the Q3 period.</p>
SLGF	<p>With the first quarter the LEP has received its fourth tranche of SLGF. The allocation is £6.8m.</p> <p>The Quarter 2 Dashboard was submitted to government on 22<sup>nd</sup> November 2019 following claim review completion to the period September 2019. To date within the year £1.17m has been expended to December 2019. Project claims for the period Oct - December are currently under review and will be fully completed and submitted to government by the 22<sup>nd</sup> February. We remain on track to commit the full £6.8m and the agreed balance of freedom and flexibility from previous years (£7.3m)</p>
Invest and Grow Loan	<p>Long term investment Loans remain at £4.3m as follows:</p> <ul style="list-style-type: none"><li>• £3.5m - Chestnut Homes - Boston Quadrant</li><li>• £800k - The Lincolnshire Bomber Command Memorial.</li></ul> <p>Interest of £104.6K has been received from Lincolnshire Bomber Command and Boston quadrant and interest on</p>

# Paper 2.1

## Greater Lincolnshire LEP Finances 19/20

both schemes is up to date.  
No further loan applications have been received.

### 5 Reserves

5.1 The table below shows the start and end position of the cash balances.

Name of Fund	Committed / Uncommitted	Starting Balance	Money In	Money out	Balance at 31st December 2019
Cash Balance 1 - Core Funding, Reserves and other cash balances	Committed	651,573	668,010	-382,858	936,725
	Uncommitted	295,129	-	-	295,129
Cash Balance 2 - Growing Places Fund (Invest to Grow)	Committed	6,244,741	104,608	-830,427	5,518,922
	Uncommitted	-	-	-	0
Cash Balance 3 - Single Local Growth Fund	Committed	3,649,858	6,809,606	-1,170,567	9,288,897
	Uncommitted	-	-	-	0
Partner cash contribution - (Estimated)	Committed	699,000	-	-88,106	652,017
<b>Total</b>		<b>£11,540,301</b>	<b>£7,582,224</b>	<b>-£2,471,958</b>	<b>£16,691,690</b>