

**New Anglia Local Enterprise Partnership Board Meeting**

**Tuesday 23<sup>rd</sup> July**  
10.00am to 12.30pm

**The Auditorium, Norwich Castle, Norwich**

**Agenda**

<b>No.</b>	<b>Item</b>	<b>Duration</b>
1.	Welcome from the Chair	<b>20 mins</b>
2.	Apologies	
3.	Welcome from Norwich Castle, Joanne Warr, Head of Development	
4.	Declarations of Interest	
5.	Actions / Minutes from the last meeting	
<b>Forward Looking</b>		<b>60 mins</b>
6.	Climate Change Adaptation and Carbon Reduction Action Plan	Update and discussion
7.	Skills Board Delivery	Update and discussion
<b>Break</b>		<b>10 mins</b>
<b>Governance and Delivery</b>		<b>60 mins</b>
8.	Apprenticeships Levy Transfer Pool	For Approval
9.	Growing Business Fund: Large Company Grant Programme	For Approval
10.	Chief Executive's Report – <b>Including confidential item</b>	Update
11.	July Programme Performance Reports – <b>Including a confidential report</b>	Update
12.	Draft Annual Financial Statements to 31 <sup>st</sup> March 2019 - <b>Confidential</b>	For Approval
13.	Management Accounts (Q1 April - June 2019) - <b>Confidential</b>	Update
14.	Board Forward Plan	Update
15.	Any Other Business	



## New Anglia Board Meeting Minutes (Unconfirmed) 25<sup>th</sup> June 2019

### Present:

Claire Cullens (CC)	Norfolk Community Foundation
David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
John Griffiths (JG)	West Suffolk Borough Council
Matthew Hicks (MH)	Suffolk County Council
Pete Joyner (PJ)	Shorthose Russell
Dominic Keen (DK)	High Growth Robotics
Steve Oliver (SO)	MLM
Andrew Proctor (AP)	Norfolk County Council
David Richardson (DR)	UEA
Nikos Savvas (NS)	West Suffolk College
Lindsey Rix (LR)	Aviva
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts

### Attendees

Shan Lloyd (SL)	BEIS
Sue Roper (SuR)	Suffolk County Council
Vince Muspratt (VM)	Norfolk County Council
Gordon Chetwood (GC)	Pasta Foods – For Item 5
Jonny Newton (JN)	Newton Commercial – For Item 5
Steve Earl (SE)	Panel Graphics – For Item 5
Carly Earl (SE)	Panel Graphics – For Item 5
Chris Dashper (CD)	New Anglia LEP
Julian Munson (JM)	New Anglia LEP – For Items 8, 10 and 12
Chris Starkie (CS)	New Anglia LEP
Glen Todd (GT)	New Anglia LEP - for Item 6
Rosanne Wijnberg (RW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP

<b>Actions from the meeting: (25.6.19)</b>	
<b>GE Update Report – Confidential</b> To provide the Board with regular reporting of the pipeline of visits relating to inward investment and subsequent outcomes	<b>JM</b>
<b>MIPIM 2019</b> To provide the Board with an update on the brand strategy	<b>JM</b>
<b>LEP Operating and HR Policy Updates</b> An annual update on the progress of the Equal Opportunities and Diversity Policy to be added to the Forward Plan	<b>HW</b>
<b>Any other Business</b> UEA Enterprise Fund - Any board member wishing to sit on the board should contact Chris Starkie	<b>ALL</b>
LEP Beneficiaries: Circulate those presentations made to the Board and add the item to the Forward Plan	<b>HW</b>
<b>1</b>	<b>Welcome from the Chair</b>
Doug Field (DF) welcomed everyone to the meeting.	
<b>2</b>	<b>Apologies</b>
Apologies were received from Sandy Ruddock, Tim Whitley and Johnathan Reynolds.	
<b>3</b>	<b>Declarations of Interest</b>
Full declarations of interest can be found at <a href="http://www.newanglia.co.uk/about-us/the-board">http://www.newanglia.co.uk/about-us/the-board</a> .	
David Richardson (DR) and Jeanette Wheeler (JW) declared an interest in item 7.	
<b>4</b>	<b>Minutes of the last meeting 23<sup>rd</sup> May</b>
The minutes were accepted as a true record of the meeting held on 23 <sup>rd</sup> May 2019.	
<b>5</b>	<b>LEP Programme Beneficiaries</b>
Chris Dashper (CD) presented that item noting that New Anglia LEP has recently reached the milestone of awarding the 700th grant to local businesses in Norfolk and Suffolk through its growth grants programmes Growing Business Fund (GBF) and Small Grants Scheme (SGS). He confirmed that the board would be receiving individual presentations from 3 companies which had benefited from LEP funding to demonstrate the impact on their business.	
<b>Pasta Foods</b> Gordon Chetwood (CG) addressed the Board and provided an overview of the history of the company advising that they had received £500k from the GBF as well as a bridging loan to allow the installation of a new production line at a time when the bank would not support their investment plans. The installation of production line capital which was a major factor in supporting the business recovery at a challenging time. GC advised that the uncertainty over Brexit has resulted in customers using Pasta Foods rather than suppliers in Europe and capacity has now been increased significantly. GC explained that Pasta Foods is the only company in the world producing pasta and snack pellets in the way it does and this unique approach has enabled the company to grow and benefit from the current market conditions. GC thanked the Board for the support provided by the LEP both in the funding and the flexibility in its approach.	
The Board and CG discussed the staffing, skills and salary levels at Pasta Foods. CG stressed the importance of supporting staff and advised that training is provided for all employees including for middle management to assist in career progression.	

### **Newton Commercial**

Jonny Newton (JN), MD of Newton Commercial, addressed the Board and provided an overview of the company which makes interior and trim for British Classic cars.

The skills and techniques are traditional and carried out by hand but in 2017 LEP funding was used to purchase a CAD/CAM cutter allowing patterns to be digitalised. This makes cutting is more efficient with less waste allowing reskilling of staff to work in other areas of the business.

Further funding with the LEP has been secured and be used for additional investment.

JN reiterated the importance of the funding the LEP provides and the difference it makes to small businesses.

Alan Waters (AW) asked about the various skill levels within the businesses. JN advised that apprentices were taken on who were then moved onto the minimum wage and then progressed through the factory. Flexitime, bonuses and other staff benefits are important and this culture is a key factor in their high level of staff retention.

JG asked for details of the main competitors and JN confirmed that there were other companies who worked on a smaller scale whereas Newton Commercial specialised in key areas and was looking to expanding into other markets such as hot hatch cars.

JN advised that any future legislation banning older cars would have significant impact on the business.

### **Panel Graphics**

Steve Earl (SE) briefed the meeting on the successful history of the company including winning a Queens Award for International Trade. This achievement was applauded by the Board.

SE explained that the company produces non-reflective coatings for plastic which are used in cars and planes and in the medical and maritime industries among others.

Carly Earl (CE) confirmed that Panel Graphics have received 3 GBF grants since 2014 which have been used for industrial units, and state of the art milling machines and office facilities.

Turnover has grown from 200k in 1998 to £6m in 2019 and net profit has tripled in the past 2 years.

SE stressed the impact the LEP's funding had made on the business in providing investment when there were no other sources available and the positive effect this has had on staff recruitment.

AW enquired about the range of pay rates within the company. SE advised that the starting rates was around £9 per hour but there were escalation processes in place allowing staff to progress more through pay grades. Staff retention rates are excellent and a package of staff benefits is in place with regular and social events held.

SE advised that the next possible investment was a glass cutting machine as there was potential in this market. There is scope for company expansion but this requires purchase of land which is currently prohibitively expensive therefore the solution could be a joint investment with other companies.

JW asked if the company was involved in R&D. SE advised that they applied for R&D grants each year and carry out R&D to come up with solutions to customer issues.

JW noted that those companies which had presented had been through the funding application process multiple times which meant that there was a real business case for allowing multiple investment requests.

DE noted it was important for the LEP to maintain support for some companies faced challenges in repaying loans.

The Board agreed:

- To note the content of the report and presentations

<b>6</b>	<b>Enterprise Adviser Network</b>
<p>Glen Todd (GT) provided an overview of the EAN which is made up of 8 Enterprise Coordinators some of whom where TUPE'd over from Norfolk &amp; Suffolk County Councils and are managed by the EAN and Careers Hub manager.</p> <p>GT confirmed that the Network is engaging with 83 mainstream and FE schools giving a 76% coverage of the 144 schools across the region. He stated that, given that there will always be some schools who do not engage, he felt that a rate of 90-95% would be viewed as successful. GT noted that the team was on target to meet or surpass their target of engaging with 85 schools.</p> <p>GT asked the Board to be ambassadors for the network and support in the recruitment of Enterprise Advisors as the team worked to allocate one advisor per school.</p> <p>GT noted that the team are specifically looking to include advisors from the agrifood and renewable energy sectors.</p> <p>Andrew Proctor (AP) asked whether the team were involved in apprenticeships. GT advised that the team are promoting apprenticeships as well as the Youth Pledge and the range and content of apprenticeship is promoted within schools to parents as well as pupils.</p> <p>The Board discussed the challenges faced when engaging schools and the aim of the EAN in providing information on the wide range of training and educational options available for students.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>• To note the content of the report</li> <li>• To receive the EAN presentation</li> <li>• To support the recruitment of Enterprise Advisors by championing the Network</li> </ul>	
<b>7</b>	<b>Capital Grant Programme - Institute of Productivity</b>
<p>JW and DR left the room.</p> <p>CD presented the paper and reviewed the history of the application noting the reduction in funding from that in the original request. The Board had already approved the reduced amount and asked for details of the delivery outputs from the smaller grant.</p> <p>CD advised that the proposal reflects the same outputs and delivery as the existing application but uses an existing building which will be refurbished rather than building a new one.</p> <p>Match funding has also been secured reducing the LEP's funding to around 60% of the total cost.</p> <p>CS noted that one of the considerations from the last meeting was that the businesses had not yet been involved given the speed it had progressed but the UEA have assured that they will be in the future. It is proposed that their involvement be a condition of the funding.</p> <p>It was agreed that a member of the LEP Executive team should sit on the board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>• To note the content of the report</li> <li>• To approve the award of Capital Growth Programme grant funding of £4.461m to the Institute of Productivity</li> </ul> <p>JW and DR returned to the room.</p>	
<b>8</b>	<b>GE Update Report – Confidential</b>

	<p>DF asked for the Board to be kept up to date on similar events and conversations with a pipeline of contacts and outcomes established.</p> <p>ACTION: To provide the Board with regular reporting of the pipeline of visits relating to inward investment and subsequent outcomes</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>To note the content of the report</li> <li>To receive regular reports on key visits and discussions relating to inward investment</li> </ul>	<b>JM</b>
<b>9</b>	<b>Chief Executive's Report</b>	
	<p>CS thanked all those who had been involved in the ongoing development of the Local Industrial Strategy and asked for questions on the report.</p> <p>Steve Oliver queried the delay to the spending on the Gt Yarmouth Flood Defences. CS confirmed that the Environment Agency to whom the funding has been allocated will be spending their £8.2 m in the following year after that of the Treasury. The project will continue as planned but the spend will be in the next financial year.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>To note the content of the report</li> </ul>	
<b>10</b>	<b>MIPIM Update Report and Proposal for 2019</b>	
	<p>JM presented the paper to the Board and provided an update on the results of MIPIM 2018 and the resulting leads.</p> <p>JM reviewed the revised approach to MIPIM 2019 and the proposal being presented to the board of the condensed model focussing promoting a reduced number specific investment opportunities at key events.</p> <p>AP expressed his support but noted that taking fewer sites posed challenges in ensuring that the right sites were included.</p> <p>JM proposed also using the opportunity to launch the new brand and stated that it was vital to include those sites which are ready for investment noting that the exact number of sites included was flexible.</p> <p>Matthew Hicks (MH) asked for specific details of the outcomes of leads generated from 2018. JM advised that contacts for investments in Norwich and Gt Yarmouth were close to signing and there had also been interest in Bury and along the A14 corridor.</p> <p>The meeting discussed the challenges in recording outputs and noted that not all contacts come from MIPIM and could have taken place anyway made regardless of attendance at that event.</p> <p>DR noted that absence from such events can be noted but that the costs should be kept down where possible.</p> <p>Pete Joyner (PJ) noted that importance of using opportunities to promote and reinforce the new brand.</p> <p>The Board requested an update on the strategy for using the new brand.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>To note the contents of the report</li> <li>To approve the proposal including spend of £28,788, the covering approach, format and costings for MIPIM UK 2019</li> <li>To receive details of the brand strategy</li> </ul>	<b>JM</b>

<b>11</b>	<b>June Programme Performance Reports</b>	
<p>Rosanne Wijnberg (RW) reviewed the June reports and asked for questions from the Board. JM reviewed the Enterprise Zone reports noting that job creation was slightly lower than expected and initial estimates for the space were being reviewed. SO proposed including details of productivity as a success monitor as well as job numbers. The Board agreed:</p> <ul style="list-style-type: none"> <li>• To note the contents of the report</li> </ul>		
<b>12</b>	<b>Innovation Board Chair Appointment</b>	
<p>JM reviewed the paper and thanked DR for his contribution.</p> <p>DR noted the success of the Board and felt that recent expansion of the Board had been very successful. DR proposed Johnathan Reynolds as the new Chair.</p> <p>AP proposed the inclusion of a Local Authority members of the board. The meeting discussed the suggestion with DR noting that it needed to be someone who was committed and able to attend regularly.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>• To note the contents of the report</li> <li>• To approve Johnathan Reynolds as Chair of the Innovation Board</li> <li>• To add a member of a Local Authority to the Board</li> <li>• To endorse the thanks to DR for his contribution over the past 3 years</li> <li>• To approve the Innovation Board's Terms of Reference</li> </ul>		
<b>13</b>	<b>LEP Operating and HR Policy Updates</b>	
<p>RW presented policies as included in the meeting pack and asked for approval from the board. David Ellesmere (DE) reviewed the process carried out to amend the policy and thanked JW for her input. It was noted that the Diversity and Equality Policy had been split into internal and external sections and the Government's requirements for female board representation had been included. The policies will be reviewed annually by the board.</p> <p>The Board discussed how the policy would be monitored and was agreed that an annual report on the implementation of the policy would be made to the Board and would be added to the forward plan.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> <li>• To note the content of the report</li> <li>• To approve the Modern Slavery and Human Trafficking Statement</li> <li>• To approve the Equal Opportunities and Diversity Policy and Statement</li> <li>• To receive an annual report covering progress of the Equal Opportunities and Diversity Policy implementation including examples. To be added to the Forward Plan</li> </ul>		
<b>14</b>	<b>Board Forward Plan</b>	<b>HW</b>
<p><b>The Board agreed:</b></p> <ul style="list-style-type: none"> <li>• To note the content of the plan</li> </ul>		
<b>15</b>	<p>Any Other Business</p> <p>UEA Enterprise Fund – CS advised that he will be the board member for the LEP Executive team and asked for a volunteer from the Board in addition. ACTION: Board members to contact CS if they are interested in joining the board (ALL).</p> <p>Nikos Savvas advised that the International Festival of Education had just taken place and has been very successful with over 60 speakers involved.</p> <p>It was agreed that the presentations from beneficiaries of LEP funding had been very useful and it was agreed that this should be an annual board item.</p>	

<p>ACTION: Helen Wilton (HW) to circulate those presentations made to the Board and add the item to the Forward Plan.</p>
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<p>DF advised that board that DR was stepping down as a board member and thanked him for his dedicated service and support for the LEP. A gift was presented on behalf of the LEP. DR thanked the Board and expressed his enjoyment of his time as a board member and wished the LEP every success going forward.</p>
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**Next meeting:**

**Date and time of next meeting:** 10.00am – 12.30pm, 23<sup>rd</sup> July 2019

**Venue:** Norwich Castle, Norwich, Norfolk

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**Actions from New Anglia LEP Board Meetings**

Date	Item	Action	Update	Actioned By	Status
25/06/2019	GE Update Report	To provide the Board with regular reporting of the pipeline of visits relating to inward investment and subsequent outcomes	Work is ongoing on the development of a report	JM	On-Going
25/06/2019	MIPIM 2019	To provide the Board with an update on the brand strategy	Included in the Chief Executive's Report	JM	Complete
25/06/2019	LEP Operating and HR Policy Updates	An annual update on the progress of the Equal Opportunities and Diversity Policy to be added to the Forward Plan	The item has been included in the list awaiting scheduling in the 2020 Forward Plan	HW	Complete
25/06/2019	AOB	UEA Enterprise Fund - Any board member wishing to sit on the board should contact Chris Starkie		All	On-Going
25/06/2019	AOB	LEP Beneficiaries: Circulate those presentations made to the Board and add the item to the Forward Plan	Presentations were circulated with the minutes and the item has been included in the list awaiting scheduling in the 2020 Forward Plan	HW	Complete
23/05/2019	LEP Capital budget 2019/20	The criteria for the Growing Business and Growing Places Funds to be circulated to Board members	Information about the main programmes was included in the LEP Programme Beneficiaries paper presented at the June Board meeting	CD	Complete
23/05/2019	Growth Hub Presentation	Growth Hub Annual review to be circulated to the Board when published	Expected autumn 2019	CD	On-Going
30/01/2019	LEP Board Diversity Champion	To submit comments on the LEP's Diversity Policy to DE	Policy approved at the June board meeting	ALL	Complete
23/11/2018	Infrastructure	For the LEP team to ensure that links are progressed with other sub-national transport bodies	Progress will be included in the next infrastructure update in October	EG	On-Going
21/02/2018	Ad Hoc	To receive a paper on CO2 reductions for consideration of inclusion in the economic strategy targets	Included in the July meeting	CS/JR	Complete

**New Anglia Local Enterprise Partnership  
Board Decision Log - Public**

Date	Decision Making Body*	Decision Made
3/7/19	Growing Business Fund Panel	<p><b>The Panel approved the following applications:</b></p> <ul style="list-style-type: none"> <li>• Creative Displays Limited - Agreed to support Approved Grant: £40,000 - awarded under de minimus</li> <li>• Bendart Limited - Agreed to support Approved Grant: £42,500</li> <li>• Hugh Crane Cleaning Equipment - Agreed to support Approved Grant: £56,369</li> <li>• Anglian Indoor Karting Ltd - Agreed to support Approved grant: £40,000</li> <li>• Stephen Walters and Sons Limited - agreed to support Approved grant: £118,049 – awarded under de minimus</li> </ul>
25/6/19	LEP Board	<p><b>The Board made the following decisions:</b></p> <p><b>Capital Grant Programme - Institute of Productivity</b> To approve the award of Capital Growth Programme grant funding of £4.461m to the Institute of Productivity</p> <p><b>MIPIM Update Report and Proposal for 2019</b> To approve the proposal including spend of £28,788, the covering approach, format and costings for MIPIM UK 2019</p> <p><b>Innovation Board Chair Appointment</b> To approve Johnathan Reynolds as Chair of the Innovation Board</p> <p><b>LEP Operating and HR Policy Updates</b> To approve the Modern Slavery and Human Trafficking Statement and the Equal Opportunities and Diversity Policy and Statement</p>
25/6/19	Investment Appraisal Committee	<p><b>The IAC made the following decisions:</b></p> <p><b>Large Company Grant Programme</b> To recommend the Programme to the LEP Board</p>
23/5/19	LEP Board	<p><b>The Board made the following decisions:</b></p> <p><b>Enterprise Zone Accelerator Fund Proposal - Confidential</b></p> <p><b>LEP Capital Budget 2019/20</b></p> <ul style="list-style-type: none"> <li>• To approve the capital budget for the 19/20 financial year</li> <li>• To approve the allocation of £1m to New Anglia Capital</li> </ul> <p><b>South East Energy Hub</b></p> <ul style="list-style-type: none"> <li>• To delegate authority to Chris Starkie New Anglia LEP CEO to sign the Accountable Body agreement for the Greater South East Energy Hub on behalf of the LEP</li> <li>• To delegate authority to Lisa Roberts, Head of Strategy, to represent and make decisions for the LEP on the Greater South East Hub Board and to Ellen Goodwin, Infrastructure Manager as Deputy, to operate subject to and within the guidelines and parameters laid down by the LEP Board.</li> </ul>

\* New Anglia Local Enterprise Partnership Board, Investment Appraisal Committee, Growing Business Fund Panel, Remuneration Committee, Audit & Risk Committee

23/5/19	Investment Appraisal Committee	<p><b>The IAC made the following decisions:</b> Croxton Road Cycle Link To reallocate £450k from the existing transport scheme towards the delivery of a cycle link within the area</p> <p><b>UEA Enterprise Fund Output Metrics</b> To approve the metrics for the project</p>
01/05/19	Growing Business Fund Panel	<p><b>The Panel approved the following applications:</b></p> <ul style="list-style-type: none"> <li>• Portable Space Limited – agreed to support Approved Grant - £78,378</li> <li>• Goldwell Manufacturing Services Limited – agreed to support Approved grant - £40,000</li> <li>• Belle Coachworks Limited – agreed to support Approved grant - £36,000</li> <li>• HBD Europe Limited – agreed to support Approved Grant - £52,388</li> </ul>
03/04/19	Growing Business Fund Panel	<p><b>The Panel approved the following applications:</b></p> <ul style="list-style-type: none"> <li>• Anglian Plant Limited – agreed to support with conditions Approved grant - £170,000</li> </ul>
27/03/19	LEP Board	<p><b>The Board Made the following decisions:</b></p> <p><b>Delivery Plan</b> To approve the Delivery Plan and delegate the authority to the LEP Chief Executive to make minor amendments as required before publication</p> <p><b>2019/2020 Budget</b> To approve the operating budget for 2019/20 To approve the proposal on financial reporting</p> <p><b>Capital Growth Programme Call</b> To approve the funding to the following projects:</p> <ul style="list-style-type: none"> <li>• £440k to Norfolk and Suffolk County Councils- Norfolk &amp; Suffolk Innovation Network</li> <li>• £6.497m to the University of Suffolk- Digital Skills &amp; Innovation Accelerator</li> <li>• £1.6m to Suffolk New College- Digital &amp; Technology Skills Hub</li> <li>• £6.098m to City College Norwich- Digital Technology Factory</li> <li>• To provide an offer of £4.461m to the University of East Anglia's Institute of Productivity with the condition that the proposal is put back before the Board for final approval following the completion of further investigation</li> <li>• To approve the Growing Places Fund grant of £200,000 to the National Trust, Releasing the Sutton Hoo Story</li> </ul> <p><b>Local Assurance Framework</b> To adopt the 2019 Local Assurance Framework To adopt the updated Scheme of Delegation To adopt the updated Accountable Body Agreement</p> <p><b>European Structural and Investment Funds Strategy</b> To approve the contents of the European Investment Strategy Update and recommended its adoption to the New Anglia ESIF Committee</p> <p><b>Amendments to the Articles of Association</b> To approve the following documents</p> <ul style="list-style-type: none"> <li>• The Articles of Association of New Anglia Local Enterprise Partnership Limited, amended to reflect the agreed changes to the LEP Board as a result of the LEP Review</li> <li>• The written resolution to be sent to the LEP's members to approve the adoption of the new articles</li> </ul>

**New Anglia Local Enterprise Partnership Board**  
**Tuesday 23<sup>rd</sup> July 2019**

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**Agenda Item 6**

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**Climate Change Adaptation and Carbon Reduction Action Plan**

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Author: Ellen Goodwin      Presenter: Professor Andrew Lovett, UEA

**Summary**

This paper is in response to a discussion the Board has had previously on climate change and sets out the current national and local context with regard to this agenda. It outlines the high-level evidence from the Climate Change Adaptation and Carbon Reduction Action Plan Scoping Report at Appendix A and suggests future steps the Board may want to take as part of its ongoing work relating to this subject.

**Recommendation**

It is recommended that the Board agree to:

- Note the contents of the UEA scoping report;
- Develop an action plan to tackle some of the key findings of the report; and
- Consider the ongoing resources needed to support the development of this workstrand.

**Background**

At their February 2018 meeting the Board received a paper entitled “Economic Indicator Trajectories and Targets”. As part of the related discussion it was noted that there were no targets on carbon dioxide emissions which were identified as a key recommendation in the Green Economy Pathfinder project. As a result, the Board resolved to receive a paper on carbon dioxide reductions for consideration of inclusion in the economic strategy targets at a future meeting.

**Recent action on climate change by central and local government**

The UK government has declared an environment and climate emergency and has agreed to amend the Climate Change Act (2008) to commit the country to a 2050 target of net zero greenhouse gases.

Locally, climate emergencies have been declared by North Norfolk District Council, Norwich City Council and Suffolk County Council.

North Norfolk Council has resolved to engage widely and prepare an Environmental Sustainability & Climate Change Strategy and associated action plan with ‘route map’ to deliver a sustainable, low carbon future for their community.

Norwich City Council has resolved to consider the climate emergency alongside social and economic emergencies and have pledged to make the city of Norwich carbon neutral as soon as possible. The City Council is also a member of the UK100, a network of leaders in the climate change space.

On 16 July Suffolk County Council considered a strategic framework to deliver the ambition of creating the greenest county and tackling the previously declared climate emergency. They

also considered receiving findings from their newly formed Policy Development Panel's investigation into the ambition to create a carbon neutral Council by 2030.

Norfolk County Council recognise the serious impact of climate change globally and the need for urgent action and is committed to supporting the delivery of the Government's 25-year Environment Plan. It has agreed to consider environmental impacts when making key decisions in future.

### **Climate Change Adaptation and Carbon Reduction Action Plan Scoping Report**

In March 2019 New Anglia LEP commissioned the University of East Anglia to undertake a climate change adaptation and carbon reduction scoping report.

#### **Key issues**

The key findings identified in the Executive Summary of the scoping report found in Appendix A are as follows:

- The climate of Norfolk and Suffolk has become warmer, warmer spells are becoming longer and with higher temperatures and cold spells are becoming shorter and less cold. Temperature trends under climate projections continue those indicated by observed data. Scenarios are projecting higher increases in mean summer temperatures than winter ones;
- Rainfall intensity and extremely wet days are becoming more frequent over time. There is less certainty regarding the direction and magnitude of potential future precipitation changes when compared to temperature but the median of each of the scenarios tested suggest that the most likely outcome will be less summer rainfall but more winter rainfall;
- Under the 'no mitigation' scenario projections indicate that sea level rise by the middle of the century approximates to 0.2 – 0.4m and by the end of the century sea level could rise by 0.6 – 1.0m;
- UK carbon dioxide emissions have fallen by 31.6% between 2005 and 2016 but emissions from road transport have increased. Norfolk and Suffolk are near to national averages with regard to per capita CO<sup>2</sup> emissions at 5.7 and 5.6 tonnes per year per person respectively. Areas will need to reduce their emissions to no greater than 1.7 tonnes per year person to meet the Paris Agreement (a 68.5% reduction); and
- Point source emitters in Norfolk and Suffolk account for 22.6% of all total CO<sup>2</sup> emissions. Of these point source emitters 53% are from the energy sector and 36% are from the food processing sector.

The reports key thoughts on developing a climate change adaptation and carbon reduction action plan are:

- *"... the main climate challenges to businesses (in the East) include flooding and coastal erosion, increased competition for water and disruption of transport and communication links... the degree to which individual organisations are affected depends upon their level of vulnerability and adaptive capacity... there are potentially significant advantages to be gained for those businesses taking on the challenge"* Sustainability East, 2012;
- Assisting businesses with identifying potential climate change impacts that might affect their operation or profitability, helping them examine their own contribution to climate change and how they can mitigate this and helping them plan for and adapt to climate change is an important part of the overall response that society needs to make to meet the challenges ahead;
- Local business and vulnerability is likely to be business specific and will therefore require an appropriate response;
- Business impacts can be both direct (the need to relocate) or indirect (affecting supply chains). Business function risk can be categorised into six themes: products and services, employee and labour productivity, site location, distribution, supply chain and access to capital; and
- The UK's latest Climate Change Risk Assessment considers engineering, tourism, finance and insurance, food and utilities to be most vulnerable to climate change. Agriculture has been identified as both one of the most vulnerable sectors to climate change as well as being the 4<sup>th</sup> highest greenhouse gas emitting sector globally.

The report concludes that there are issues that need particular attention in any action plan for Norfolk and Suffolk:

**Domestic Sector** – The existing building stock will need to be adapted to provide suitable conditions for people to live and work in a warmer climate. This will be important for business productivity and also represents an opportunity for local construction businesses. An additional consideration in rural areas that are not connected to the national gas grid will be to develop alternative means of heating provision, both to meet decarbonisation targets and reduce reliance on oil.

**Transport Sector** – Increased use of public transport and electric vehicles will need to be a central element of decarbonising transport in the next 30 years. Provision of public electric charging points is currently limited in many parts of Norfolk and Suffolk and requires investment.

**Agricultural Sector** – Improved water management needs to be a priority for coming decades, both in terms of increased storage capacity and greater use efficiency. Opportunities will exist for landowners and managers to contribute to carbon sequestration and to develop enterprises based on new crops or to meet demand for local renewable generation of heat and power.

**Food Processing Sector** – Several processing plants make a substantial contribution to regional greenhouse gas emissions and options to reduce their carbon footprints should be investigated.

**Energy Sector** – The region is already a leading generator of renewable energy and the coming decades will see a growing demand for electricity, particularly from domestic and transport sectors. At present, there are constraints on the capacity of the electricity transmission and distribution network in many parts of Norfolk and Suffolk and developing an investment strategy to rectify this situation is fundamental to both meeting decarbonisation objectives as well as supporting future economic growth. Extension of the existing high-voltage transmission network to a coastal destination would also be beneficial to the marine renewables industry.

Many of these priorities interact with each other so it is important that an action plan should involve coordination between sectors as well as initiatives within them. Overall, the challenges of climate change mitigation and adaptation are considerable, but they will be less formidable if action is taken sooner than later, and this could also provide important opportunities and benefits for businesses and residents in Norfolk and Suffolk.

### **Next steps for consideration**

In response to the report's findings there are a number of things New Anglia LEP could do in order to advance our work in this area.

#### **1) Develop an action plan**

The LEP could develop an action plan to tackle some of the key findings of the report and identify how Norfolk and Suffolk will contribute to the Climate Change Act 2008 target amendment of net zero greenhouse gases by 2050.

In particular, we could consider how our transport systems could reduce their emissions how water resources could be managed in the future and how we retrofit buildings to be more resilient to a changing climate.

This plan could also include how we consider climate change impacts when making key decisions in the future for both our strategies and programmes, for example, how can investment improve community and infrastructure resilience to adapt to the possibility of more flooding events in the future?

This action plan could also consider how we might disseminate key messages and facilitate wider understanding of the issues facing us so that Norfolk and Suffolk can both contribute to reducing emissions, manage any risks that might arise from the changing climate but also maximise the opportunities it may present.

**a. Work with businesses**

As part of this action plan the LEP could also work with businesses to understand the specific local challenges and opportunities presented by climate change.

In order to do that we must understand the granularity of the information.

This could include how climate change may affect business, what plans they have in place to adapt to climate change in the future and how they themselves might mitigate their impacts; this will be particularly important for the largest emitters in both the energy and food processing sectors.

In order to support business in adapting to the changing climate we must understand their local vulnerability, particularly in sectors we know to be most likely to be impacted and help them develop appropriate strategies and action plans moving forward.

Part of this work could include looking at existing business resilience services and rolling them out on a wider basis. The LEP's Growth Hub has a clear role to play in assisting this together with projects such as BEE Anglia.

**Link to the Economic Strategy and Local Industrial Strategy**

The Economic Strategy currently has eight indicators against which we review progress. As clean growth is emerging as a golden thread in our draft Local Industrial Strategy it seems appropriate to consider what targets we may want to include as part of our strategic monitoring framework to help ensure that growth in Norfolk and Suffolk is sustainable from an economic, social and environmental perspective.

Any interventions developed as part of an action plan would be included in both the Economic Strategy and the Local Industrial Strategy.

**Recommendation**

It is recommended that the Board agree to:

- Note the contents of the UEA scoping report;
- Develop an action plan to tackle some of the key findings of the report; and
- Consider the ongoing resources needed to support the development of this workstrand.

**Appendix A: Climate Change Adaptation and Carbon Reduction Action Plan Scoping Report – Executive Summary Extract**

# **Appendix A**

## **Scoping Report for the New Anglia LEP**

### **Climate Change Adaptation and Carbon Reduction Action Plan**

#### **EXECUTIVE SUMMARY EXTRACT**

Research Team:

Prof Andrew Lovett

Dr Trudie Dockerty

Ms Gilla Súnnerberg

Dr Clare Goodess

Prof Corinne Le Quéré

3<sup>rd</sup> Draft / 14<sup>th</sup> July 2019

## Executive Summary

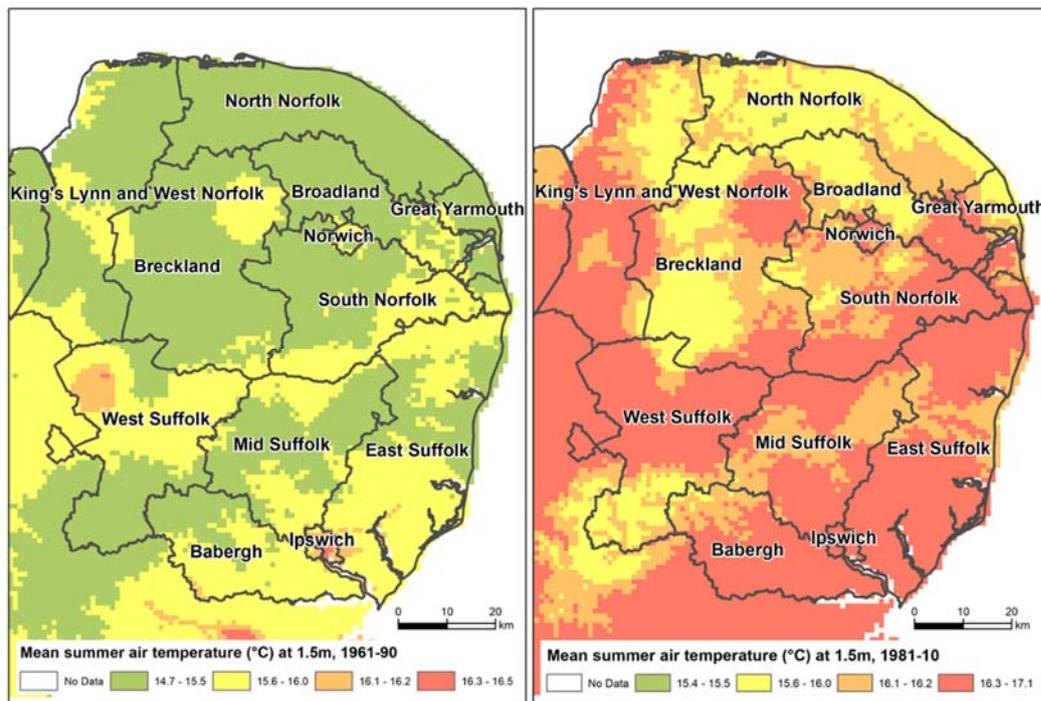
Climate change is increasingly recognised as a major and urgent global challenge, with existing and projected impacts on many dimensions of sustainable development. This is reflected in the recent decision of the UK government to adopt a target of net zero greenhouse gas (GHG) emissions by 2050 and declarations of a ‘Climate Emergency’ by many local government bodies.

The purpose of this scoping study is to help develop an action plan to incorporate climate change adaptation and carbon reduction ambition into the objectives of the New Anglia LEP for Norfolk and Suffolk. It is in three main sections and reviews:

- Existing knowledge on observed and projected climate changes
- Trends and geographical distribution of greenhouse gas emissions
- Local priorities for climate change mitigation and adaptation

### Observed and Projected Climate Change

Details from the Met Office HadUK-Grid dataset have been analysed for two 30-year baseline time periods (1961-90 and 1981-2010) to examine recent changes in temperature and precipitation. The trends are stronger for temperature than precipitation and generally show an increase in indicators of higher summer temperatures, a reduction in those for colder winter temperatures and greater rainfall intensity. The maps below, for example, an increase in mean summer temperatures of at least 0.5°C between the two baseline periods.



The UK Climate Projections 18 (UKCP18) outputs from the Met Office present estimates of future climate for four pathways representing different amounts of global surface temperature increase by 2100. Mapped results at a 25 km cell resolution show little geographical variability across the region and there is considerable uncertainty in the individual pathway projections. Nevertheless, taking the mid-point (50<sup>th</sup> percentile) in projections for the East of England through to around 2040 indicates the following changes compared to a 1981-2000 baseline.

- An increase in mean summer temperature of 1.2°C to 1.6°C
- An increase in mean winter temperature of 1.0°C to 1.3°C
- A decrease in mean summer precipitation of 1% to 13%
- An increase in mean winter precipitation of 5% to 8%

UKCP18 also includes projections for future sea level rise and storm surges. It is expected that the rise in mean sea level will be greater in the south of the UK than the north and projections for Great Yarmouth under the most extreme of the four pathways indicate a 0.2 – 0.4m mean sea level rise by the middle of the century and potentially 0.6 to over 1 metre by 2100. There is considerable uncertainty in these projections, but they provide an indication of the extent of change that should be anticipated in long-term planning.

### **Trends in Greenhouse Gas Emissions**

Data on UK greenhouse gas emissions are published by the Department for Business, Energy & Industrial Strategy (BEIS) and include carbon dioxide (CO<sub>2</sub>) emissions estimates for local authorities (2005-16) with a breakdown by 14 economic sectors. UK CO<sub>2</sub> emissions declined from 522,857 kt CO<sub>2</sub> in 2005 to 357,470 kt CO<sub>2</sub> in 2016. However, the decline for transport was much smaller than that for many other sectors so its relative contribution increased from 26% in 2005 to 36% in 2016.

Per capita CO<sub>2</sub> emissions estimates for the UK declined from 8.7 to 5.4 tonnes/person between 2005 and 2016. Norfolk and Suffolk went from having below UK average per capita CO<sub>2</sub> emissions in 2005 to above average in 2016 (5.7 and 5.6 tonnes/person respectively), reflecting their rural character and the importance of road transport in such regions. These totals will need to reduce to no greater than 1.7 tonnes CO<sub>2</sub>e/year per capita by 2050 to meet the objective of the Paris Agreement to limit a global temperature rise this century to 1.5 °C.

A more geographically detailed perspective on emissions can be obtained from the National Atmospheric Emissions Inventory (NAEI) which contains both 1 km grid cell emissions estimates and details of individual 'point sources' (i.e. large factories and power stations). The first map on the next page shows gridded estimates for carbon dioxide and highlights that many parts of Norfolk and Suffolk have relatively low CO<sub>2</sub> emissions compared to the region around London, as well as illustrating the extent of carbon emissions associated with road transport and shipping routes. A second map shows major point source emitters such as power stations and food processing plants. Overall, the 37 point sources accounted for 22.6% of total CO<sub>2</sub> emissions in Norfolk and Suffolk during 2016.



## Local Priorities for Climate Change Mitigation and Adaptation

Based on the data regarding climate and greenhouse gas trends the following are suggested as issues that need particular attention in an action plan for Norfolk and Suffolk.

**Domestic Sector** – The existing building stock will need to be adapted to provide suitable conditions for people to live and work in a warmer climate. This will be important for business productivity and also represents an opportunity for local construction businesses. An additional consideration in rural areas that are not connected to the national gas grid will be to develop alternative means of heating provision, both to meet decarbonisation targets and reduce reliance on oil.

**Transport Sector** – Increased use of public transport and electric vehicles will need to be a central element of decarbonising transport in the next 30 years. Provision of public electric charging points is currently limited in many parts of Norfolk and Suffolk and requires investment.

**Agricultural Sector** – Improved water management needs to be a priority for coming decades, both in terms of increased storage capacity and greater use efficiency. Opportunities will exist for land owners and managers to contribute to carbon sequestration and to develop enterprises based on new crops or to meet demand for local renewable generation of heat and power.

**Food Processing Sector** – Several processing plants make a substantial contribution to regional greenhouse gas emissions and options to reduce their carbon footprints should be investigated.

**Energy Sector** – The region is already a leading generator of renewable energy and the coming decades will see a growing demand for electricity, particularly from domestic and transport sectors. At present, there are constraints on the capacity of the electricity transmission and distribution network in many parts of Norfolk and Suffolk and developing an investment strategy to rectify this situation is fundamental to both meeting decarbonisation objectives as well as supporting future economic growth. Extension of the existing high-voltage transmission network to a coastal destination would also be beneficial to the marine renewables industry.

Many of these priorities interact with each other so it is important that an action plan should involve coordination between sectors as well as initiatives within them. Overall, the challenges of climate change mitigation and adaptation are considerable, but they will be less formidable if action is taken sooner than later, and this could also provide important opportunities and benefits for businesses and residents in Norfolk and Suffolk.



**New Anglia Local Enterprise Partnership Board**  
**Tuesday 23<sup>rd</sup> July 2019**

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**Agenda Item 7**

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**LEP Skills Board Delivery**

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Author: Paul Winter and Natasha Waller. Presenter: Paul Winter

**Summary**

At the LEP Board on June 2018 it was agreed that Paul Winter, Chair of the LEP Skills Board would be invited back to the LEP Board to discuss the work of the LEP Skills Board. This paper provides a high-level summary of the actions and activities of the Skills Board from the past year. It also asks for the LEP endorsement for the transition from a Skills Board to a Skills Advisory Panel as requested by Government.

**Recommendation**

- To approve the transition from a Skills Board to a Skills Advisory Panel as required by Government.
- To continue to endorse the activities of the Skills Board/Skills Advisory Panel
- To support the Skills Advisory Panel with resolving key issues identified by its members and analytical evaluation

**Background**

Much progress has been made over the last year, key activity includes:

- Delivering further **sector skills plans** in our key sectors and furthering the recommendations laid out in earlier plans;
- Overseeing local skills delivery funded by the **European Social Fund**;
- Reviewing the **Skills Deal** projects totalling £1.4m of grant funding and
- Reaffirming the **Youth Pledge** focus, updating governance and supporting delivery of related activities.

The Skills Board is made up of private sector members covering our key sectors, post 16 providers, Department of Work and Pensions, Chambers of Commerce, FSB, Education and Skills Funding Agency and councillors & officers from Norfolk and Suffolk County Councils.

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.

The vision of the Skills Board is *'to support the growth of an inclusive economy with a highly skilled workforce where skills and employment provision meets business need and the aspirations of individuals.'* The Skills Board provides the strategic leadership for this vision.

## Skills Board Strategic Objectives



### Key areas of work

Outlined below are just some of the areas of work that the Skills Board have covered over the last year. They have been categorised under the four objectives but there is naturally some overlap between them.

#### **Objective 1: Driving Skills Progression for the Workforce**

The **European Social Fund** is Europe's main instrument for supporting jobs, helping people get better jobs and ensuring fairer job opportunities for all EU citizens. It works by investing in Europe's human capital – its workers, its young people and all those seeking a job. Since 2015, £31m has been available to contract 17 projects in Norfolk and Suffolk. This equates to over 14,000 individuals receiving employability or training support.

The fund is focused on:

- Priority 1.1 Access to employment for jobseekers and inactive people
- Priority 1.2 Sustainable integration into the labour market of young people
- Priority 1.4 Active Inclusion
- Priority 2.1 Equal Access
- Priority 2.2 Labour market relevance of training and education systems

Emma Taylor was recruited in December as LEP Funding Manager and has really supported the Skills Manager to maximise the opportunities that are still available. We have invested a significant amount of time to support existing programmes, shape calls to ensure they support the Economic Strategy and advise potential bidders on alignment to our ambitions.

Skills Reach were fortunate to receive an increase in the European Social Funding (ESF) for our **sector skills plans** which resulted in the commissioning of a further 4 plans – Emerging Technologies, Clean Energy, Creative Industries, Learning and Skills - bringing our total to 15. They have been well received in the area and positively commented upon by other LEPs. Very few LEPs have this level of evidence on their key sectors.

The recommendations set out in each plan are being taken forward by the sector groups or linked sector skills groups. Sectors are reporting back to the Skills Board through written reports every 4 months or via attendance at the Board on a rotation basis.

They are regularly used to support funding bids and with Labour Market Information for curriculum design and careers advice.

We are developing a further ESF call to be able to develop projects to take the recommendations forward at a faster rate. These projects can either be sector specific or cross sector.

Norfolk and Suffolk County Council colleagues are also leading on complementary work under the driving skills progression for the workforce objective.

With the potential construction of a new nuclear power station and development of the offshore wind farms alongside significant plans for all other infrastructure development across Norfolk and Suffolk it is clear that the region will require an increasingly large volume of technical skills to enable growth.

The Suffolk Growth Programme Board, with funding from Suffolk Local Authorities and Norfolk County Council, have commissioned the development of a **Technical Skills Legacy** report – due to be completed in October - that will help us better understand the requirements for technical skills over the next 5 to 15 years that growth in the region, including Sizewell C, will depend on. This will be then be used to help inform planning and curriculum development in the skills system going forward.

## ***Objective 2: Providing Agile & Responsive training provision for key sectors***

As part of the **New Anglia Skills Deals** programme, 10 'Skills Deals' projects have been allocated £1.4m of co-funding by the Education Skills Funding Agency, Suffolk Local Authorities and Norfolk County Council. Each project looks to enable the development and delivery of new innovative training that address gaps in the local offer identified by employers. To date these projects have resulted in 29 new courses being delivered, 981 additional learners, 165 apprenticeships and over 190 employers benefitting. Going forward there will be an opportunity for the Skills Board to allocate underspend from the original funding pot to grow the current Skills Deals programme.

As the sector skills plans were developed, it became apparent that many of the challenges that one sector faced were similar to other sectors. A **cross-cutting report** has brought together the shared challenges our sectors face and highlights key areas of interventions that could overcome them. It is regularly used within the Skills Board as a focus when looking at direction of travel.

One initial success is the increase focus on ICT/Digital training. We were pleased that the LEP Board approved capital funding for digital provision at City College Norwich, Suffolk New and the University of Suffolk. The sector skills plans and cross cutting report provided valuable evidence to steer both the bidders and appraisers.

Norfolk and Suffolk County Councils have also led on additional work under this theme. In addition to this and the Digital Sector Skills plan, Norfolk County Council have further supported this sector by developing a Digital/ICT Employer Engagement project. This has the aim of delivering a programme of intensive engagement with smaller employers in addressing skills shortages, creating a model that can be replicated across other sectors/ geographical areas.

Norfolk County Council has also developed a **Supply Chain project** which works in close partnership with the Norfolk Chamber of Commerce and Vattenfall, establishing the skills

requirements of SME's to enter the supply chain of the renewable energy industry, in addition to imminent Norfolk infrastructure projects. The project is part funded by the LEP's Innovative Projects Fund.

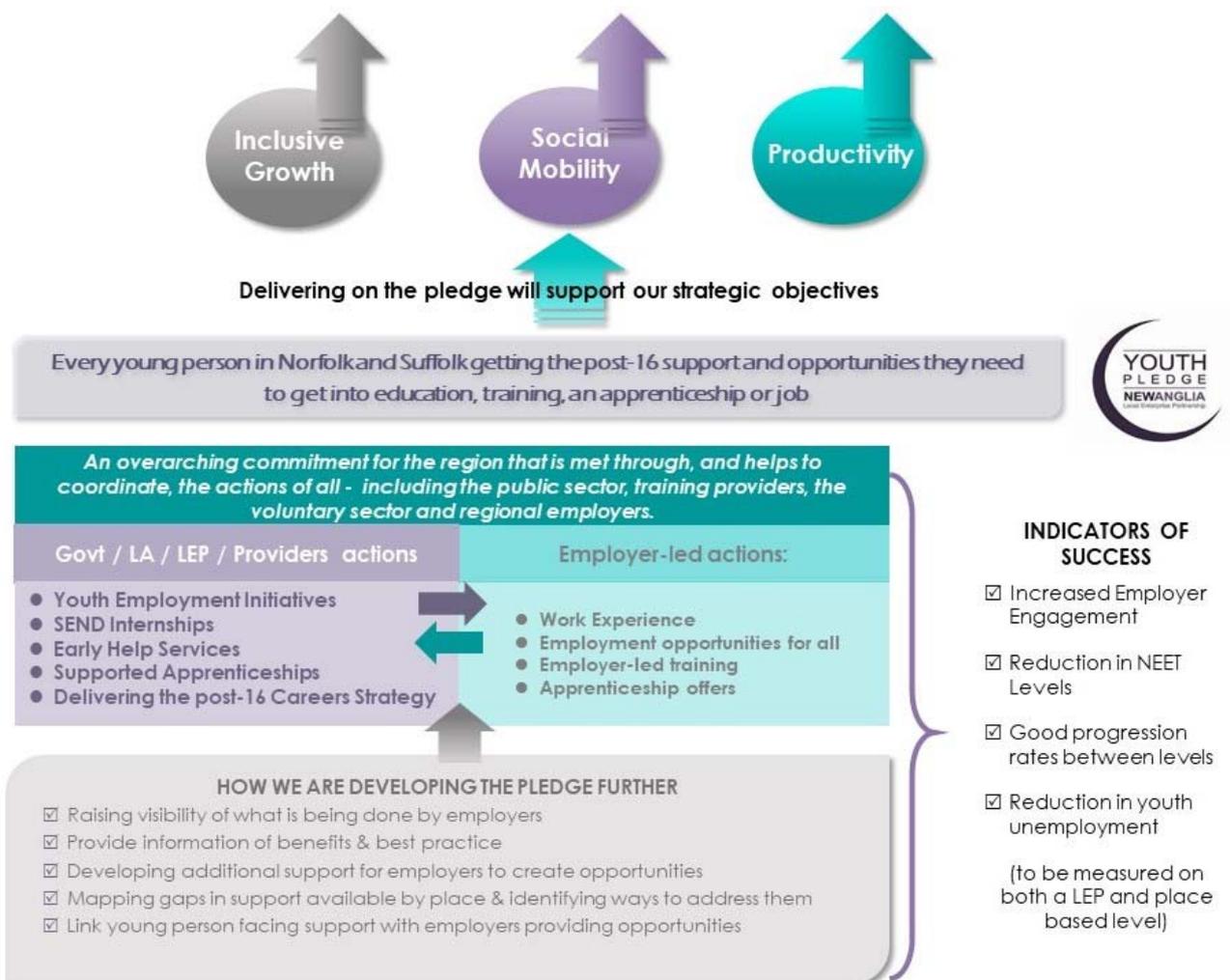
We are anticipating that there will be a cross cutting focus for some of the proposals to the ESF call discussed on page 2.

**Objective 3: Equipping Young People for Success**

The **New Anglia Youth Pledge** is a regional commitment made by stakeholders across both the public and private sectors to work to ensure that every young person in Norfolk and Suffolk gets the post-16 support and opportunities they need to get into education, training, an apprenticeship or a job. Employers coming together under this 'umbrella' pledge help to coordinate what is already happening to further the prospects of young people in the area, stimulates better join-up and collaboration and increases visibility so that we can maximise impact and identify gaps in current provision.

Key stakeholders have been involved in discussions over recent months to ensure that it is fit for purpose and easy for businesses to engage with. A linked communication plan can be developed over the coming months.

There is a vast array of activities that take place under this 'umbrella', much of which is not under the control of the Skills Board but we are keen to maximise the visibility and impact of them.



The **Enterprise Adviser Network** (EAN) is an important programme that supports schools to develop a careers strategy and it encourages skills interventions to support the achievement of the Gatsby benchmarks (see LEP Board report from June 2019). Glen Todd, (EAN Manager) has a place on the Skills Board and the Board has/will receive update on progress.

In January, the LEP agreed £15,000 of financial support over 3 years for the **Norfolk Skills and Careers Festival** and the **Suffolk Skills and Careers Festival** (formally the Suffolk Skills Show). These are the main 'go to' careers events for the secondary schools so we are keen to support them. The events promote our key sectors and we support them with publicity, introductions to potential stand holders and with strategic steer. The Royal Norfolk Agricultural Association and the Suffolk Agricultural Association are working in partnership now to organise these events and share any lessons learnt. They are also working with the same marketing agency to engage businesses in the events.

Norfolk and Suffolk County Councils have also continued their support for these Festivals and we align our focus and expected outputs.

The Norfolk event in March had over 6700 visitors which was the highest number to date. We are now focussing on the Suffolk event which is on October 16<sup>th</sup> at Trinity Park in Ipswich.

We have also had an update on the **Opportunity Areas** and from the **Police and Crime Commissioner** teams plus linked stakeholders on their work around county lines drug prevention activity centred around young people.

#### ***Objective 4: Tackling barriers to employment***

Skills Support for the Workforce programme is one of the European Social Funded projects which upskills employed people. It has been monitored by the Skills Board and some members have provided additional strategic steer. There was a £4.5 million allocation which trained 3,600 people which was delivered by Seetec. A new programme started in April 2019 which is being delivered by Steadfast training.

An Emerging Leaders programme was run by our FE colleges which trained 200 people, 49% female.

A new project that is being discussed at the July Skills Board is **Community Grants** awarded to Norfolk County Council Adult Education Services. It is a delegated grant scheme available to community and voluntary organisations that provide training, skills development or support to help people improve their chances of obtaining work. Funded projects will support people to engage with the learning offered and enable people to progress into employment or more formal learning and skills provision. It operates across the LEP area.

Recent calls waiting to be appraised or establish include those with a focus on Youth Pledge, Apprenticeships, Integrated Work and Health and Work Well Suffolk. Norfolk and Suffolk County Councils plus local providers have expressed interest in these calls so the Board will be keen to support successful bidders to maximise impact and prevent unnecessary overlap.

**Norwich for Jobs** was established by Chloe Smith (MP) in 2013 and is a network of local employers, charities and organisations volunteering with the aim of getting young people (16 – 24 year olds) the skills and experience they need to get into work.

Over the last year, members of the Skills Board supported this and the newly developed West Norfolk for Jobs, Breckland for Jobs and South Norfolk for Jobs.

The **Apprenticeship** landscape has been challenging over recent months. Many Board members actively champion apprentices and want additional lobbying to ensure strong uptake in the region (see paper 8).

**Some key concerns of the Skills Board are:**

- The education landscape needs to stabilise. Reforms need time to become widely and clearly understood and firmly embedded but change often follows change and results in a skills system that is unstable. This makes it difficult for providers to plan, for employers to engage and for learners to make informed decisions.
- We need a fully functioning provider base –they are hampered/restricted by the following:
  - Underfunding – particularly revenue in the FE sector when it is typically based on historical needs
  - Development of new innovative provision, including that at higher levels, carries a significant risk for the providers and current funding/curriculum constraints don't easily allow for flexibility.
  - There is a stigma of colleges being 'financially- challenged' – perception that a college is not providing quality provision if they are in financial difficulties but not necessarily the case – this stigma can further hinder colleges which then find themselves in a perpetual downward spiral.
- The current system doesn't encourage continued professional development. Funding is nearly all focused on initial entry into the labour market and doesn't greatly enable the dipping in and out of the system throughout a professional life hence a reliance on additional/external funds to facilitate this such as SSW and ESF.

### **Development of Skills Advisory Panel**

The Government is requesting that LEPs develop a **Skills Advisory Panel (SAP)** in each LEP area in order to fulfil their local leadership role in the skills system. They will ensure we understand our current and future skills needs and labour market challenges. There is an expectation that action plans are drawn up to address these skills issues. This in turn, can give more people in the local community access to high quality skills provision which potentially leads to 'good' jobs. This will enable the LEP and other stakeholders to make funding decisions more effectively.

Their remit is also to strengthen the link between public and private sector employers, local authorities, colleges and universities. They will also reflect the geography of the Local Industrial Strategies and it is recommended that where existing employment and skills boards are functioning well, they will take on the Skills Advisory Panel function rather than creating a new body. We believe this to be the case in our LEP area as our current membership and focus almost mirrors the expectations.

The SAP should support the aspirations of our **Local Industrial Strategy**, particularly as People has such a strong focus.

Provider funding is starting to be linked into engagement with Skills Advisory Panels such as with the new T Levels plus there is an expectation that providers work together to provide the skills offer that is needed in the LEP area without undue duplication. It is proposed that this is reciprocated with a requirement on Skills Advisory Panels to have regard for providers' missions and capabilities in their planning work.

We have been allocated £75,000 to support us to further our analytical evidence base and we must report on this spend. We have a signed MOU where we have agreed the following activities:

July – September 2019	Mapping out the updating/enhancing of the sector skills plans and economic strategy data
October – December 2019	Creation of internal skills-focussed workbooks for continued analysis
January – March 2020	Funding new sources of data and associated training of key staff
April 2020 – March 2021	Continued enhancement of our sector skills plans and economic strategy data

Our current Terms of Reference will be reviewed at our first Skills Advisory Panel meeting in September 2019. We will use the current Skills Board version as a basis but we are aware that we need to strengthen some aspects of the governance. We will bring these back to the LEP Board for full sign off.

Under the current guidance, we need to recruit a new Skills Board member to represent the voluntary sector. All other members will be asked if they wish to transfer across.

We would welcome the opportunity to engage further with the LEP Board to ensure we meet all the expectations placed on us.

### **Link to the Economic Strategy**

Inclusion and Skills is a clear theme in the Economic Strategy and lays out 10 high level action points to move the agenda forward, particularly within our key sectors. The delivery plan was developed with officers from Norfolk and Suffolk County Council and milestones for activity derived. This links into the main Economic Strategy delivery plan and is currently being monitored and updated as necessary.

### **Recommendation**

- To approve the transition from a Skills Board to a Skills Advisory Panel as required by Government.
- To continue to endorse the activities of the Skills Board/Skills Advisory Panel
- To support the Skills Advisory Panel with resolving key issues identified by its members and analytical evaluation



## New Anglia Local Enterprise Partnership Board

Tuesday 23<sup>rd</sup> July 2019

### Agenda Item 8

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#### Apprenticeships Levy Transfer Pool

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Author: Chris Starkie and Natasha Waller      Presenter: Chris Starkie

##### Summary

This paper asks the board to agree to the establishment of a New Anglia Levy Transfer Pool. The pool will help facilitate the transfer of unspent apprenticeship levy payments from levy payers to SMEs across Norfolk and Suffolk.

This would retain several million pounds of training funding locally and pay for the training of hundreds of additional apprenticeships.

##### Recommendation

The LEP Board is asked to ask the executive to proceed with the development of a cost-effective model to support the transfer of apprenticeship levy to SMEs in partnership with colleagues from Norfolk and Suffolk County Councils, and to agree a £60,000 budget.

##### Background

Apprentice numbers have dropped significantly in recent years due to apprenticeship reforms making businesses more cautious, new standards not being available and/or more training being focussed on existing staff members.

Across the East of England, apprenticeship starts have declined from 46,650 (2015-16) to 36,700 (2017 – 18). The biggest impact has been on the Level 2 Intermediate Apprenticeships which have fallen from 25,640 to 14,620 in that time period. The 16 – 24 year old age group are the biggest age group impacted.

This mirrors the national picture with starts falling from 509,360 (2015 – 16) to 375,760 (2017 – 18).

The Norfolk and Suffolk Economic Strategy prioritises apprenticeships to support the growth of our businesses.

Intervention is required in order to boost the number of apprenticeship starts particularly amongst SMEs, which make up the vast majority of employers in the area.

##### Issue

Companies with a pay roll in excess of £3m/year must pay the **apprenticeship levy** at a rate of 0.5% of wage bill, which they can only utilise to fund apprenticeship training. Payments are taken on a monthly basis through the PAYE system. (Further details can be found at <https://www.gov.uk/guidance/pay-apprenticeship-levy>).

After a slow start, many larger employers are utilising the levy to invest in training. There is some evidence it is primarily being utilised to upskill existing staff rather than employ new apprentices, although that varies from business to business.

However it is also evident that many levy payers are **not utilising their full allocation**, in some cases by a significant amount.

If this allocation is not spent after 24 months then the allocation is retained by Government and **lost from the area**.

At the same time training providers have to apply to the Government for funding to train apprentices working for non-levy payers – any business with a payroll less than £3m per annum. Many local providers have these contracts but from April 2019, the financial level of these contracts have been reduced from the evidence that has been put to the LEP and other stakeholders.

This is already having an impact on apprenticeship provision for predominately SME businesses and have implications on the providers curriculum offer and potentially staffing levels.

### **Levy transfer**

In theory, the solution is for levy payers to transfer a proportion of their funding to non-levy payers in their supply chain. That is because up to 25 per cent of unspent levy can be transferred by the levy payer to businesses in their **'supply chain'**. These receiving businesses can then ask for providers to train their apprentices without it impacting the providers non-levy training allocation.

Individual apprentices need to be identified to 'receive' the funds for their training.

However, this is **onerous** on individual levy payers plus receiving business and without a simple mechanism in place plus a willingness by all partners, it will simply not happen.

This means that potentially several million pounds of levy funding will be lost from the region instead of being invested in apprenticeship training.

### **Proposal**

For levy transfer to work effectively and to have a significant impact on our SMEs – it needs to be done at scale and with support for both the levy payers and the SMEs.

Levy payers (in and outside of the LEP area) with unspent levy need to be identified and encouraged to allocate some/all of their unspent levy into a **virtual pot**. Any preferred use of their funds need to be identified at this stage, e.g. certain apprenticeship standard, sector, geography.

**The LEP or an endorsed partner** will then source businesses direct or through an apprenticeship provider that have potential apprentices who are looking to **'receive' the funds**. An introduction will be made and if all parties, including the training provider are happy with the match then funds can start to be transferred.

Having LEP endorsement of the process has the aim of raising the profile and being an impartial broker.

The West Midlands Combined Authority launched its own earlier model earlier this year and we are receiving advice and support from the Education and Skills Funding Agency on establishing our own levy transfer pool.

The pool would be developed by the LEP working alongside Norfolk and Suffolk County Councils as a three partner project. Norfolk and Suffolk County Councils are both realigning their apprenticeship services at the moment in order to prioritise their services where they are most needed.

We have already identified a number of levy paying employers in the private and public sectors who would be willing to participate in the scheme, and the project has the support of the chambers of commerce.

The FE Colleges are all keen for us to action this promptly and discussions will continue with them. This service will not disrupt what they currently do with their employers, it will support those employers that they currently work with and bring new ones to them.

To make the proposal viable we would need to seek a total commitment of between £1m and £1.5m of unspent levy, which could require somewhere between 10 and 15 levy payers.

We are looking initially for a **£60,000 allocation** to provide the focused resource to get the project up and running for a 12 month period.

The resource would identify businesses that are willing to be part of the levy transfer process and to provide training to all parties to make the transfer in conjunction with an identified training provider. It is important for us to bring the parties together and 'hide the wiring'.

In terms of timescales – we will be looking to put in place the resources required to run the programme, and begin the process of sourcing transfer pledges from levy payers over the summer.

This would enable the LEP and the county councils to formally launch the project at the Suffolk Skills and Careers Festival on October 16<sup>th</sup>.

### **Link to the Economic Strategy**

Our Economic Strategy asks for us to 'step up our efforts to promote and support the delivery of high quality apprenticeships providing clear entry routes into our focus sectors, directly producing the skills and capabilities our economy needs. Lack of intervention at this stage will not allow this to happen.

### **Recommendation**

The LEP Board is asked to ask the executive to proceed with the development of a cost-effective model to support the transfer of apprenticeship levy to SMEs in partnership with colleagues from Norfolk and Suffolk County Councils, and to agree a £60,000 budget.



**New Anglia Local Enterprise Partnership Board**

**Tuesday 23<sup>rd</sup> July 2019**

**Agenda Item 9**

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**Growing Business Fund : Large Company Grant Programme**

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Author- Chris Dashper

**Summary**

To present the LEP board with a rationale for supporting grant requests outside the scope of existing programmes such as the Growing Business Fund and the Growing Places Fund.

The paper was discussed at the June meeting of the Investment Appraisal Committee and is recommended for approval.

**Recommendation**

The LEP board is asked to approve the introduction of a GBF Large Company Grant programme following recommendation by the Investment Appraisal Committee.

The programme will support occasional applications for significant, innovative projects from large companies based in Norfolk or Suffolk or looking to relocate to the New Anglia region.

**Background**

New Anglia LEP has recently celebrated the award of the 700<sup>th</sup> grant to businesses since the first grant programme was launched in 2012.

The majority of applications for grant funding from Norfolk and Suffolk businesses can be serviced adequately from existing programmes including the Growing Business Fund, Small Grant Scheme and the recently introduced Innovative Projects Fund. The Growing Places Fund has also provided grant interventions of up to £250k to a number of regionally significant cultural and tourism projects.

Grant schemes have a degree of flexibility built into their criteria to help to support a diverse range of projects from businesses across the LEP region, with a focus on priority sectors but with the ability to explore other sector opportunities if necessary.

However, on occasion, some regionally significant projects cannot be supported through standard grant mechanisms. Usually this is because applicants are classified as large companies or because the intervention requested exceeds the limits of existing grant schemes.

The LEP has been able to support large companies on a one-off basis in the past however, it has not previously had a formal process in place to consider this type of grant.

### **Developing a call for new projects**

To enable the LEP to consider occasional applications for funding for projects out of scope for existing programmes, the LEP Executive is proposing the introduction of a new programme, the GBF Large Company Grant programme.

The programme would operate on an open call basis in the same way as the current Growing Places Fund and Growing Business Funds.

A gradual reduction in eligible enquiries for commercial loan support from the LEP over the last few months indicates that there will be some capacity within the GPF budget during 2019/20 and 2020/21, at a time when there is considerable pressure to allocate and spend the Growth Deal budget by 31 March 2021.

Funding for the Large Company Grant programme will comprise a budget of £2.5m to cover the financial years 2019/20 and 2020/21, secured by releasing capacity within the Growing Places Fund budget, part of the overall Growth Deal allocation. The likelihood is that a very small number of projects could be supported, perhaps 3 or 4 from the budget allocation.

Commitment levels will be kept under review and any unallocated funds will be re-allocated to the Growing Places Fund or the Growing Business Fund to ensure the budget allocation for each year is fully spent.

### **Programme Criteria**

The programme will be built around the high-level criteria and intent of the existing Growing Business Fund. This means that projects must meet at least the following criteria to be eligible for any grant support:

- Applicants must be established and growing businesses, based in Norfolk or Suffolk, or in the case of inward investment projects, with a firm commitment to relocate to the region and meeting all other criteria.
- Grants must be used to support and invest in the expansion and growth of the business
- Certain sectors, including primary agriculture, retail, care and health sectors are not eligible.
- Projects must be expecting to create new jobs, preferably at the ratio of 1 job per £20k of grant received. Productivity and innovation measures could also be eligible.
- Jobs created should be full time and expected to last 12 months or more.

Additional criteria for the new Large Company Grant programme will be very specific. This is principally because projects will need to meet strict State Aid legislation to be able to be supported by the LEP.

Projects must therefore be able to satisfy the following:

- Maximum grant intervention will be a maximum of 15% of the overall project costs. The preferred award size will be no more than 10%, in line with GBF guidelines for projects within assisted areas.
- Projects must be designed to increase productivity and this should be measurable.

- Projects must involve and benefit the local supply chain
- Inward investments from outside the region may be considered but should meet all other criteria, including identified capital costs beyond the costs of relocation.
- Projects should not normally be located in an Assisted Area (potentially supportable under GBF)

### **Funding priorities**

Priority for support will be given to companies at risk of relocation outside of the region.

In addition, projects must broadly reflect the delivery priorities of the Growing Business Fund, which is designed to support growth and job creation in businesses across Norfolk and Suffolk

Successful applications must reflect LEP priority sectors and should contribute to the key objectives of the Economic Strategy.

### **Governance**

Applications up to £500k can be approved by the Investment Appraisal Committee.  
Requests in excess of £500k to be approved by the full LEP board.

All successful applications will receive a formal grant offer issued by Suffolk County Council as the accountable body for the LEP. The grant offer will accommodate standard conditions and measures including claiming grant, monitoring and reporting and clawback of grant if necessary.

### **Recommendation**

The LEP board is asked to approve the introduction of a GBF Large Company Grant programme following recommendation by the Investment Appraisal Committee.

The programme will support occasional applications for significant, innovative projects from large companies based in Norfolk or Suffolk or looking to relocate to the New Anglia region.



**Author: Chris Starkie**

## **Summary**

This report provides an overview of LEP team activities since the June board, structured around:

- 1) Programmes
- 2) Strategy
- 3) Engagement and promotion
- 4) Governance, Operations and Finance

The media dashboard is attached as an appendix to the report

## **Recommendations**

The board is asked to note the contents of the report

### **1) LEP Programmes**

#### **Growth Deal**

Delivery of our portfolio of large capital projects has generally progressed well during the first quarter of the financial year, with a reasonable amount of grant claims. This included the largest single claim of grant from NCC toward its transport projects, which indicates the current high level of implementation activity.

Good progress has been made in the development of grant agreements for new projects to enable drawdown of grant, with most having already begun their implementation phase.

There have been delays to some elements of delivery, notable initiatives include Lowestoft Flood Risk Management which still has planning issues to resolve before construction can begin in earnest and the Ely Area Capacity Enhancement is now seeking additional funding from the Department for Transport toward the current development stage to ensure the options presented for design are both fit for purpose and affordable. Outputs continue to grow steadily toward forecasts, with a significant increase in dwellings built recorded during the most recent quarter of the year.

#### **Growth Programme**

The Business Growth Programme continues to deliver ahead of both its output and financial profile, with approval and payments of the Small Grant Scheme running at £100,000 per month. Whilst payments are now showing some signs of slowing, due to the holiday period, and were reduced to £60,000 in May, we remain four months ahead of our profile. Overall, the programme is just under £1m ahead of spend profile, a position which managing authority Ministry of Housing, Communities and Local Government is content with.

The Innovation, Research and Development application has now been sent off to MHCLG for final approval. This scheme will provide capital and revenue grants between £1,000 and £25,000 to SMEs to help them bring forward investment in Innovation, Research and Development. Given the time it takes to finalise agreement with Government it is anticipated that the scheme will launch in December this year.

Further detailed information can be found in the Growth Programme performance report in the Programmes Performance Reports section – agenda item 11.

**Growing Places Fund**

The GPF funded restoration of Ipswich Maltings is complete and was due to be opened by the LEP Chair on July 19<sup>th</sup>. This building had stood idle for over 10 years, it has now been sensitively

restored with its important heritage fully celebrated in a modern design meeting up to date business requirements.

The Voluntary and Community Sector Challenge Fund Call for applications has closed and over 30 applications have been received from organisations across Norfolk and Suffolk. Following the grant panel, to be held in early August, the board will receive a full report on the outcome of the call in September.

The Suffolk Wildlife Trust have contracted Broads Environmental Services to create habitats on newly purchased land at Carlton Marshes, Lowestoft. Construction of an innovatively designed Visitor Centre started in July.

**UEA Enterprise Fund**

At the May LEP Board meeting, the board approved funding of £250k for 2019/20 towards the UEA Enterprise Fund. The primary purpose of the Enterprise Fund is to provide financial support and mentoring to student entrepreneurs.

Match funding of £943k from the Charities Aid Foundation was secured on May 30<sup>th</sup> 2019 as a result of the LEP award.

A Service Level Agreement between the LEP and the UEA has been drafted to confirm the delivery and governance arrangement between the two parties. The Programmes Team now awaits approval of the draft SLA by the UEA and has requested a set of metrics that the success of the UEA Enterprise Fund will be measured. The latter will require agreement by the Investment Appraisal Committee.

**Innovative Projects Fund**

In March 2019, the IAC approved that the Innovative Projects Fund becomes an annual rolling programme, with a minimum allocation of £500k each for the 2019 and 2020 calls.

Following the outcome of the first call of the Innovative Projects Fund in 2018, local authorities in both Suffolk and Norfolk indicated interest in matching New Anglia LEP’s future allocations of the

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Innovative Projects Fund through their respective pooled business rates. This would result in a £1.5m pot being made available to prospective projects under a 2019/20 call.

The business rates funding generated by local authorities is also an important source of revenue funding that can be used as an intervention programme for the region.

Pooling the two funds together would enable:

- Greater alignment with the Economic and Local Industrial Strategies;
- Better value for money and outcomes;
- Potential for investment synergies across the two counties.

The process and governance for this new larger fund is being considered by the IAC, and leaders groups from Norfolk and Suffolk during July.

If approved by all three groups it will be brought for sign off at September’s LEP board meeting, with the aim of launching the second call of the Innovative Projects Fund in early October.

**New Anglia Capital**

New Anglia LEP recently approved a further allocation of £1m to New Anglia Capital (NAC) to invest in more high growth potential businesses across the New Anglia region.

Since 2014 £2.4m has been invested into 15 early stage, high growth potential businesses, matched to private investors from NAC’s project partner Anglia Capital Group, into a range of sectors including Agritech, Biotech, Foodtech and Cleantech.

Anglia Capital Group, the organisation commissioned by New Anglia Capital to build a network of angel investors across Norfolk and Suffolk, now has a network of nearly 50 investors, who have invested over £4m since their first investment in June 2015.

New Anglia Capital has made 2 investments since the start of the year. The first was a further £15,000 into Rainbird Technologies in order to avoid dilution. The second was £120,000 into Glyconics, a company that relocated from Cambridge to Suffolk to develop a diagnostic device for Chronic Obstructive Pulmonary Disease.

The most recent NAC Board meeting saw offers of investment made to the sum of £155k into 3 companies.

Further detailed information can be found in the New Anglia Capital board report in the Programmes Performance Reports section – agenda item 11.

**Eastern Agritech initiative**

After a period of negotiation, the final version of the legal agreement for the New Anglia LEP contribution of £1m towards delivery of the Eastern Agritech agreement has now been issued for signature to the Cambridgeshire and Peterborough Combined Authority.

Once the agreement is signed the first £500k payment of the agreement will be released to the CPCA.

**Enterprise Zones - Suffolk Park Enterprise Zone Investment**

A £17.25m investment at the Suffolk Park Enterprise Zone site in Bury St Edmunds has been announced. Unipart has taken a lease on a 147,000 sq ft commercial warehouse creating a major new NHS distribution centre for East Anglia and the South East. The unit is one of two speculative commercial units built by developers Jaynic on the Suffolk Park Enterprise Zone site and the first major speculative units to be delivered in the region for over a decade.

**Ipswich Vision – Update**

- St Peters Wharf- the £750k improvement scheme has been completed, at the west entrance to Ipswich Waterfront. This scheme was funded through the Coastal Communities Fund by Ipswich Vision, delivered by Suffolk County Council, Suffolk Highways and Ipswich Borough Council. The scheme includes a clear carriageway, landscaping, trees and seating.
- The Cornhill events programme, supported by the LEP’s Innovative Project Fund, is well underway including the National Windrush Celebration event and monthly Farmers Markets. Over the summer events planned include Global Rhythms, Open Air Cinema and Last Night of the Proms. Footfall data is being collected to ascertain the potential impact of these events on the town Centre.
- The Maltings- this new office development on Princes Street, is due to be formally opened on the 19<sup>th</sup> July. This project received assistance from New Anglia LEP.
- The Winerack – the new residential development on the Marina is ahead of schedule, with show flats now open. This project received funding from Homes England and New Anglia LEP.
- The Hold - Suffolk’s Heritage Centre and Record Office is currently under construction on the Ipswich Waterfront. The roof is now on and it is due to be completed by Spring 2020.

**2) Strategy**

**National Industrial Strategy**

It is expected that there will be four further Local Industrial Strategies - those which cover the Oxford-Cambridge Arc - published during July.

**Development of Norfolk and Suffolk Local Industrial Strategy**

Government has invited us to publish our Local Industrial Strategy in October. We are confident we can achieve this due to the strong collaboration we have with our partners across Norfolk and Suffolk.

The Local Industrial Strategy will be signed off by Government and the LEP Board. However, we believe local endorsement is critical and we will be engaging with partners over the next couple of weeks to discuss and agree the best approach to achieve this in the new timeline.

Drafting of the Local Industrial Strategy is underway and the LEP will have a challenge session with Government on July 25<sup>th</sup> to see if what we are proposing meets Government expectation. Following this the LEP’s Economic Strategy Delivery Co-ordinating Board which is chaired by the LEP’s chief executive and includes representatives from business, education and local authorities will consider a working draft at its next meeting on 8<sup>th</sup> August.

On August 13<sup>th</sup> the Government will formally consider the evidence base and proposed interventions in the strategy.

Following this session a draft will be circulate to partners for comment. Partners will have until August 27<sup>th</sup> to submit formal feedback, in order for a second draft version to be produced for sign off by the LEP board at its September meeting and other partners including local authorities.

At the end of September the LIS will then begin the formal sign off process with Government, with the document circulated to different Government departments for their agreement.

The table below sets out the key milestones.

<b>When</b>	<b>Activity</b>
July - August	Drafting of Local Industrial Strategy
8 August	Draft Local Industrial Strategy shared with Econ Strategy Coord Deliv Board
13 August	Government Implementation Board considers evidence base and proposed interventions which will inform our Local Industrial Strategy
13 August	Draft Local Industrial Strategy shared with partners
27 <sup>th</sup> August	Feedback from Partners submitted
Early September	Draft shared with Independent Economic Expert Panel
Mid-September	Local Industrial Strategy endorsement by LEP Board and Business, Local Authority and Education Leaders
25 September	LEP Board sign off Local Industrial Strategy
End of October	Publication of Local Industrial Strategy with Government

### **Keeping Stakeholders Informed**

We have recently published our third newsletter for stakeholders which is now available on our [website](#), providing an update on the refresh of the evidence base and our engagement events. The LEP has led just over 20 events across Norfolk and Suffolk to engage business and academia to help shape the Local Industrial Strategy and develop interventions to deliver actions to make businesses grow. In total we have engaged with over 400 individuals across business, academia and the voluntary and public sector.

Our third and final session with the LEP Board and Leaders is expected to take place towards the middle of September to endorse our Local Industrial Strategy and a date will be confirmed as soon as this has been finalised.

The LEP Executive met with the Environment Agency recently to discuss the Clean Growth strand of the Local Industrial Strategy.

An engagement session was held with ICAEW in Norwich on 28<sup>th</sup> June.

### **Independent Economic Expert Panel**

The first meeting of the Independent Economic Expert Panel took place on Wednesday, 10<sup>th</sup> July. The Panel is made up of the following experts from business and academia who all have strong reputations within their respective fields and who come from outside Norfolk and Suffolk.

- Professor Tim Besley - School Professor of Economics and Political Science and W. Arthur Lewis Professor of Development Economics at the LSE
- Rebecca Riley - Head of Research and Office for Data Analytics (ODA) at West Midlands Combined Authority and Director @CityREDI University of Birmingham

- Alex Plant - Programme Director, Market Reform and Head of Policy & Regulatory Strategy at Anglian Water
- David Campbell - analyst at BEIS and leads the LIS analytical team

The role of this panel is to provide quality, independent advice and information to the LEP; testing and challenging the evidence; scrutinising the interventions, testing the link between the evidence and interventions and determining whether they will deliver what is expected. It was a valuable session with some excellent challenge and suggestions that will enhance the evidence base and strengthen the alignment between the evidence and the emerging interventions.

### **Industrial Strategy Sector Deals**

As well as working on our Local Industrial Strategy, the LEP strategy team is also engaging with a number of the national sector deals.

#### **Offshore Wind Sector Deal**

The Offshore Wind Growth Partnership (OWGP), announced in the Sector Deal, was officially launched on 24<sup>th</sup> June. As announced in the Sector Deal, industry is investing up to £250m to develop the UK supply chain, working with LEPs and local authorities, increasing productivity and fostering innovation. This includes an investment of up to £100m in this new industry programme – the OWGP.

The OWGP aims to maximise the economic benefits of the UK’s world-leading position in offshore wind by delivering increased productivity and competitiveness that will drive increased UK content into offshore wind farms in the rapidly growing global market as well as in the UK. OWGP will promote greater collaboration, increase business competitiveness, support greater innovation, attract new entrants and grow existing companies.

OWGP support for companies will include expert advice around manufacturing, commercialisation and innovation. A four month assessment of the foundations sector has commenced, analysing the current and projected requirement for turbine foundations in the UK and abroad. A first pilot for companies to apply will start in September, with further programmes starting in early 2020. The OWGP will be delivered by ORE Catapult and chaired by an independent board chaired by Martin Whitmarsh.

The LEP has been in discussion with EEEGR and other external partners ahead of offshore wind week (w/c 18<sup>th</sup> November) as EEEGR plan their two-day session in the region.

#### **Nuclear Sector Deal**

The Nuclear Industry Council’s has five working groups focused on delivering the Nuclear Sector Deal. The Winning UK Business group is focused on boosting growth and competitiveness of the UK supply chain and boosting exports in the sector.

The discussions that have taken place with Nuclear AMRC and fellow Nuclear LEPs (Heart of the South West, Cumbria & Cheshire and Warrington LEPs) will now be recognised as a sub-group of this working group to finalise the business case with industry buy-in for the supply chain and productivity improvement programme that has been progressing with BEIS.

#### **Tourism Sector Deal**

The Tourism Sector Deal was published on 28<sup>th</sup> June with the following ambitions:

- Revolutionise the way data is used by the sector, through the creation of a new Tourism Data Hub. The hub will collate regularly updated data showing the latest trends and spends, allowing businesses to better target overseas visitors.
- Support the creation of an additional 10,000 apprenticeships for people building their careers in the tourism and hospitality sectors.

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- Ambition for the UK to become the most accessible destination for disabled visitors, through improvement of disabled facilities and access to destinations across the country.
- More than 130,000 new hotel rooms are set to be built across the UK, with 75% being built outside of London.
- £250,000 to improve broadband connectivity in conference centres across the UK for business visitors.
- Government will make travel to the UK and around the UK easier for tourists through the development of its Maritime and Aviation strategies, as well as a number of rail policy developments.
- Pilot of up to five new Tourism Zones to drive visitor numbers across the country. Zones will receive Government support for growing their local visitor economy, through initiatives like targeted support for product and promotion development, mentoring support to businesses and digital skills training. More information about the bidding process will be released later in the year, with a view to commencing projects in 2020.

The Visit East of England Sector Group met on 2<sup>nd</sup> July to discuss the Tourism Sector Deal and opportunities linked with a Tourism Zone bid. The LEP Executive has reached out to stakeholders to discuss potential opportunities to include in any bid as we wait for further details.

**Brexit**

The LEP team continues to work on preparation for Brexit and the gathering of business intelligence.

The LEP and the Growth Hub have worked with central Government colleagues to organise a Brexit awareness event in Norwich.

The event is aimed at key decision makers and owners of local businesses and will take place in at the Auditorium at the Forum in Norwich, from 1pm to 4pm on Wednesday 24th July. The Growth Hub has published this event on Eventbrite and promoting on social media, using the business intermediary networks.

The LEP is working with Defra’s team responsible for looking into business readiness for Brexit across the agri-food sector as they have been in touch to map out any potentially relevant events to attend and offer their support to businesses.

The two Brexit business advisers for Suffolk have been recruited by Suffolk Chamber of Commerce, Koyas Miah started in early July and Michael Chapman is due to start on 30th July.

The LEP continues to share Brexit intelligence with BEIS on a fortnightly basis. Following the previous March Article 50 deadline, responses have slowed down somewhat but recent pieces of intelligence include:

- Business intermediaries are urging businesses to step up their preparations for a no-deal Brexit. This coincides with Cabinet Office’s recent confirmation that the civil service will restart official no-deal preparations ahead of the 31st October deadline. All of the latest information regarding preparations for a no-deal Brexit remain on the LEP and Growth Hub’s websites.
- Businesses that import materials have expressed concerns regarding rising costs and future trading relationships.
- Local tourism businesses have expressed some positivity regarding the potential for more people looking for holiday options in the UK in the future.
- There is concern regarding the impact that a no-deal Brexit scenario and the end of October deadline could have upon stockpiling and warehouse space. There was much more warehouse space available ahead of the previous March deadline, however there will be far less availability in the run up to the October deadline as space has been

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booked ahead of the busy Christmas period. The Food and Drink Federation have expressed concerns regarding how this will impact the industry and the UK’s largest three supermarkets have added their concerns stating that they may be short of much-needed warehouse space if the UK leaves without a deal.

**Infrastructure**

**Roads Investment Strategy**

The LEP attended an A14 Strategy Board event on 11 July focussed on the final push ahead of the Roads Investment Strategy announcement expected before the end of the year. The campaign is looking to secure £150m of RIS2 monies to address the seven main pinch points along the Suffolk stretch of the route. The LEP also attended an A47 Alliance lobbying meeting in

Westminster on 25 June which was well supported by local businesses. The campaign is looking to secure almost £210m for improvements to the route in Norfolk as part of RIS2.

**Transforming Cities**

The LEP has joined the recently constituted Transforming Cities Joint Committee for Norwich. The first meeting was held on 1 July.

**Great Eastern Mainline (GEML) Taskforce**

The second in a series of three GEML Rail Conferences was held on Thursday, 11<sup>th</sup> July in Chelmsford led by the LEP. This was the first ever Taskforce conference held in Chelmsford. The main purpose of the conference was to bring stakeholders up to speed with the evidence refresh and to seek their views on how the Taskforce can enlist wider support from business to help make the case for investment on the mainline from Norwich to London Liverpool Street.

The third conference will be held in Norwich in the Autumn to launch the new business case for the Great Eastern Mainline.

**Housing**

**Housing Conference – 11 July**

The LEP held a Housing Conference on 11 July. It was well attended by over 150 delegates. The Board will receive an update on the content of the conference and indeed proposed next steps at a future meeting.

**European Structural Investment Funds (ESIF)**

The LEP attended the ESIF Committee on 8 July. This Committee is appointed by the Government departments which manage these programmes, and comprises key Norfolk and Suffolk stakeholders who advise on the strategic fit and value for money of applications to the ESIF Programmes.

**ERDF** – There are Calls out now for innovation and business support projects in Norfolk and Suffolk. There is £2.3m available for business support projects and £6.9m for innovation projects, the remaining funds available within the New Anglia notional allocation under the programme. Calls close on the 30 September. Projects must be for a minimum £500k ERDF, at a 50% intervention rate. The LEP is supporting several potential applicants in project development discussions. National Reserve Calls will be issued under all priorities with funds remaining nationally at the end of 2019. The LEP is actively investigating this opportunity.

**ESF** – 7 projects with a total ESF grant of around £7.5m were approved and applicants will be notified shortly. This includes extension funding for the 4 Building Better Opportunities projects co-financed by the National Lottery Communities Fund, which enables these key employability programmes to continue. Other approved projects will enhance training provision and employer engagement in skills work.

A new £2m Sector Skills Development Call was approved for launch in September. This will have a minimum grant size of £250k at 50% grant rate, and will enable training and employer engagement projects which deliver priorities in the ESF-funded Sector Skills Plans. The LEP is running 2 workshops in July and August for potential applicants and is promoting the opportunity with sector groups.

**EAFRD** -A National Reserve Fund of around £30m will be made available later this year under business development and tourism. The call is expected to open in September.

### **3) Engagement**

This section covers engagement activity with local stakeholders, including local authorities, local businesses and MPs. It also covers activity with Government and our wider international activity. The Communications and Engagement Dashboard is included as Appendix A to this report.

#### **Place Branding Update**

Phase 2 of the place branding activity is well underway. The official launch of the new Norfolk and Suffolk campaign will take place at Kesgrave Hall near Ipswich on 25 September. The event follows on from the LEP AGM and is in the afternoon. The launch programme is being finalised.

The joint invitation for the LEP AGM and campaign launch has been sent out to a targeted list, including the area’s large businesses, scale up enterprises, companies that have engaged with the Invest East Programme and the Local Industrial Strategy consultation as well as public sector leads, intermediaries and recruitment agencies.

The website architecture is being built and the content for the prospectus and website is being written and edited ready for a first iteration next week and ready for discussion with the project steering group.

Please note that the brand identity and name is still confidential.

#### **LEP Innovation Forum**

The creation of the Innovation Forum was endorsed at the Innovation Board in February. The new bi-annual facilitated themed workshop aims to build a network of innovative individuals, businesses and key stakeholders across Norfolk and Suffolk. Outputs from the Innovation Forum will feed into the Innovation Board for discussion and will help shape and inform the Innovation Board’s priorities and activity.

The first Innovation Forum was held on Monday 17 June at John Innes Conference Centre. 31 participants contributed to the workshop that was themed around Opportunities in Innovation. The theme was linked to the Ideas pillar of the Foundations of Productivity, and the Local Industrial Strategy and the feedback has been fed into the Local Industrial Strategy.

#### **Norfolk and Suffolk All Energy Industry Council**

The All Energy Industry Council met for the first time on 27 June at East Coast College. The Energy Council is the first of the three newly formed Industry Councils with the ICT/ Digital and Agri-Food Councils to meet in September.

With representatives from across the energy industry – oil and gas, offshore wind and nuclear, as well as education and skills leaders and local authorities, the Council will provide strong and clear leadership for the industry to drive forward the aspiration to be recognised as the UK’s All Energy Region.

Council members each highlighted their expectations for the first year of delivery for the Council with regional collaboration and a joined-up narrative about the regional strengths being a priority. Council members also committed to driving forward the Sector Skills Plan and developing the supply chain.

**Agri-Food Sector Skills plan event at the Royal Norfolk Show**

Clarke Willis secured the Norfolk Growing Stage on Thursday 27<sup>th</sup> June at the Royal Norfolk Show for the LEP. A series of speakers - Ben Turner (Ben Burgess), Nathan Raines (Poultec), Jane Townsend (Easton & Otley College) and Luke Womack (Easton & Otley Apprentice of the

Year) discussed the Future Opportunities for the AgriFood Sector with audience participation, evidence was captured for the Local Industrial Strategy.

**Norfolk Enterprise Festival**

More than 550 people attended the second Norfolk Enterprise Festival at Hoveton Hall Gardens near Wroxham on Saturday July 13<sup>th</sup>.

The event was sponsored by the LEP and the Growth Hub and featured more than 60 guest speakers who gave talks on the themes of sustainability, agrifood and digital ICT.

The Growth Hub also held one to one business support sessions with more than 20 businesses receiving face to face support.

The conference also saw the launch of the Norfolk enterprise charter and an angels den event organized by Anglia Capital Group.

**4) Governance, Operations and Finance**

This section provides an update for the board on any key operational matters as well as a headline summary of the LEP’s core finances.

**Finance**

The LEP’s statutory annual financial statements were presented by Price Bailey to the Audit & Risk Committee on 1 July. The committee has now recommended the accounts for approval by the LEP Board. The accounts can be viewed under agenda item 12.

The management accounts for the first quarter of the 2019/20 financial year can be viewed under agenda item 13. As previously agreed, these now reflect the consolidated position and include both core and programmes and will be reported quarterly going forward.

The LEP is still waiting for details from Government on when our additional £200k funding will be issued. This funding is to help assist with the implementation of the LEP review and development of Local Industrial Strategy.

**Recommendation**

The board is asked to note the contents of the report

## Communications & Engagement

### June 2019

This dashboard sets out the outcomes and impact of communication during June 2019 through owned media – the information which we control and issue ourselves – and earned media (third-party outlets). (\*Refers to pre-GDPR numbers)

#### Owned media – social media and e-newsletters

	May 19	June 19	June 18
Number of Twitter followers	7,765 (up 56)	7,837 (up by 72)	7,063
Number of clicked links per month	180	219 (up by 39)	n/a
Average Twitter engagements per day (likes, retweets etc.)	52.94	67.2	84.2
Number of impressions (number of times users saw our tweet)	118.8K	130.1K	n/a
Number of LinkedIn company page followers	825 (up 83)	891	300
E-newsletter: open rate	37.16%	37.72%	41.88%
E-newsletter: click-through rate	25.13%	27.89%	28.77%

#### Earned media – coverage achieved through third-party outlets

	June 18	June 19
Coverage of our press releases in target media list (EDP, EADT, Lynn News, Ipswich Star, Bury Free Press, BBC, ITV)	100%	100%

#### Top Tweet



Our top tweet for June was about the Dutch Ambassador Simon Smits attending the Norfolk Research Park and strengthening ties between the North Sea Neighbours.

This tweet had 4,848 impressions with 120 engagements, including 51 media engagements.

## Media coverage

[/business/first-apartments-of-ipswich-winerack-completed-1-6099347](#)

### 'This has been more than just business' - Why £30m Winerack project represents a new dawn for Ipswich

©BLISHED: 08:36 12 June 2019 | UPDATED: 12:39 13 June 2019 | James Carr



The first collection of apartments at Ipswich's Winerack have been completed. Photo: New Anglia LEP.

For nearly a decade the half-built skeleton of Ipswich's Winerack loomed over the town's waterfront as a constant reminder of the devastating financial crash.

We had very positive coverage for the unveiling of the Winerack's new façade. Doug was also on BBC Suffolk on 10 June.

Other coverage included a radio interview on BBC Radio Norfolk with Chris about making the case for the dualling of the A47.

## Public Engagements



The board and executive team attended **40** (11 out of region) engagements during the past month.

We also held four Local Industrial Strategy events across Norfolk and Suffolk and this included attending the Suffolk Show, where we engaged with a number of businesses.

**New Anglia Local Enterprise Partnership Board**  
**Tuesday 23<sup>rd</sup> July 2019**

**Agenda Item 11**

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**July Programme Performance Reports**

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Author: Programme leads

Presenter: Rosanne Wijnberg

**Summary**

The following reports follow for review by the LEP Board this month:

- Business Growth Programme: Jason Middleton
- New Anglia Capital (Confidential): Chris Dashper

**Recommendation**

The board is asked to:

- Note the PPR reports



## Business Growth Programme Performance Report

### Programme Overview - What is the Business Growth Programme?

The New Anglia Growth Programme is the LEP's flagship business support programme and comprises three main elements:

- New Anglia Growth Hub, offering free and impartial advice to individuals and businesses as well as signposting them to a range of additional support
- New Anglia Small Grant Scheme, providing grants between £1,000 and £25,000 to SMEs to enable growth, increased productivity and job creation
- Start-up and Early Stage Support Programme, providing specialist support to help people set up a successful new business – delivered by partners NWES and Menta

Programme years run from September to August, however, the data is presented as the financial year, April to March

The Programme was developed following a review of business support in 2013, overseen by the LEP Board

All elements of the Programme were built into the Strategic Economic Plan, with funding for the current programme coming from BEIS and ERDF funding

### What is the overall Programme Status?

<b>Finance</b>	<b>Green</b>	On track to meet the spend profile for the period to the end of August 2021
<b>Outputs</b>	<b>Green</b>	On track to meet its outputs for the period to the end of August 2021
<b>Delivery</b>	<b>Green</b>	The Programme is performing well in terms of delivery with new activity for the next three years being finalised

### What are our key updates?

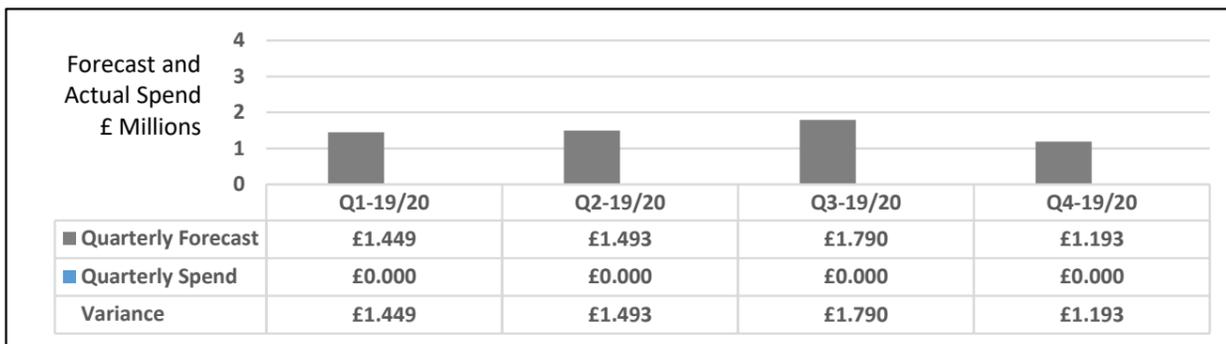
- An additional £7.4m of funding (£14.8m including match funding) was approved by MHCLG in September 2018, enabling the Programme to continue until the August 2021
- The Programme has committed Small Grant Scheme applications to enable us to draw down all the private sector match funding needed until the end of December 2020
- The Programme is placing a greater emphasis on targeting SMEs with High Growth potential, providing 'bespoke' support to unlock economic growth more effectively
- We have started the process of seeking additional ERDF funding for the Small Grant Scheme and looking at ways to extend the Programme for a further year.

### What is our financial position?

#### Financials (£ million)

Year	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/22	Total
<b>Profile Spend</b>	£0.306	£1.301	£3.442	£6.941	£5.925	£5.850	£2.019	£25.784
<b>Actual Spend</b>	£0.306	£1.301	£3.442	£7.671				£12.720
<b>Remaining Spend</b>	£0.000	£0.000	£0.000	-£0.759	£5.925	£5.850	£2.019	£13.064

### 2019/2020 Expenditure Profile (£5.925 million)



### What is our contribution to the Economic Strategy?

Outputs - Cumulative from September 2015 to August 2021	Target	Claimed to end of May 2019	Monthly Change	Notes
Businesses receiving grants	330	276	6	On track to meet target
Businesses receiving 'in-depth' support - more than 12 hours	1,108	528	6	On track to meet target
Businesses start-ups supported	1,350	788	39	On track to meet target
Value of grants received by businesses	£3.22m	£1.92m	£0.06	On track to meet target
Private investment provided by businesses	£12.89m	£8.18m	£0.23	On track to meet target
Employment increase in supported businesses	1,560	889	44.5	On track to meet target
Businesses introducing new products	53	50	3	On track to meet target
Businesses receiving Information/Diagnostic/Brokerage	4,236	2,427	44	On track to meet target

### What is the project status?

<b>Overall:</b>	<b>Green →</b>	
Growth Hub	<b>Green →</b>	The Growth Hub is delivering well and making good progress with regards to its targets
Small Grant Scheme	<b>Green →</b>	The Scheme is awarding grants ahead of its profile and is currently three months ahead of its claim profile
Start-Up (Nwes)	<b>Green →</b>	Nwes are meeting their targets and we continue to work with Nwes and other partners to mitigate against wider Nwes risks.
Start-Up (Menta)	<b>Green →</b>	Menta are performing above their agreed target and we are working with them to develop their delivery capacity

### What are the next steps?

- The 'Scale-Up' Programme is now leading to an increased focus in on SMEs with high growth potential leading to higher value engagements
- Our new marketing strategy is now being delivered, with a focus on higher level engagement with revised Growth Hub, Scale Up and Compliance Partnership websites
- We continue to hold monthly meeting with Nwes to mitigate against the risks and to ensure that the programmes performance and financial profile remain on track
- Working with partners, we are seeking £500,000 of additional funding for the Small Grant Scheme as well as further funding to continue delivery until August 2021.
- We are finalising the submission of a claim for £1.961 million, which covers the period March to May 2019. We will receive 50% of this claim.



## New Anglia LEP Board Forward Plan – 2019

Date	Venue	Forward Looking	Governance & Delivery
30 <sup>th</sup> January	The Innovation Centre, University of Suffolk	<ul style="list-style-type: none"> <li>• Aims and Objectives for the Year</li> <li>• Place Branding update</li> <li>• Brexit</li> </ul>	<ul style="list-style-type: none"> <li>• Election of deputy chair</li> <li>• New Anglia LEP Diversity Champion</li> <li>• Amendments to Committee Terms of Reference</li> <li>• Growth Programme and Enterprise Zones Performance Report</li> <li>• NAC Bi-Annual Report</li> <li>• Remuneration Committee Update</li> </ul>
27 <sup>th</sup> February	The Ideas Factory, Norwich University of the Arts	<ul style="list-style-type: none"> <li>• Place Branding in Norfolk &amp; Suffolk presentation</li> <li>• Brexit</li> <li>• Local Industrial Strategy</li> <li>• All Energy Industry Council</li> </ul>	<ul style="list-style-type: none"> <li>• Private Sector Board Appointments</li> <li>• Economic and Programme Dashboards</li> <li>• Growth Deal Performance Report</li> </ul>
27 <sup>th</sup> March	Birketts Solicitors, Ipswich		<ul style="list-style-type: none"> <li>• Delivery Plan</li> <li>• 2019/2020 Budget</li> <li>• ESIF strategy amendments</li> <li>• Capital Growth Programme Call</li> <li>• LEP Local Assurance Framework</li> <li>• Amendments to Articles of Association</li> <li>• Enterprise Zones and Agritech Performance Reports</li> </ul>
<b>April</b>			
<b>No Board Meeting</b>			
23 <sup>rd</sup> May	King's Lynn Town Hall	<ul style="list-style-type: none"> <li>• Growth Hub</li> </ul>	<ul style="list-style-type: none"> <li>• Growth Programme and Growth Deal Performance Reports</li> <li>• Economic and Programme Dashboards</li> <li>• EZ Norwich Research Park Proposal</li> <li>• Capital Budget 19/20</li> <li>• South East Energy Hub</li> </ul>
25 <sup>th</sup> June	University of Suffolk, Ipswich, Suffolk	<ul style="list-style-type: none"> <li>• LEP Programme Beneficiaries</li> <li>• Enterprise Advisor Network</li> </ul>	<ul style="list-style-type: none"> <li>• GE Update Report</li> <li>• MIPIM Update and Proposal for 2019</li> <li>• Agritech, Enterprise Zones and EAN Performance Reports</li> <li>• Innovation Board Chair Appointment</li> <li>• LEP Operating and HR Policy Updates</li> </ul>
23 <sup>rd</sup> July	Norwich Castle, Norfolk	<ul style="list-style-type: none"> <li>• Climate Change Adaptation and Carbon Reduction Strategy</li> <li>• Skills Board Update</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeships Virtual Levy Transfer Pool</li> <li>• Growing Business Fund Large Company Scheme</li> <li>• Growth Programme Performance Report / NAC Bi-Annual Report</li> <li>• Finance Report including Accounts</li> </ul>
<b>August</b>			
<b>No Board Meeting</b>			
25 <sup>th</sup> September	Kesgrave Hall, Suffolk	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Enterprise Zone Update</li> </ul>	<ul style="list-style-type: none"> <li>• Local Industrial Strategy Sign Off</li> <li>• VCS</li> <li>• Enterprise Zones Performance Report</li> <li>• Economic and Programme Dashboards</li> <li>• Growth Deal Performance Report</li> <li>• Innovative Projects Fund</li> </ul>
25 <sup>th</sup> September	Kesgrave Hall, Suffolk	New Anglia LEP AGM	
30 <sup>th</sup> October	Norfolk	<ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Cambridge – Norwich Tech Corridor Update</li> </ul>	<ul style="list-style-type: none"> <li>• Growth Programme Performance Report</li> <li>• Agritech Report</li> <li>• Finance Report</li> </ul>
27 <sup>th</sup> November	Adastral Park, Suffolk	<ul style="list-style-type: none"> <li>• Inward Investment Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Economic and Programme Dashboards</li> <li>• Growth Deal Performance Report</li> </ul>
<b>December</b>			
<b>No Board Meeting</b>			

### Standing Items

- Brexit
- Local Industrial Strategy
- Place Branding
- Chief Executive's Report including updates on
  - Programmes
  - Strategy
  - Engagement and promotion
  - Governance, Operations and Finance
- Board Forward Plan

### Items to be Scheduled

- UK Shared Prosperity Fund
- Industry Councils
- Capital Growth Programme- Future Project Pipeline