

New Anglia Local Enterprise Partnership Board Meeting

Wednesday 29th January

10.00am to 12.30pm

Liftshare Office, 4 Duke St, Norwich NR3 3AJ, Norfolk

Agenda

No.	Item	Duration
1.	Welcome from the Chair	10 mins
2.	Apologies	
3.	Welcome from Ali Clabburn, Liftshare	
4.	Declarations of Interest	
5.	Actions / Minutes from the last meeting	
Forward Looking		40 mins
6.	Aims & Objectives for the Year	Presentation
7.	Brexit Impact Report	Update
Break		10 mins
Governance and Delivery		90 mins
8.	Local Industrial Strategy and Investment Plan	Update
9.	LEP Evaluation framework	For Approval
10.	Board Recruitment	Update
11.	Remuneration Committee Terms of Reference	For Approval
12.	Chief Executive's Report including confidential items	Update
13.	January Programme Performance Reports including a confidential report	Update
14.	Quarterly Management Accounts – confidential	Update
15.	Board Forward Plan	Update
16.	Any Other Business	Update

New Anglia Board Meeting Minutes (Unconfirmed) 27th November 2019

Present:

Sam Chapman-Allen (SC)	Breckland Council
Claire Cullens (CC)	Norfolk Community Foundation
David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Matthew Hicks (MH)	Suffolk County Council
Pete Joyner (PJ)	Shorthose Russell
Helen Langdon (HL)	University of Suffolk
Dominic Keen (DK)	Britbots
Andrew Proctor (AP)	Norfolk County Council
Johnathan Reynolds (JR)	Nautilus
Sandy Ruddock (SR)	Scarlett & Mustard
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

Attendees

Steve Gallant (SG)	East Suffolk Council - For John Griffiths
Viv Gillespie (VG)	Suffolk New Collage – For Nikos Savvas
Shan Lloyd (SL)	BEIS
Sue Roper (SuR)	Suffolk County Council
Lisa Perkins (LP)	BT – For Item 4
Ben Miller (BM)	Konica Minolta - For Item 6
Ellen Goodwin (EG)	New Anglia LEP – For Item 7
Lisa Roberts (LR)	New Anglia LEP – For Items 6 and 9
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

Actions from the meeting: (27.11.19)		
The LEP's role in enabling infrastructure for growth A document detailing infrastructure priorities to be drafted and circulated to Board members before submission to the new government.		EG
1	Welcome from the Chair	
	Doug Field (DF) welcomed everyone to the meeting including Steve Gallant and Viv Gillespie who were observing for John Griffiths and Nikos Savvas respectively.	
2	Apologies	
	Apologies were received from Steve Oliver, Nikos Savvas, Lindsey Rix, Claire Cullens and John Griffiths.	
3	Declarations of Interest	
	Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board . None	
4	Welcome from BT - Lisa Perkins	
	<p>Doug Field (DF) welcomed everyone to the meeting and thanked Tim Whitley (TW) and Lisa Perkins (LP) for hosting the meeting.</p> <p>LP provided the Board with an overview of key successes at Adastral Park since the Board had last visited in 2017 and highlighting the park's role as one of BT's key strategic sites.</p> <p>LP advised that Innovation Martlesham had seen significant growth and now includes 132 businesses varying from start ups to established companies. Events are held regularly and those such as the recent showcase help promote the cluster to a wider audience.</p> <p>Considerable work continues to go into skills and training with 8000 students attending events through the year. Important partnerships with West Suffolk College and the University of Suffolk are in place and the training programmes initiated at Adastral continue to have a national impact.</p> <p>LP was pleased to inform the Board that Princess Ann had recently visited Adastral Park to unveil a plaque for the new Digitech Centre, which received LEP funding, and which will provide a strong offering for the area and help further identify Adastral as a key site.</p>	
5	Minutes of the last meeting 30th October 2019	
	The minutes were accepted as a true record of the meeting held on 30 th October 2019.	
	<i>Actions from last meeting updated as follows:</i> CS confirmed that written updates on the two enterprise zone items will be circulated shortly.	
6	Enterprise Adviser Network and Careers Hub / Insight from Enterprise Adviser Ben Miller EAN and Careers Hub Extension	
	<p>Glen Todd (GT) introduced Ben Miller (BM) from Konica Minolta who is an Enterprise Advisor at Northgate School in Ipswich.</p> <p>BM reviewed his career path and his role as a careers advisor. He stressed the importance of providing appropriate work experience for students and noted that the programme can be a two-way street keeping companies in touch with the views of students.</p> <p>BM reviewed the extent of his work with Northgate and the initiatives which have been introduced to assist students in gaining experience and making informed choices in the career paths.</p> <p>BM reviewed the successes to date and the aims for the future including sharing best practice, meeting the Gatsby Benchmarks and focussing on the school's approach to careers support.</p> <p>GT explained the Gatsby Benchmarks and highlighted research which has demonstrated the importance of young people's engagement with employers which has been confirmed to have a positive impact both on the student's study and future employment.</p>	

Lisa Roberts (LiR) addressed the board and confirmed that it had been a year since the EAN had been transferred into the LEP and had achieved a great deal although there was still much to do and funding would run out in August 2020. The Careers Enterprise Company (CEC) had hoped to confirm another year's funding but this has been delayed due to Purdah.

The Careers Hub currently covers schools in Norwich & Ipswich and the aim is to extend this to cover all Norfolk and Suffolk schools by securing funding until August 2023 and also extending contact to primary schools.

LiR asked the Board to approve spend of £155k to continue with the expansion of the current model, assuming that the CEC will add £240k as per the current year.

The Board was also asked to agree funding to match the ESF bid which will be submitted in January 2020.

The meeting discussed the coverage of the Careers Hub, the crossover with the Opportunity Areas and the need to address those sectors highlighted in the LIS.

GT confirmed that the EAN used data provided to the LEP to assist in focussing on the needs of keys sectors and companies.

Sam Chapman-Allen (SC) asked what the funding would be used for and asked for further details of the numbers of students engaged to date.

LiR confirmed that work was ongoing to identify and quantify the impact of EAN intervention which was challenging given the difficulties in tracking students' movements. Most of the students are still in education therefore their career choice cannot yet be identified. An evidence base is being established.

The funding will be used to continue employment of the Careers Hub manager and the EAN team and further funding will increase the EAN team from 8 to 10 allowing extended contact between schools and businesses. It will also allow the development of the a platform to assist in lesson planning.

Jeanette Wheeler (JW) asked for further information on the numbers of contacts with employers to identify if pupils were hitting the recommended 4 contacts. LiR confirmed that KPIs would be included should the expansion be agreed. Matthew Hicks (MH) noted that there were other platforms in place and that any new system should not duplicate one already in place. This was agreed.

The Board agreed:

- To note the content of the report
- To agree an allocation of £155k in the LEP budget for 2020/21 to enable a one-year extension of the Enterprise Adviser Network and Careers Hub
- To agree to the drafting and submission of an ESF bid by the LEP and partners to enhance the EAN and Careers Hub
- To agree an allocation in principle of up to £220k for 2021/22 and up to £225k for 2022/23 in match funding towards the ESF bid

7 The LEP's role in enabling infrastructure for growth

Ellen Goodwin (EG) provided the meeting with a presentation outlining the different roles of the LEP and its partners in the provision of infrastructure and highlighting the progress being made in key strategic projects over the past year.

EG reviewed key achievements to date including projects delivered through the Growth Deal and provided the meeting with an update on the work of Transport East and other sub national transport bodies such as East West Rail.

EG advised the Board of plans to hold a Connections Café in February 2020 to improve networking amongst the SME community in the region and also the project to establish integrated ticketing.

DF noted the extent of the work being done on infrastructure and proposed that the Board should identify the priorities areas.

	<p>The Board discussed the issues around the Ely Junction project. EG advised that a revised strategic outline business case will be provided at the end of the financial year noting that there is now a funding gap.</p> <p>SC noted that this junction was delaying growth in the region and at some point Network Rail should be challenged on the rising costs.</p> <p>It was agreed that issues with energy supply to some sites were preventing growth and CS agreed there were currently issues with UKPN.</p> <p>JW asked for an update on the issues around the Trowse junction. EG confirmed that a meeting was scheduled for January 2020. CS noted that this was a complicated area with no rapid solution due to the number of parties involved.</p> <p>Andrew Proctor (AP) stressed the importance of contacting the new government immediately to provide a joint submission detailing the key priorities for infrastructure.</p> <p>ACTION: A document detailing infrastructure priorities to be drafted and circulated to Board members before submission to the new Government.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To task the LEP's sub boards and working groups responsible for infrastructure with considering how the clean growth agenda might be achieved. • To receive a document for submission to the new Government detailing infrastructure priorities 	EG
8	Towns Fund and the role of LEPs	
	<p>CS provided the Board with the background to the new Towns Fund including details of how this fund aligns with much of the work of the LEP. Norwich, Ipswich, King's Lynn, Great Yarmouth and Lowestoft have been invited to put forward bids to deliver long term economic and productivity and the LEP will be providing support to all towns in the production of their bids.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the reports 	
9	ESIF Strategy	
	<p>The Board was provided with an update of the European Investment Strategy for Norfolk and Suffolk which underpins the allocation of the £86.43m European Structural and Investment (ESIF) funding allocated to the New Anglia LEP area. Changes to the strategy were required to support links to the national reserve fund.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To note the amendments to the European Investment Strategy Update November 2019 and endorse its adoption by the ESIF Committee 	
10	Brexit	
	<p>CS presented the Board with an update on the latest intelligence and advised that Metrodynamics have been tasked with refreshing the work they carried out in 2017. The Government has also requested detail of economics shocks.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report 	
11	Chief Executive's Report	
	<p>CS noted some of the highlights of the report asked for questions from the board. CS advised that Claire Cullens had submitted her application for the role of chair of the Skills Advisory Panel (SAP) and had attended a meeting to review its workings.</p>	

	<p>Her appointment was approved by the board.</p> <p>CS also noted that 50 applications had been received for the Innovative Projects Fund call meaning that it will be oversubscribed. Applications will now be assessed. DE asked if the call had received more application from private businesses in this round. CS confirmed that this was the case.</p> <p>CS reminded Board members that they had previously granted approval for CS to sit on the Board of the South East Energy Hub however in order to make funding decisions he was now requesting agreement to fully exercise the role of the LEP. This was approved by the Board.</p> <p>CS noted that he and DF would be appearing before the Norfolk County Council Scrutiny Committee in December. Alan Waters (AW) confirmed that he would also be appearing before the Norwich City Scrutiny Committee and requested a copy of the report which the LEP will be submitting.</p> <p>The Board discussed the importance of project evaluations and LiR confirmed that a proposal would be submitted at the January Board. Subsequent project evaluations will be based on the criteria agreed by the Board at that time.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To support the appointment of Claire Cullens as Chair of the SAP 	
12	November Programme Performance Reports	
	<p>Rosanne Wijnberg (RW) reviewed the reports for November and provided details of those Growth Deal Projects where the rating had been downgraded. The Board was advised that the overall finance rating had been moved from Green to Amber as the Lowestoft Flood Risk Management and Ely Junction Projects have not yet claimed the expected amount. Work is ongoing to reduce rollover into 20/21 but approximately £5m in underclaimed spend is expected to be carried forward into 2020/21.</p> <p>Work continues to progress Lowestoft Flood defences and Ely Junction but the delays are due issues beyond the control of the LEP.</p> <p>RW noted that the outputs on the dashboards have been extended beyond 2021 which has allowed lagged outputs to be demonstrated. The Board approved the Growth Deal Dashboard.</p> <p>DE highlighted the issue of creating jobs which paid below the median salary and noted that the Board considers the numbers of jobs a project will create but not the salary and this should be included in future proposals. Helen Langton (HL) agreed and noted that universities were now being assessed on the salaries of graduating students.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the reports • To approve the Growth Deal Dashboard 	
13	Board Forward Plan	
	<p>CS advised that the forward plan for 2020 had been populated and asked for any additional items from the Board.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the plan 	
14	Any Other Business	

MIPIM Cannes - CS confirmed that the LEP had been invited to attend MIPIM in Cannes to exhibit under the Norfolk & Suffolk Unlimited brand alongside the London Stansted Cambridge Corridor in the London pavilion. This is one of the largest and most visited areas of the show, with 2,500 delegates from 70 companies and 33 London Boroughs attached to the pavilion. The budget is £25k.

Dominic Keen (DK) asked what the success criteria from attendance would be. CS advised that the aim would be the introduction potential investors to Norfolk and Suffolk as other regions attend and are able to establish a presence which we are currently missing. Matthew Hicks (MH) enquired about results from attendance of the London MIPIM event. CS confirmed that investment had been generated along with significantly raising awareness of Norfolk and Suffolk and that staying away from Cannes would leave the counties as an obvious gap.

AW confirmed that this had been discussed historically at Board meetings and it had been noted that the East had been missing from the event and expressed his support for attendance.

Pete Joyner (PJ) noted that there were limited other opportunities to promote NSU in this way and that Cannes was the best event to attend.

The Board approved the spend of £25k and agreed it was vital to ensure that this event was part of the inward investment strategy and that specific aims and objectives be produced.

The Board agreed:

For the LEP to attend MIPIM in Cannes to exhibit under the Norfolk & Suffolk Unlimited brand at a cost of £25k.

Next meeting:

Date and time of next meeting: 10.00am – 12.30pm, 29th January 2020

Venue: Liftshare Office, 4 Duke St, Norwich, NR3 3AJ, Norfolk

Actions from New Anglia LEP Board Meetings

Date	Item	Action	Update	Actioned By	Target Date
27/11/2019	The LEP's role in enabling infrastructure for growth	A document detailing infrastructure priorities to be drafted and circulated to Board members before submission to the new government.	Letter circulated to Board members on 10th January before submission to Grant Shapps & Rishi Sunak	EG	Complete
25/09/2019	Enterprise Zones	Details of the overall EZ investment and the funding split to be provided	Written update included with the January EZ PPR	JM	Complete
25/09/2019	Enterprise Zones	A confidential update on the stalled sites to be provided to the Board	Written update included with the January EZ PPR	JM	Complete
23/07/2019	July Programme Performance Reports	A programme summary including performance against targets will be included in future NAC reports	Included in the January NAC report.	CD	Complete
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	To be included in the next Inward Investment update report	DD	May-20
23/05/2019	Growth Hub Presentation	Growth Hub Annual review to be circulated to the Board when published	Review began in autumn 2019. Final report is expected in spring 2020	CD	May-20

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

Date	Decision Making Body*	Decision Made
27/11/19	LEP Board	<p>The Board made the following decisions:</p> <p>Enterprise Adviser Network and Careers Hub</p> <ul style="list-style-type: none"> To agree an allocation of £155k in the LEP budget for 2020/21 to enable a one-year extension of the Enterprise Adviser Network and Careers Hub To agree to the drafting and submission of an ESF bid by the LEP and partners to enhance the EAN and Careers Hub To agree an allocation in principle of up to £220k for 2021/22 and up to £225k for 2022/23 in match funding towards the ESF bid <p>The LEP's role in enabling infrastructure for growth</p> <ul style="list-style-type: none"> To task the LEP's sub boards and working groups responsible for infrastructure with considering how the clean growth agenda might be achieved To receive a document for submission to the new Government detailing infrastructure priorities <p>ESIF Strategy</p> <p>To note the amendments to the European Investment Strategy Update November 2019 and endorse its adoption by the ESIF Committee</p> <p>AOB</p> <ul style="list-style-type: none"> For the LEP to attend MIPIM in Cannes to exhibit under the Norfolk & Suffolk Unlimited brand at a cost of £25k.
06/11/2019	Growing Business Fund Panel	<p>The Panel approved the following application:</p> <ul style="list-style-type: none"> LiMAR Oil Tools (UK) Limited - Agreed to support Approved Grant: £70,690 Plastech Industries Limited t/a Plastech Additive Manufacturing - Agreed to support Approved Grant - £56,500
25/9/19	LEP Board	<p>The Board made the following decisions:</p> <p>Local Industrial Strategy</p> <p>To endorse and sign off the Norfolk and Suffolk Local Industrial Strategy subject to the amendments agreed at the meeting.</p> <p>Apprenticeships Levy Transfer Pool</p> <p>To approve the business plan and to endorse a further £60,000 of funds to allow support to continue for an additional year</p> <p>Innovative Projects Fund</p> <ul style="list-style-type: none"> To approve the establishment of the £1.5m Innovative Projects Fund jointly with local authorities from Norfolk and Suffolk To approve the new governance arrangement including the Terms of Reference To approve the launch of a 2019/20 Innovative Projects Fund Call in October 2019 <p>Working Agreement with the Cambridge and Peterborough Combined Authority</p> <p>To approve the agreement subject to the above amendments</p>
10/9/19	Investment Appraisal Committee	<p>The IAC made the following decisions:</p> <p>Innovative Projects Fund Proposal</p> <p>To approve the proposal recommending the fund and the call to the LEP Board. To approve the Terms of Reference.</p>

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

New Anglia Local Enterprise Partnership Board
Wednesday 29th January 2020

Agenda Item 7

Brexit Impact Report

Author: James Allen Presenter: James Allen and Simon Papworth

Summary

This report provides an assessment of the updated 'potential implications of Brexit for Norfolk and Suffolk report' (Appendix A), which explores the two scenarios remaining on the table – withdrawal agreement with a trade deal and no deal after the transition period – and assesses four sectors identified through intelligence reports (agriculture, energy, manufacturing and health and social care), setting out implications and responses to consider in the lens of the delivery plans for the Economic Strategy and Local Industrial Strategy.

Recommendation

The Board is asked to note the contents of the report and agree that its recommendations are used to influence the implementation plans for the Economic Strategy and Local Industrial Strategy.

Background

New Anglia LEP was awarded £28k from BEIS in 2019 for Brexit intelligence to be used by the end of March 2020.

£14k of the Brexit intelligence funding was used to update the 2017 potential implications of Brexit for Norfolk and Suffolk report, prepared by MetroDynamics. MetroDynamics were successfully appointed as consultants for this next phase.

The remaining £14k has been used to support the LEP Executive in developing and submitting weekly intelligence reports into central government.

Brexit impact report

MetroDynamics started updating this piece of work in November 2019, ahead of the General Election in December 2019.

Following the outcome of the election, it became much clearer which scenarios remained on the table moving forward:

- The Withdrawal Agreement, including a trade deal by the end of December 2020.
- No Deal, with no trade deal agreed by the end of the transition period.

For each scenario, MetroDynamics have prepared an overview of its features and timeline, a forecasted potential economic impact and information on the potential national implications for the workforce; funding and investment; trade; and regulation.

Under the withdrawal agreement scenario, the UK will begin its departure from the EU on 31st January 2020 with a transition period to December 2020 by which time the UK government expects to have agreed a new trade deal with the EU (deal to cover trade in goods only – agreements to cover services will follow in future). Nationally, growth will be lower than if the UK remained in the EU but higher than under a no deal exit. GDP for Norfolk and Suffolk is predicted to be 4% smaller in 2030 under the withdrawal agreement than it otherwise would have been.

The most likely No deal exit scenario is that the UK leaves at the end of 2020 if a permanent agreement cannot be reached during the transition period. No deal is the most economically damaging form of Brexit with GDP expected to be 5-6% lower than remaining in the EU in 10 years' time. GDP for Norfolk and Suffolk is predicted to be 5.7% smaller in 2030 than it otherwise would have been.

The report reviews how Brexit is likely to affect four priority sectors in Norfolk and Suffolk: manufacturing; agriculture; energy; and health and social care. To determine the likely impacts and implications of Brexit on these sectors, MetroDynamics have reviewed national assessments of impacts and then applied those assessments to these sectors within the context of the Norfolk and Suffolk economy, taking into account local economic conditions and factors affecting businesses.

Implications and responses to consider have been set out under the consistent headings of workforce; funding and investment; trade; and regulation. The majority are consistent with the implementation plans in place for the Economic Strategy and Local Industrial Strategy. These include:

- Closely monitoring / checking in on changing skills needs in those affected sectors, and the links to local provision.
- Supporting businesses to develop opportunities to reduce seasonality of some work
- Innovation support.
- Support for entering new domestic markets, alongside supporting firms new to exports.
- Work with government to ensure future trade deals support Norfolk and Suffolk's key sectors
- Support farm businesses to improve their resilience, including through technological innovation and thinking differently given new revenue sources.
- Help local businesses find and apply for alternative funding sources where possible
- Use the Local Industrial Strategy to articulate Norfolk and Suffolk's industrial priorities and how future regulatory arrangements and trade agreements can support these.

The report highlights how Brexit will amplify the effects of larger global economic trends which already exist such as full employment, ageing demographic and climate change. Whilst it does not underplay the implications of Brexit (particularly no deal) the analysis is clear that wider global trends and market uncertainties facing China and the US in particular together with the underlying productivity weaknesses in the UK economy are both very strong drivers of change and may have been obscured by worries about Brexit. It is also clear that the long term effect of the slowdown in business investment since the referendum in 2016 has already baked in a structural reduction in business performance. This link between a lack of investment in productivity and innovation and our ability to compete in an uncertain global market provides a strong rationale for the investment and actions set out in the Economic Strategy and Local Industrial Strategy.

Recommendation

The Board is asked to note the contents of the report and agree that its recommendations are used to influence the implementation plans for the Economic Strategy and Local Industrial Strategy.

Appendix A – Potential Implications of Brexit for Norfolk and Suffolk report

New Anglia Local Enterprise Partnership Board
Wednesday 29th January 2020

Agenda Item 8

Local Industrial Strategy and Investment Plan

Author: Lisa Roberts

Presenter: Lisa Roberts

Summary

This paper provides an update on Local Industrial Strategy and sets out the proposed approach for developing the Investment Plan and supporting tools.

Recommendation

It is recommended that the LEP Board approves:

- The publication of the designed version of the draft Norfolk and Suffolk Local Industrial Strategy.
- To approve the approach and timetable to the development of the Investment Plan and supporting tools.

Background

Government Update - Following the Norfolk and Suffolk Local Industrial Strategy being signed off at the October 2019 Board meeting the LIS was submitted to the department for Business, Energy and Industrial Strategy (BEIS) to start the sign off process with Government.

The LIS was due to be discussed at the Government LIS Implementation Board on 5th November however, due to purdah, the meeting was cancelled.

Since the General Election the Government has renewed its interest in Local Industrial Strategies. We understand that up to three Local Industrial Strategies will be published imminently – possibly before the end of January.

This is a positive sign, and given the readiness of our plan, puts us in a good position. We are continuing to press Government officials to move ours towards Government sign off as soon as possible, but there is no firm date yet.

Implementation of LIS - We are keen that the LIS is used to drive activity and is not a strategy that just sits on a shelf.

As a first piece of work we have aligned the LIS interventions with the Economic Strategy objectives as a first step towards developing the delivery plan for 2020/21, to ensure maximum alignment of both strategies.

As a reminder the Economic Strategy remains our broad based strategy to deliver increased productivity and inclusive growth across a wide range of sectors and places.

The Local Industrial Strategy distils the strategy focusing more closely on our areas of competitive strength and strategic opportunities and is a key delivery tool for the Economic Strategy.

Over the last few months a range of activity to take forward the LIS has commenced. Below are some examples of this activity.

Apprenticeship Levy Transfer - Alison Ward started as our Apprenticeship Levy Sharing Coordinator at the beginning of December. This role will work with partners to identify businesses which want to take part in levy sharing and will match them with one another and potential apprenticeship providers. There has been a high level of interest from business to engage and sign up.

The LEP has held two short sprint sessions to drive forward two of the interventions in the LIS. The first sprint session examined the ambition to 'Introduce a new integrated offer and programme of activity that will stimulate collaboration and innovation'. The second looked at business support, and how large companies could support small scale up companies through a volunteering mentoring scheme.

Both sessions were facilitated by Simon Burckitt from Aviva and attended by a mix of businesses, academia and LEP executives. Several ideas were generated, and a plan has been developed to carry out some pilot activity.

The LEP and partners have developed the business case for the Food Hub and submitted a bid to the European Regional Development Fund which has passed gateway and will progress to full application with a March 2020 deadline. The LEP Investment Appraisal Committee will examine the business case to assess and make recommendations on the LEP's contribution to the project.

Key Considerations

1 Publishing the Local Industrial Strategy

Although we are continuing to wait to hear from Government about next steps, we would like to go publish a designed version of the LIS, in line with the new 'Norfolk and Suffolk Unlimited' branding. A designed version of the executive summary is attached, and printed copies will be available for Board members at the Board meeting.

The LIS has been well received by partners who are actively getting on with delivering the interventions within it.

The LIS is part of the suite of documents which is being used to raise the profile of Norfolk and Suffolk, the designed version will simply replace the word version which is currently available on the LEP website. As with the word version it will contain the caveat that this version is yet to be signed off by Government. Once we have Government sign off a new version will be published.

The Board is asked to approve the publication of the designed version of Norfolk and Suffolk Local Industrial Strategy.

2 Development of Investment Plan

The next step in driving effective delivery of the Economic Strategy and the LIS is to develop an overarching Investment Plan and update the portfolio of outputs.

The Investment Plan will capture the interventions that will deliver the ambitions and goals in the Economic Strategy and LIS – projects, programmes and initiatives – which require funding. This will enable the LEP and partners to take a proactive approach to securing funding for the we have identified as the interventions that will deliver the desired impact rather than funding projects just because they are 'shovel ready'.

In many areas we will be building on existing pipelines and investment plans from local partners and local areas.

However there will be areas such as skills, where an investment plan for the area does not yet exist. In this case the LEP’s Skills Advisory Panel is well placed to lead on the development of a workshop and plan to incorporate into the overarching investment plan.



There are several tools which will help support the implementation of the strategies and investment plan these are listed in the red box in the diagram above. The ones in black are existing tools and the white ones are in development.

Updating the outputs portfolio - Currently the outputs that are monitored and measured have been directed by government. To ensure that we are supporting interventions that deliver against the strategies and be able to effectively evaluate its impact the suite of outputs needs to be expanded. We will work with partners to develop a shared portfolio which sets out metrics, definitions and methodologies.

Funding Framework – this is a tool that will help to identify the best route of funding for an intervention. It is intended to ensure we focus on the funding streams that will give us the largest chance of success as well as enable us to speed up the initial stages of funding identifications. This will also include funding factsheets that will summaries national funding opportunities which will be shared with partners as they arise.

Next Steps - Approach and Timetable

The diagram below sets out the proposed approach and timetable to the development of the Investment Plan.

The Economic Strategy Delivery Co-ordinating Board would provide the day to day steering with the LEP Board approving the Investment Plan at the July Board meeting.



The Board are asked to approve the approach and timetable to the development of the Implementation plan and supporting tools.

Link to the Economic Strategy and Local Industrial Strategy

The investment plan and supporting tools will enable partners to focus resources and investment on interventions that will provide the biggest impact on the ambitions set out in the Economic Strategy and the LIS. It will put us in a stronger position to influence future funding opportunities.

Recommendation

- The publication of the designed version of Norfolk and Suffolk Local Industrial Strategy.
- To approve the approach and timetable to the development of the Investment Plan and supporting tools.

New Anglia Local Enterprise Partnership Board
Wednesday 29th January 2020

Agenda Item 9

LEP Evaluation Framework

Author: Marie Finbow

Presenter: Lisa Roberts

Summary

This paper sets out the proposed updated Evaluation Framework and programme of evaluation and sets out the proposed approach to implementing the framework.

Recommendation

It is recommended that the LEP Board approves:

- the updated Evaluation Framework and programme of evaluation for inclusion in the 2020 Local Assurance Framework.
- the proposed approach to have a call-on, call-off list of companies that will provide external support.
- a 50K allocation of the Growth Deal top slice to appoint a company to carry out an evaluation on three LEP programmes.

Background

An evaluation plan was developed as part of the Growth Deal three process in 2015. LEP programmes and projects have been in delivery phase for several years now. Learning lessons and ensuring continuous improvement is important to ensure LEP funds are being invested effectively, deliver the desired impact and shape strategies and new interventions.

An [Evaluation Framework](#) has been developed which supersedes the Growth Deal Evaluation Plan. The Framework sets out a more robust approach and programme to evaluation than the Plan.

At the outset of the Local Growth Programme (Growth Deals) the Department of Business, Energy and Industrial Strategy set out requirements of Local Enterprise Partnerships to monitor and evaluate Local Growth Fund projects. These requirements are embedded in the MHCLG Accounting Officer System Statement¹ and are reiterated in the National Local Growth Assurance Framework² where it is stated that arrangements must be in place to deliver effectively and provide good value for money along with highlighting the need for LEPs to develop a local evaluation plan.

Government has set out its minimum expectations for evaluation, which are to:

¹ MHCLG Accounting Officer System Statement can be found [here](#)

² National Local Growth Assurance Framework can be found [here](#)

- Provide government with evidence on the effectiveness of delivery and value for money of Local Growth Fund interventions, and other programmes.
- Identify causal effects on planned outcomes and impacts.
- Learn lessons about what works, either to create desired impact on outcomes or to ensure efficient delivery of outputs.
- Provide the evidence base to influence funding policy decisions.

It is down to LEPs themselves to decide which approaches are the most appropriate for their Local Growth Fund and other programmes.

Key Considerations

Evaluations play an important role in setting and delivering the ambitions and objectives in the Economic Strategy and Local Industrial Strategy, demonstrating accountability and providing evidence for independent scrutiny processes. Good evaluations also contribute valuable knowledge towards our evidence base, feeding into future strategy development and occupying a crucial role in determining our future projects and interventions.

The proposed Evaluation Framework has been published on the LEPs [website](#) as a requirement of Government and is referred to within our Local Assurance Framework. It sets out:

- the purpose and scope of evaluation;
- types of evaluation – impact, process and cost benefit and how to identify the relevant one for the project, programme or initiative;
- example questions which will be examined;
- the approach to implementing the framework; and
- a programme of evaluation which sets out a four-year rolling timetable which will be reviewed on a quarterly basis. Appendix A provides a high-level summary.

The full programme of evaluation includes: an overview of what will be evaluated by when; whether the evaluation will be conducted internally or externally commissioned; whether the evaluation is a contractual requirement; the chosen evaluation approach; who is leading the evaluation; who the evaluation will report back to; and records the data being collected and monitored. As part of our review of programmes we will be looking to develop criteria around inclusive growth and clean growth which will be reflected in the evaluation.

There is a need to **secure external expertise** to carry out some of the evaluations which will provide a skills set that doesn't currently exist within the LEP Executive. It will also adhere to contractual requirements of some of the LEP's funding.

This paper is seeking the Board's approval to carry out a tender process to develop a call-on, call-off contract list of companies that we can call upon as and when required. This would be reviewed every three years.

Funds will be required to carry out external evaluations. Requests for funding will be included in the LEP budget or through a Board paper if required. During 2020 we would like to carry out an external evaluation which covers Growing Business Fund, Growing Places Fund and New Anglia Capital. This would be a combination evaluation covering impact, process and cost-benefit and would look at each of the programmes on an individual basis as well as considering them at a high-level; evaluating the portfolio of programmes to determine whether the LEP's portfolio provides the range of funding options that best delivers our ambitions.

To progress this work so that it is delivered in 2020 we are seeking the Board's approval to allocate £50k of the Local Growth Fund top slice to deliver the LEP Programme Portfolio evaluation.

Link to the Economic Strategy and Local Industrial Strategy

The programme of evaluation incorporates all the LEP's programmes and projects, as well as the Economic Strategy annual review to ensure continued alignment.

Next Steps

End January	Publish confirmed Evaluation Framework with any amendments following LEP Board meeting.
February	Develop the evaluation specification for the LEP Programmes Portfolio evaluation.
February/ March	Run a tender process to identify external consultants for a call-on, call-off contract to conduct evaluations as and when required.
End March	Include in the Local Assurance Framework update.
Spring/ Summer	Appoint consultants and undergo evaluation.
Autumn	Report findings to LEP Board.

Recommendation

It is recommended that the LEP Board approves:

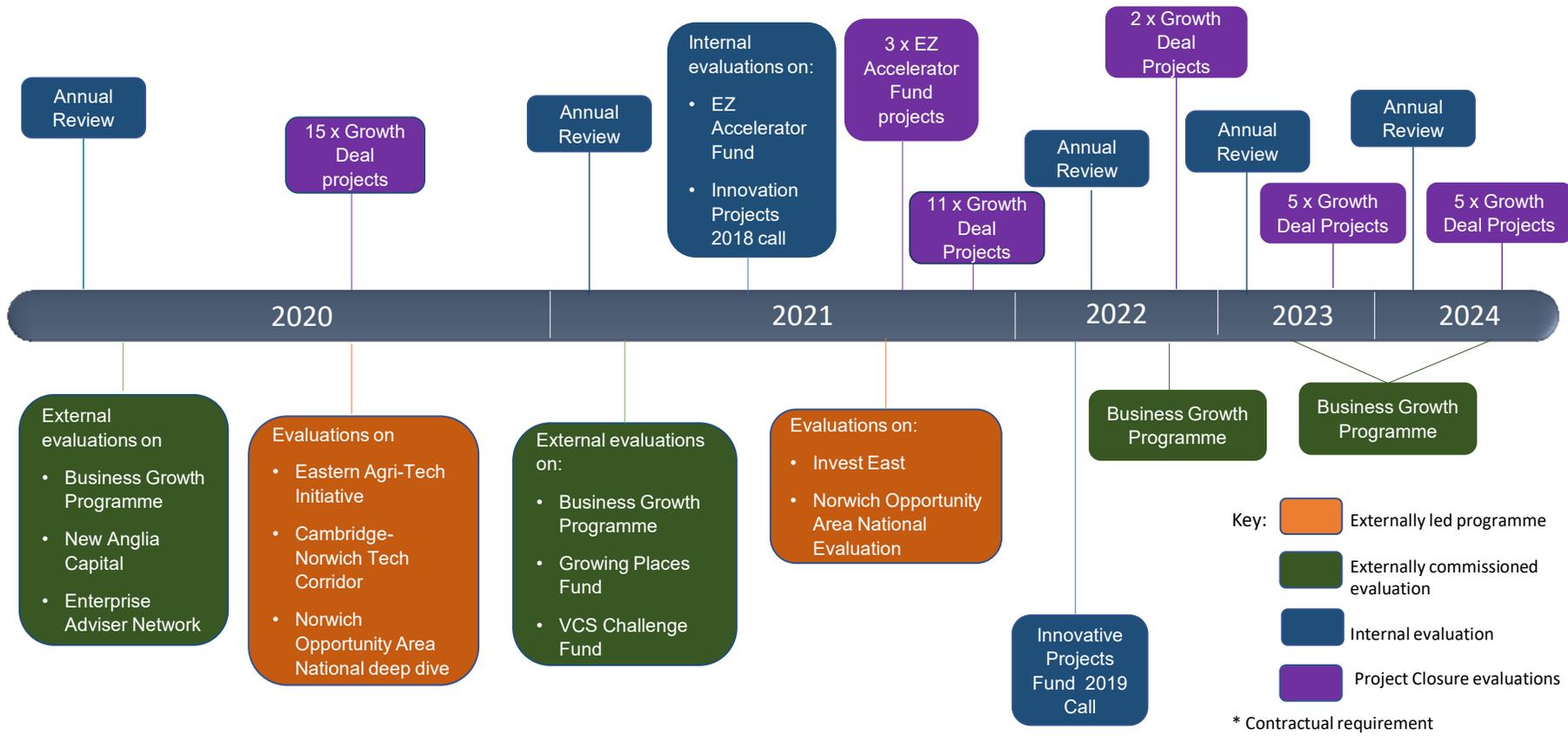
- the proposed updated Evaluation Framework and programme of evaluation for inclusion in the 2020 Local Assurance Framework.
- the proposed approach to have a call-on, call-off list of companies that will provide external support.
- A 50K allocation of the Growth Deal top slice to appoint a company to carry out an evaluation on three LEP programmes.

Appendices

A high-level overview of the LEP's programme of evaluation is attached as Appendix 1.

Appendix 1

LEP Evaluation Programme



New Anglia Local Enterprise Partnership Board
Wednesday 29th January 2020

Agenda Item 10

Board recruitment

Author: Charley Purves

Presenter: Doug Field

Summary

New Anglia will lose two board members this year, Lindsey Rix and Doug Field. This paper provides detail of the recruitment process and timeline, as well as asks for volunteers to form the recruitment panel.

Recommendation

The board is asked to note the contents of the report and recruitment packs, as well as support and promote the opportunities.

The board are further asked to nominate and approve the interview panels for the vacancies.

Background

Doug Field's role as Chair of the Board comes to an end at the AGM in September 2020. This means that we need to find a successor to take over the Chair from September. Government requires that local enterprise partnerships recruit externally for their chair vacancies, although current board members are also welcome to apply.

Lindsey Rix has also tendered her resignation from the board as her work commitments have increased and she is unable to devote the time required as a board member. She will stand down from April 2020.

This means that we are looking to recruit one board member and a chair, and it would be preferable to complete this recruitment simultaneously.

Key Considerations

A recruitment pack has been developed for the role of chair and the board member. These recruitment packs are available on request, or via the LEP website.

For the chair of the board, we are looking for a senior business leader with at least three years in a board level role, with experience of stakeholder management including public and private sector partnerships.

For the board member, we are looking for an experienced person with at least three years in a senior appointment.

For both roles, consideration needs to be given to sector and geographical coverage, as well as the commitment to have at least a third of the board female, and equal representation by 2023.

The proposal is to have open recruitment from January to March with interviews end of March and beginning of April, subject to panel availability. The appointments will then be ratified at the May board meeting. The successful board member can take up their appointment from June, with the appointed candidate to become chair after the AGM.

Next Steps

Once approved, the recruitment will be opened and advertised widely. Volunteers are required to form the interview panels for the roles. The executive team will coordinate applications and set up the interview arrangements.

Specific timelines are detailed in the recruitment packs.

Recommendation

The board is asked to note the contents of the report and recruitment packs, as well as support and promote the opportunities.

The board are further asked to nominate and approve the interview panels for the vacancies.

New Anglia Local Enterprise Partnership Board
Wednesday 29th January 2020

Agenda Item 11

Remuneration Committee Terms of Reference

Author: Charley Purves Presenter: Jeanette Wheeler

Summary

This report summarises the amendments made to the Remuneration Committee Terms of Reference, as agreed at their meeting on 30th October 2019. It also details the Gender Pay Gap Report endorsed by the committee and subsequently published on the LEP website and the government gender pay gap service website.

Recommendation

The board is invited to approve the Remuneration Committee Terms of Reference.

The board is invited to note the contents of the Gender Pay Gap Report.

The board is requested to review the committee membership.

Update from last meeting

At the meeting held 30th October 2019, the committee agreed to accepting and reviewing a voluntary gender pay gap report. This report can be found in appendix A. Once submitted, the gender pay gap report must be produced each year, following the government's requirements.

In light of agreeing to the gender pay gap reporting, the committee amended the Terms of Reference, appendix B, to incorporate this, as well as reducing the frequency of meetings to yearly with the option to call additional meetings as required.

Committee membership

The committee is chaired by Mark Jeffries. Committee members are Andrew Proctor and Jeanette Wheeler. Doug Field is a co-opted member.

Recommendation

The board is invited to approve the Remuneration Committee Terms of Reference.

The board is invited to note the contents of the Gender Pay Gap Report.

The board is requested to review the committee membership.

Appendix A

Gender Pay Gap Report 2019

Summary

Whilst not legally required to report on the gender pay gap at New Anglia LEP, it is felt that it is good practice to review this and report on it publicly. Appointments to the LEP executive team are made on merit with a rigorous recruitment process followed. Opportunities for development are open to all members of the team and we follow a continuous performance management process.

The LEP is governed by a non-remunerated board of directors. The LEP board is committed to achieving equal representation of female board members by 2023 in line with government requirements. As the board are non-remunerated, they do not influence the statistics provided within this report.

Background

We are an employer voluntarily choosing to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

This involves carrying out calculations that show the difference between the average earnings of men and women in our organisation; it will not involve publishing individual employee's data.

We can use these results to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels
- how effectively talent is being maximised and rewarded.

This gender pay gap report show the overall difference in average pay for all men and women working for New Anglia. It does not compare men and women doing the same role.

Results

As at 5th April 2019, New Anglia LEP employed 54 people, 52 of which are deemed to be relevant full pay employees. Of the overall team, 43% are male and 57% are female.

Looking specifically at the relevant full pay employees, **the mean gender pay gap is 1.11%**. This is the difference between the mean hourly rate of pay for men and women, which is calculated by adding together all the male and female hourly pay separately and then dividing by the number of men and women respectively.

The median gender pay gap, the difference between the median hourly rate of pay for men and women is **-5.55%**. The median rate of pay is the mid-point of the salary range for men and women.

The gender pay gap nationally stands at 8.9% for 2019 which indicates that New Anglia LEP is one of the lowest. Equally, the local government sector pay gaps stands at 6.1% for 2019, a reduction of 0.7% from 2018.

New Anglia does not award bonus payments and therefore cannot report on gender pay bonus gaps.

The proportions of male and female full pay relevant employees within the quartile pay bands are listed below:

Quartile	Male	Female
Lower	38%	62%
Lower middle	54%	46%
Upper middle	38%	62%
Upper	38%	62%

Actions

New Anglia has an open recruitment policy with vacancies advertised widely and appoints on skills and competencies. This ensures that the right person is appointed to the roles available.

Flexible working is made available to all employees and there are a number of family friendly policies in place to support all members of the team.

The equality and diversity policy has been strengthened and an action plan has been developed to roll out across the organisation, including board members. This will provide better visibility of equality and diversity in recruitment and promotion.

We are also committed to developing our team with a focus on formal external and internal training plans.

Conclusion

The results show that New Anglia LEP is in a good position with a low mean gender pay gap, however the median gender pay gap is in a negative figure as this data is skewed by a higher proportion of females in the upper and upper middle quartiles.

LEP Remuneration Committee Terms of Reference

Purpose

To provide a formal and transparent procedure for developing policy on executive remuneration.

Responsibilities

- To determine and agree with the Board the framework or broad policy for the remuneration of the executive team, as it is designated to consider.
- In determining such policy, take into account all factors which it deems necessary. The objective of such policy shall be to ensure that members of the executive team are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the LEP.
- To approve the design of, and determine targets for, any performance related pay schemes operated by the LEP and approve the total annual payments made under such schemes.
- To ensure that contractual terms on termination, and any payments made, are fair to the individual, and the LEP.
- To review the outcomes of the performance review process in respect of the Chief Executive Officer and any other executives appointed from time to time.
- Within the terms of the agreed policy make recommendations to take to the Board regarding the total individual remuneration package of the Chief Executive Officer and any other senior executive officers or employees who may be appointed from time to time, including bonuses and incentive payments.
- In determining such packages and arrangements, to give due regard to any relevant legal requirements;
- To review and note annually the remuneration trends across the public and private sectors.
- To review and approve the annual Gender Pay Gap Report.
- The Committee is authorised by the Board to seek any information it requires from any employee of the LEP, in order to perform its duties.
- In connection with its duties the Committee is authorised by the Board to obtain, at the LEP's expense, any outside legal or other professional advice, within budgetary constraints.

Membership and Frequency

The committee shall appoint an Independent Chair, who shall serve for maximum five-year term.

The Committee shall be made up of at least three members, including the Independent Committee Chair. No Board Member who is an employee of the LEP or who has left the LEP's employment within three years to the LEP, or a spouse or partner of such employee, shall serve on the Committee. Two members of the Committee shall be appointed by and from the members of the New Anglia LEP Board.

Substitutes may only be accepted in exceptional circumstances and only for public sector members at the discretion of the Chair.

The Committee is authorised to co-opt the Chair of the LEP as a Committee Member (if not already appointed) for the purposes of facilitating the annual performance review process in respect of the Chief Executive Officer.

Only members of the Remuneration Committee have the right to attend Remuneration Committee meetings. However, other individuals and external advisers may be invited to attend for all or part of any meeting as and when appropriate. Appointments to the Committee shall be reviewed annually by the Board.

The Committee shall meet a minimum of once a year. Where necessary, additional meetings may be called as agreed with the Committee Chair.

Quorum

The quorum necessary for the transaction of business shall be three. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the committee.

Monitoring and Reporting

Minutes of Committee meetings shall be circulated promptly to the Chair and, once agreed, to all members of the Board.

The Committee Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

The Board shall, at least once a year, review the performance of the Remuneration Committee, constitution and terms of reference to ensure it is operating at maximum effectiveness.

Review

The Committee shall, review its own performance once a year and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the LEP Board for approval.

The membership of the Committee will be reviewed annually.

Author: Chris Starkie

Summary

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

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

Given two month gap to the previous meeting and the wide range of activities being undertaken by the LEP, the report is slightly longer than normal.

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

The Hempnall Roundabout on the A140 was officially opened on 16 December 2019, although some drainage issues and landscaping work remains to be completed.

The majority of Grant Agreements for new projects have been completed, delivery has begun and the first grant claims are now being received. Changes within the school of engineering by UEA in relation to the development of Productivity East has already increased projected student numbers.

East Suffolk Council has resolved the delay to ground investigations and the planning application for the Flood Risk Management Project (Lowestoft Flood Defences) will have gone before the council’s planning committee on 14 January 2020. Detailed design and works on the tidal walls, which have been delayed for some time, are then expected to proceed over the next few months. A Project Board to be held on 7 February 2020 should clarify the revised delivery schedule.

The overall level of anticipated expenditure has fallen and it is likely that some grants will not be claimed in accordance with the draw down schedule. However, achievement of outputs remains reasonably on track to meet forecasts, even though some will be realised later than expected.

Business Growth Programme

The Business Growth Programme is ahead of its overall output target and cumulative spend profile by £700k despite a reduction in approvals and payments of the Small Grant Scheme over the last few months.

The financial claim for Q2 2019 covering the period July – September with a value of just over £1m has been paid by MHCLG.

We are currently working on the Q3 2019 claim covering the period October – December 2019. More data can be found in the programme performance report at agenda item 13.

In September 2019 a £1.1m application to extend the Growth Hub activity for a further three months (to end of November 2021) and employ two additional Business Growth Advisers was submitted to MHCLG. We are awaiting MHCLG’s decision on this, prior to submitting a further extension as part of a national call due in the spring of 2020.

Over a 2 month period to December 2019 four Growth Advisers (2 BEIS and 2 ERDF funded) and a new Growth Hub Manager were recruited, all of whom have now taken up their roles. The fourth annual evaluation of the Programme is in progress.

The application for the new Innovation, Research and Development Grant Scheme is still being considered by MHCLG, with the application delayed because of staffing problems at MHCLG. The delays mean that we have had to put the start date of the scheme back to February 2019.

Growing Business Fund

The Growing Business Fund continues to experience a fall in demand, with fewer and lower value applications coming forward. The January 2020 Approvals Panel was cancelled, due to a lack of applications being ready for the meeting. Several pipeline projects are now looking to move forward, now that there is greater political certainty.

Fresh Asia Foods, awarded £400k from GBF in 2014 to relocate its business producing Chinese meals from Erith near Dartford to Little Melton have decided not to proceed with the move. They have specifically cited Brexit and the uncertainty generated as a result in the local labour market as the reasons for this decision.

The grant, which was awarded on the condition that the move went ahead and that funding was kept in a separate bank account until that time, has now been recovered by Suffolk County Council. Since the funding for the project was allocated from the earlier Regional Growth Fund rather than the LEP’s Growth Deal, it is likely the funding will need to be returned to UK Treasury, but this is currently under discussion.

Eastern Agri tech Initiative

The Eastern Agri tech Initiative continues to receive steady interest following a boost in marketing across both regions, to encourage new applications; this is being led by the Cambridge and Peterborough Combined Authority as the delivery body.

Over 50% of the available fund has been paid out so far in support of 12 projects, a mix of R&D and growth grants in the Cambridge and Peterborough Combined Authority area. A number of projects in the New Anglia area are expected to come forward to projects panels in the spring of 2020. Improvements to the governance of the programme have been made, a requirement of the New Anglia funding.

Growing Places Fund

The LEP has supported the Nest Community sports and enterprise project in North Norwich. The project held a Parliamentary reception on 14 January 2020, supported by Lord Dannant.

The Saxmundham Creative Enterprise Hub plans to start the refurbishment of the old post office and telephone exchange in Saxmundham in January as a first phase of development towards opening as a new creative enterprise hub in the summer.

LEP Innovative Projects Fund

2018 Call of the Innovative Projects Fund - £500,000.

- The Fit for Nuclear project has now met the conditions of the IAC’s offer for IPF Funding. £118,000 was approved for this project. Fit for Nuclear will be led by West Suffolk College and will commence after receipt of a signed offer letter.
- There are now seven projects under the 2018 call of the Innovative Projects Fund with a combined IPF allocation and commitment of £539,531.
- There are no further projects waiting for offer letters.
- 3 project claims were received for 2019/20 Quarter 2 period.
- 2 payments totaling £37,201 have been made and one payment of £32,499 is pending.
- 1 monitoring form has been received demonstrating expenditure of £19,589.
- Total forecast spend by the end of Quarter 2 was £85,682, Actual spend is £43,781 with a further pending claim of £32,499 (bringing the total actual spend to £76,280 - £9,402 behind the expenditure schedule).
- To date, 4 part time jobs have been created and 6 businesses have received support.
- Local Authority match funding of £47,579.05 and Private Match Funding of £28,287.89 have been recorded.

2019 Call of the Innovative Projects Fund (Norfolk & Suffolk) - £1.5m

- The 2019 Call of the Innovative Projects Fund was launched on Monday 7th October and closed on 20th December 2019.
- The call received in the region of 80 enquiries.
- 37 applications were received and a total of £3,095,196 was asked of the Innovative Projects Fund with a total projects value of £6,790,048;
- 18 projects appear to be regional projects (across Norfolk & Suffolk);
- 12 projects are based in or operating across Suffolk county;
- 7 projects are based in or operating across Norfolk county

The applications are now with the externally appointed appraisal consultants. A report highlighting the recommendations for the approval and rejection of projects will be made available to the IPF Panel on 11th March 2020.

Enterprise Zones Update

Space to Innovate Enterprise Zone

Chancerygate has begun construction of 19 units at Futura Park in Ipswich which are due to complete in April 2020.

Three of these already have pre-construction deals agreed. Meanwhile there is interest in the plot at the front of the site which in addition to the recently completed Lok ‘n’ Store building, would complete Futura Park.

At Sproughton, 46% of the developable land is either being developed or has occupiers secured. A major second occupier hopes to operate from summer 2020 with 500 new jobs.

On Princes Street the Connexions 159 building is now fully occupied. A new multi-storey car park is expected to complete in 2021, after which the site is expected to develop rapidly with the possible addition of a hotel and two final office units.

Norwich Research Park is progressing well with a temporary displacement car park completed. This enables construction of the multi-storey car park to begin January 2020 with a one-year build time. The 1,765m² zone 4 building construction is due to commence in March 2020. This building will be occupied by a food science business.

To date*, the Space to Innovate zone has delivered 1,159 jobs, 107 new businesses, £174m of public sector investment and £107m of private investment.

Great Yarmouth & Lowestoft Enterprise Zone

At Beacon Park the vacancy rate as of November 2019 was down 7.5% with a healthy pipeline of leads coming in. This is mirrored at Ellough where the first unit is now occupied with a second enquiry looking to take between 1 and 4 further units. In response to this the developer has now

indicated willingness to commence speculative construction in addition to land sales and planning has gone in for the extension to the Mobbs Way site.

To date*, the Great Yarmouth & Lowestoft zone has delivered 1,898 new jobs, 66 new businesses, £178m of public investment and £51m of private investment.

**Data correct at the end of Q2 2019-20*

2) Strategy

Economic Strategy Delivery Co-ordinating Board (ESDCB)

Collaborating to Grow Deep Dive

The ESDCB have identified 14 priority objectives from the Economic Strategy which they focus on during 2019/20. At each meeting there is a deep dive into a grouping of these objectives which covers a presentation of evidence and understanding the current activity and testing to see what more can be done to ensure maximum impact of current activity. In addition, there is a discussion on gaps and the actions required to fill them.

The session on the 18th December focused on four objectives within the Collaborating to Grow theme – linking up our innovation hubs, opening up supply chain opportunities, supporting businesses through a smoother planning system; and helping businesses solve the challenges in service provision that the public sector faces.

The Board discussed how the LEP and partners can more effectively co-ordinate activity around the innovation ecosystem and maximise the impact of the Innovation Forum. It was suggested that a workshop take place at the next Innovation Forum to identify what is needed to join up the innovation hubs and the capacity required to create this – to help inform a future funding bid.

Economic Strategy Annual Performance Review

Work on the Economic Strategy Performance review has commenced. The first stage is to update the evidence workbooks this will be completed by the end of January.

The LEP Board will be presented with a dashboard showing progress against the Economic Strategy Indicators in February.

Dates for the annual business and public Leaders performance session is being arranged for Friday, 24th April. This session will involve a presentation of the Economic Strategy performance and will have a focus on the developing Investment plan.

Skills

Skills Advisory Panels (SAPs)

The Skills Advisory Panel met in November at the East Coast College Energy Centre. We received an update on the provision that the college provides for this sector and the opportunities for new employer partnership due to the new facilities funded by the LEP.

A forward plan for 2020 was agreed together with key skills data to start monitoring. Influences on this data cannot just be through the work of the SAP but we can support change/interventions where possible.

Claire Cullens has agreed to Chair the Panel. She is meeting with some of the members to understand where the focus is best placed and will chair her first meeting on January 24th.

Apprenticeship Levy Transfer

Alison Ward joined the Strategy Team at the beginning of December. She is formalising the governance process around the transfers plus has had a number of meetings with levy payers, businesses looking to receive levy and providers. Many more are booked in for the new year.

Alongside Jan Feeney (Norfolk County Council), we also presented to a number of Levy paying Energy businesses who are interested in maximising the use of their levy.

EAN and Careers Hub

The EAN and Careers Hub are on track to meet the Careers and Enterprise Company Grant agreement targets for July 2020 having met last academic years targets. Continued focus over the coming months will be to recruit further Enterprise Advisers aligned to key sectors identified in the Local Industrial Strategy and disseminating best practice across the network to support schools with achieving the Gatsby Benchmarks.

This month we submitted our ESF bid for an expanded Careers Hub, which if successful would run from January 2021 to December 2023.

We have welcomed Madeline Matthews to the team as maternity cover for Hannah Colledge. Madeline will be covering the Norwich Opportunity Area.

Stronger Towns Fund

Five towns in the LEP area are developing Town Deals: Norwich, Ipswich, King’s Lynn, Great Yarmouth and Lowestoft.

The LEP is taking an active part in all five Town Deals. Senior members of the LEP executive have been assigned to each of the Town Deals, actively supporting creation of the Town Boards and in development of Town Investment Plans, ensuring alignment with the Norfolk and Suffolk Economic Strategy and the Local Industrial Strategy.

Transport

Transport East

The first carbon inquiry was postponed due to the General Election. The Suffolk and Norfolk sessions are now due to take place on 27 and 31 January respectively. Transport East’s annual summit, due to take place on 11 December, has been postponed until 26 February.

Transport Board

The next Transport Board will take place on 25 February and will focus on the Agile to Change theme of the Integrated Transport Strategy. The agenda will consider innovation in transport and clean growth, at the request of the November Board meeting. The Board will take place after a ‘Connections Café’ which Norfolk and Suffolk are hosting on behalf of the Connected Places Catapult. The event is designed to improve networking amongst the SME community in the context of the Industrial Strategy’s grand challenges.

Great Eastern Mainline (GEML) Taskforce

Work on the evidence refresh continues and Network Rail is in the process of carrying out additional work on enhancements, including prioritisation, timetabling and costs, for inclusion in the business case. The project board will consider the revised draft business case at its next meeting on 27 February. Following the parliamentary election, Giles Watling MP has agreed to take over the role of Chair of the GEML Rail Taskforce.

Trowse Rail Bridge Upgrade

A stakeholder meeting took place on 7 January looking at how we gain momentum around improving the rail bridge at Trowse.

Ely Taskforce – 22 November/20 December

Recent discussions include how we might deliver the scheme using a programme approach. Discussions have also involved how to bolster the strategic case for delivery and further political support.

Transforming Cities Fund

The Transforming Cities bid was submitted to Government on 15 January. To find out more see: www.norfolk.gov.uk/transformingcities

European Structural Investment Funds (ESIF)

ESIF Committee

The ESIF Committee met on 11 November. Two European Social Fund (ESF) projects supporting apprenticeships received approval and are now in the contract phase. Four European Regional Development Fund (ERDF) projects received outline approval, three under the innovation strand and one business support project. A further innovation project received outline approval through written procedures in December 2019. These approvals more than account for the full £43.6m ERDF allocation to Norfolk and Suffolk, provided that all projects are successful in the next stages of the process.

The ESIF Committee is starting to receive EAFRD (Rural Growth Programme) projects for consideration under written procedures. These projects are for direct grants to rural businesses, including farms.

ERDF

£12.5m of projects are still in the application and approval process. If they are contracted, Norfolk and Suffolk will have fully secured its notional £43.6m allocation from the Fund. The LEP works with partners to coordinate regular meetings of the ERDF project managers to maximise project coordination, share tips and best practice – a meeting was held on 13 November with the next one scheduled for early spring 2020.

ESF

A major £3.79m Health and Social Care training programme, run by Norfolk County Council with a range of partners, was recently approved and is launching early 2020. The Sector Skills call, which closed on 2 December, was oversubscribed, with considerable local interest in the opportunity, which was explored at two large workshops run by the LEP in summer 2020. The Careers Hub Call closed on January 15th, with a bid submitted by the LEP.

There is £15.5m projects still in the approval process, with progress continuing to be slow, but we expect to see many of these contracted during the next few months.

EAFRD (Rural Growth Programme)

The National Reserve Fund Call is now open for expressions of interest till mid-February. This programme provides direct grants to rural businesses and is being promoted by the LEP through its stakeholders and on social media and by the Growth Hub.

National Reserve Fund Calls

All the uncommitted funds from the LEP allocations have now been collated into National Reserve Fund opportunities. Each Managing Authority is operating this opportunity differently so the LEP has been working with the Managing Authorities and local stakeholders to understand the processes and consider how best to secure funds for priority projects in our area. The ERDF National Reserve Fund opportunity is due to open in spring 2020, ESF and EAFRD are already making funds available nationally.

Knowledge and Evidence

Data Practitioners group

The data practitioners group met in the first week of December, with the focus on discussing the emerging significance of the Skills Advisory Panel, and how this will inform and support existing efforts to analyse skills gaps and identify potential solutions.

The establishment of the apprentice levy post by the LEP was welcomed by rural local authority representatives in particular, as they tend to work a larger proportion of SMEs, who have struggled to engage with the apprenticeship program of late.

Economic Evidence

Work has commenced in December and will continue to ramp-up in January on updating the economic workbooks that underpin the evidence base for the economic strategy review. As anticipated, it is proving a time consuming and labour-intensive task, but we are on course to have all the key data updated in time for the review to be submitted to the LEP board in February.

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.

Norfolk & Suffolk Unlimited

Work is under way to develop a 2020/21 activity plan for the communications and marketing activity around Norfolk & Suffolk Unlimited. This includes a range of international events.

Horecava – a food industry event – took place in Amsterdam in January and 14 local producers showcased their products on the Norfolk & Suffolk Unlimited stand. Positive conversations were had with distributors and buyers from across Europe.

We have confirmed attendance at MIPIM in France in March – the first time our region has exhibited at the international real estate event. We will be part of an East of England stand with the London Stansted Cambridge Corridor, South East LEP, Herts LEP and InvestEssex.

MPs Infrastructure Event

As a result of the November Board meeting a letter has been written to the Chief Secretary to the Treasury outlining Norfolk and Suffolk infrastructure ‘ask’.

This was circulated to board members earlier in the month and will be followed up by an MPs event in Westminster scheduled for 5th February.

Inward Investment

The new joint inward investment service Invest Norfolk and Suffolk officially begins operating at the start of February.

Three staff from Norfolk County Council began working on the project earlier in January, with one of these - David Dukes taking on his new role as head of inward investment covering both counties.

Two vacancies – one in Norfolk and one in Suffolk – which will strengthen the team are in the process of being advertised.

Industry Councils

Three Industry Councils for the Local Industrial Strategy (LIS) strategic opportunity areas were developed in 2019. The Industry Councils are tasked with creating robust partnerships of public, private and educational stakeholders from within Agri-Food, Digital- ICT and Energy sectors in order to effectively support delivery of the LIS. Each Council is in the process of developing a delivery plan to outline activity and monitor impact.

All Energy Industry Council

The All Energy Industry Council is chaired by Mark Goodall and meets every 8-10 weeks. It met for the third time in December. The Council has identified 6 priority objectives and developed a long list of project ideas. The council is run by EEEGR on behalf of the LEP.

The session on the 19th December focused on prioritising the long list of project ideas, scoring them against selected criteria including how closely they were aligned to the LIS. The meeting also saw a ‘deep dive’ into one of the LIS interventions to ascertain the Council’s role in helping to deliver it.

Agri-Food Industry Council

The Agri-Food Industry Council is chaired by Doug Field and meets quarterly. It met for the second time on the 10th December. The group has identified a set of five high level priority objectives. The Council is run by Agri-Tech E on behalf of the LEP.

The Terms of Reference were adopted at this meeting, and a sub-group has been formed to inform the group’s vision, mission and delivery plan. The meeting included a workshop to provide insight into the innovative businesses in the food and drink supply chain and a ‘deep dive’ into one of the LIS interventions to develop a regional narrative for agri-food, working with Lincolnshire, Cambridgeshire and Peterborough.

Digital Tech Industry Council

The Digital Tech Industry Council is chaired by Neil Miles and meets quarterly. It met for the second time in November. Critical to the Council’s success is to add value as opposed to duplicating existing activity. The session on the 27th November included a gap analysis workshop to look at existing activity in areas such as skills, finance, workspace and communications. The Digital Skills Taskforce which is tasked with delivering the Sector Skills Plan reported on progress to the Council. The Council is run by Tech East on behalf of the LEP.

New Anglia Innovation Board

The New Anglia Innovation Board is chaired by Johnathan Reynolds and has membership from the three universities in Norfolk and Suffolk as well as five innovation hubs. The Board’s remit is to provide focus for decision making and leadership regarding innovation strategy, programme

and project development. The Board underwent a review of governance and structure in 2019 with the LEP Board approving the new Terms of Reference in June.

Since then it has made significant progress in delivering activity against its six priority objectives, supporting the Ideas Foundation of Productivity (LIS), including a regular Innovation Forum event and developing an innovation ‘mentoring’ scheme. The Innovation Board met on the 3rd December and discussed the proposed Innovation Prospectus which will be published later in the year by the LEP.

Offshore Renewable Energy (ORE) Catapult

Andy Holyland joined the national ORE Catapult team on Wednesday 8th January as Regional Innovation Manager based at the Orbis Energy Centre in Lowestoft.

The role is 50/50 funded by ORE Catapult with New Anglia LEP, through the Innovative Projects Fund and enables the establishment of an official base for the ORE Catapult in our region for the first time. Andy will be working closely with the Head of Enterprise Zones and Innovation and the team at the LEP along with regional stakeholders such as EEEGR, Local Authorities and the All Energy Industry Council to help grow the ORE supply chain capability in the region.

New Anglia LEP website redevelopment

Wireframes for the new LEP website have now been signed off and copy for the new pages is being finished. The site will focus on clearer navigation for businesses, making it easier to find information about what the LEP does and how it helps businesses (grants and business support). The site is scheduled to go live in late March 2020.

Key diary dates

The LEP is involved in a number of key launches and events over the next few months. Listed below are some of the key events planned.

13-16 January 2020	Horecava in Amsterdam
Q4 (early 2020)	Launch of Growth Through Innovation fund (name TBC)
19 February 2020	NAAME conference
24 to 27 Feb 2020	Mobile World Congress in Barcelona
3 and 4 March 2020	Innovation stakeholders dinner and conference
10-13 March 2020	MIPIM Cannes
24 April 2020	Annual business and public Leaders performance session
July 2020	Expected completion of building work on new CEFAS headquarters
2020/21 academic year	UEA, UoS, City College Norwich and Suffolk New College projects to launch

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 operational finances.

Governance

Scrutiny

Doug Field and Chris Starkie attended a Scrutiny Committee meeting at Norfolk County Council on the 17 December. A report was submitted to this committee in advance of the session detailing all funding awarded to Norfolk based projects and the LEP governance arrangements.

Peer Review

Our Peer Review session was held with the Heart of the South West LEP on 10 January. This meeting was chaired by a representative from the Centre for Public Scrutiny and attended by representatives from the LEP network together with the Chair and CEO of each LEP. The objective was for each party to provide constructive challenge to the partner LEP and to use the session as a learning opportunity. We are working through the actions.

Annual Performance Review

The APR meeting with Government is scheduled for 7th February.

Finance

Management accounts for nine months to 31 December 2019 can be viewed under agenda item 14. As previously agreed, these reflect the LEP’s consolidated position and include both core and programmes.

A meeting has taken place with the company’s auditors in preparation for the forthcoming Audit & Risk meeting. Price Bailey will present their Audit Planning Report to the committee which takes place 13 February 2020.

Keith Spanton will be leaving the business at the end of the financial year, 31 March 2020. Melanie Richardson and Lisa Roll are working with Keith whilst we confirm arrangements and to ensure a smooth transition.

Recommendation

The board is asked to:

- Note the contents of the report

New Anglia Local Enterprise Partnership Board
Wednesday 29th January 2020

Agenda Item 13

January Programme Performance Reports

Author: Programme leads

Presenter: Rosanne Wijnberg

Summary

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

- Business Growth Programme: Jason Middleton
- Enterprise Advisor Network: Glen Todd
- Enterprise Zones (Confidential): Julian Munson
- New Anglia Capital (Confidential): Chris Dashper

Recommendation

The board is asked to:

- Note the PPR reports

Business Growth Programme Performance Report - November 2019

Programme Overview - What is the Business Growth Programme?

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

- New Anglia Growth Hub (GH), 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 (SGS), 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.

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

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

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

What is the overall Programme Status?

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

What are our key updates?

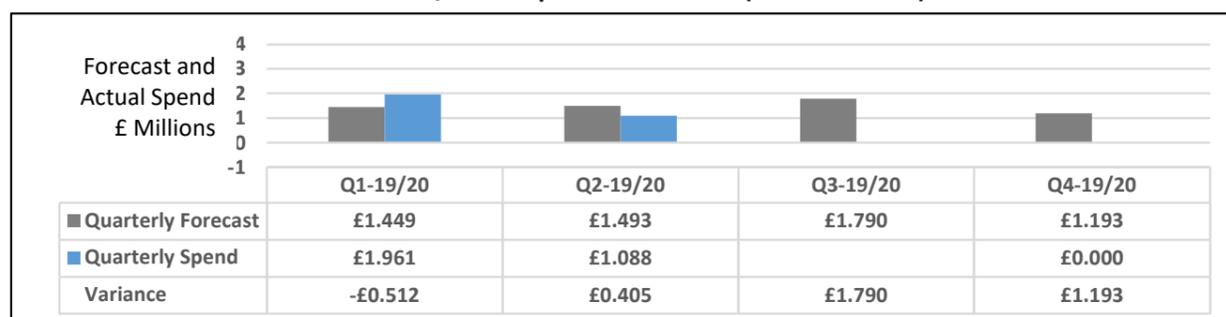
- The Programme has committed sufficient SGS applications to enable us to draw down all the private sector match funding needed until the end of Oct 2021
- In November five Small Grant Scheme projects were approved, with grant payments ahead of the target.
- The submitted Q2 19/20 claim for £1.088m has now been paid.
- The Q3 19/20 period covers Sep - Nov 2019; currently working on the claim. Current expenditure forecast for Q3 is ~£1.7m, bringing the cumulative spend to ~£4.7m.
- We are working on a Project Change Request (£1.1m) to MHCLG to extend the GH & SGS for additional three months of activity (up to the end of Nov 2021).
- Four new Advisers (2 BEIS and 2 ERDF funded) took up post at the end of November. Recruitment of the Growth Hub Manager is now complete.
- We are currently undertaking our annual evaluation of ERDF funded activities (this will include feedback from supported businesses).

What is our financial position?

Financials (£ million)

Year	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/22	Total
Profile Spend	£0.306	£1.301	£3.442	£6.941	£5.925	£5.818	£2.070	£25.803
Actual Spend	£0.306	£1.301	£3.442	£7.671	£3.049			£15.769
Remaining Spend	£0.000	£0.000	£0.000	-£0.730	£2.876	£5.818	£2.070	£10.034

2019/2020 Expenditure Profile (£5.925 million)



What is our contribution to the Economic Strategy?

Outputs - Cumulative from September 2015 to August 2021	Target	Delivered to end of November 2019	Monthly Change	Notes
Number of approved grants	330	340	5	On track to meet target
Businesses receiving 'in-depth' support - more than 12 hours	1,108	631	5	On track to meet target*
Businesses start-ups supported	1,350	963	36	On track to meet target
Value of grants received by businesses	£3.22m	£2.46m	£0.073m	On track to meet target
Private investment provided by businesses	£12.89m	£10.25m	£0.264m	On track to meet target
Employment increase in supported businesses	1,560	1,050	20	On track to meet target
Businesses introducing new products	53	56	0	Target exceeded
Businesses receiving Information/Diagnostic/Brokerage	4,236	2,713	26	On track to meet target

* 631 refers to end of Nov'19 and now it also includes outputs delivered by Nwes and Menta in addition to Growth Hub

What is the project status?

Overall:	Green →	
Growth Hub	Green →	The Growth Hub is delivering well and making good progress with regards to its targets
Small Grant Scheme	Green →	The Scheme is awarding grants ahead of its profile and is currently four months ahead of its claim profile
Start-Up (Nwes)	Green →	Nwes are performing ahead of their targets; we continue to work to mitigate against wider Nwes risks.
Start-Up (Menta)	Green →	Menta are performing ahead of their targets; we are working with Menta to develop their delivery capacity

What are the next steps?

- Continue delivering the 'Scale-Up New Anglia' Programme, which is leading to an increased focus on SMEs.
- Continue delivering Programme proactive marketing campaigns, supported by the Scale Up and Compliance Partnership websites.
- Submit the final stage of the PCR for the continuation of the Programme (SGS and GH activity until the end of Nov 2021) having answered questions raised by MHCLG
- Finalise and submit the Q3 19/20 claim to MHCLG by the end of Jan 2020. This Q3 will include evidence of annual SGS Hire Purchase contribution.

Small Grant Scheme Approvals (April 2019 - March 2020)

Date Approved	Business Name	Grant Awarded	Private Match	Total Project Cost	Jobs to be Created	Description of Support Given
Apr-19	DXB Pumps & Power Ltd.	£16,845	£67,385	£84,230	1.0	Capital investment to support business growth
Apr-19	Bradleys (Stowmarket) Ltd. (2)	£17,919	£71,679	£89,598	0.0	Capital investment to support business growth
Apr-19	Praxis42 Ltd.	£6,362	£25,449	£31,811	4.0	Capital investment to support business growth
Apr-19	Edmondson Hall	£25,000	£371,148	£396,148	0.0	Capital investment to support business growth
Apr-19	The Penny Bun Bakehouse Ltd.	£7,203	£16,807	£24,010	0.0	Capital investment to support business growth
Apr-19	Criterion Ices Ltd.	£19,515	£78,064	£97,579	2.0	Capital investment to support business growth
Apr-19	Fruitful Media Ltd.	£8,805	£35,222	£44,027	7.0	Capital investment to support business growth
Apr-19	Tosier Chocolate Ltd.	£2,724	£10,900	£13,624	1.0	Capital investment to support business growth
May-19	Apex Print & Promotion Ltd.	£9,930	£39,720	£49,650	2.0	Capital investment to support business growth
May-19	Pastonacre Ltd	£4,305	£17,224	£21,529	1.0	Capital investment to support business growth
May-19	Donald Utting & Sons Ltd (2)	£24,973	£99,892	£124,865	0.0	Capital investment to support business growth
May-19	Safety Devices International Ltd	£5,600	£22,400	£28,000	0.0	Capital investment to support business growth
May-19	A J Laminated Beams Ltd	£5,500	£22,000	£27,500	0.0	Capital investment to support business growth
May-19	P J Lee Hire & Sales Ltd	£6,600	£26,400	£33,000	2.0	Capital investment to support business growth
May-19	Newton Automotive Ltd (2)	£16,160	£64,640	£80,800	1.0	Capital investment to support business growth
Jun-19	Timberwolf Ltd	£18,275	£73,100	£91,375	0.0	Capital investment to support business growth
Jun-19	CapTrac Ltd	£25,000	£101,844	£126,844	0.0	Capital investment to support business growth
Jun-19	Yum Yum Tree Fudge Ltd	£10,905	£43,620	£54,525	0.0	Capital investment to support business growth
Jun-19	N-Ergise Ltd	£25,000	£64,285	£89,285	1.0	Capital investment to support business growth
Jun-19	Emkay Plastics Ltd	£14,453	£57,814	£72,267	0.0	Capital investment to support business growth
Jun-19	Vinyl Installation Ltd	£7,200	£16,800	£24,000	0.0	Capital investment to support business growth
Jun-19	C.S. (Computer Services) Ltd.	£1,749	£6,996	£8,745	0.0	Capital investment to support business growth
Jul-19	The Space Burston	£9,313	£52,775	£62,088	2.0	Capital investment to support business growth
Jul-19	Clenshaw Minns Ltd	£21,740	£86,963	£108,703	1.0	Capital investment to support business growth
Jul-19	Able Cleaning & Hygiene Supplies	£1,113	£4,455	£5,568	0.0	Capital investment to support business growth
Jul-19	Sabrefix (UK) Limited	£4,260	£17,040	£21,300	3.0	Capital investment to support business growth
Jul-19	E Rand & Sons Limited	£4,247	£16,991	£21,238	0.0	Capital & Revenue investment to support business growth
Aug-19	EGM Products Ltd	£12,575	£50,304	£62,879	2.0	Capital investment to support business growth
Aug-19	Saw Media Limited	£1,611	£6,447	£8,058	1.0	Capital investment to support business growth
Aug-19	ASBT Holdings Ltd	£6,188	£24,754	£30,942	3.0	Capital investment to support business growth
Aug-19	Intelligent Resource Management Ltd	£3,000	£12,000	£15,000	0.0	Capital investment to support business growth
Aug-19	Suffolk Yacht Harbour Ltd	£2,919	£11,678	£14,597	0.0	Capital investment to support business growth
Aug-19	Twyfords To You Limited	£12,545	£50,182	£62,727	1.0	Capital investment to support business growth
Sep-19	Finn Geotherm UK Ltd	£4,550	£18,200	£22,750	0.0	Capital investment to support business growth
Sep-19	Lexhag Ltd	£9,972	£39,888	£49,860	0.0	Capital & Revenue investment to support business growth
Sep-19	Stephen Green & Associates Limited	£9,973	£39,892	£49,865	1.0	Capital investment to support business growth
Sep-19	Display Products Ltd	£22,500	£52,500	£75,000	6.0	Capital investment to support business growth
Sep-19	Mio Conferencing Limited	£9,105	£36,420	£45,525	1.0	Capital & Revenue investment to support business growth
Sep-19	Edmondson Hall	-£25,000	-£371,148	-£396,148	0.0	Moved from SGS to GBF
Oct-19	The Rainbird Partnership Ltd	3,668	14,673	18,341	1.0	Capital & Revenue investment to support business growth
Oct-19	WBC (Norfolk) Ltd	5,048	20,195	25,243	1.0	Capital investment to support business growth
Oct-19	Steele Media Ltd	25,000	155,000	180,000	1.0	Capital & Revenue investment to support business growth
Oct-19	SSAF Window Films Ltd	3,490	13,961	17,451	0.0	Capital investment to support business growth
Oct-19	Revolution Fitness Academy Ltd	8,007	32,029	40,036	2.0	Capital investment to support business growth
Oct-19	Tom Soper Photography	2,191	8,766	10,957	0.0	Capital investment to support business growth
Oct-19	Surftex Surfaces Ltd	12,210	48,840	61,050	2.0	Capital investment to support business growth
Nov-19	Re Form Sports Fitness Ltd	13,078	52,314	65,392	2.0	Capital investment to support business growth
Nov-19	David Holliday Limited	2,820	11,280	14,100	0.0	Capital investment to support business growth
Nov-19	Creative Image Management Ltd.	10,260	41,040	51,300	0.0	Capital investment to support business growth
Nov-19	Big House Holiday Rentals Ltd.	4,800	19,200	24,000	0.0	Capital investment to support business growth
Nov-19	H. Smith & Sons (Honingham) Limited	8,133	32,533	40,666	0.0	Capital investment to support business growth
		£489,339	£1,932,561	£2,421,900	52.0	

Enterprise Adviser Network and Careers Hub

Programme Overview - What is the Enterprise Adviser Network and Careers Hub.

The Enterprise Adviser Network was created and commissioned by the Careers and Enterprise Company which in turn was commissioned by the Department for Education.

The Enterprise Adviser Network consists of eight Enterprise Coordinators and one Enterprise Adviser Manager.

The New Anglia Enterprise Adviser Network is accountable to the LEP Board with direct input from the Skills Board.

With current funding from the Careers and Enterprise Company along with match funding from the LEP the EAN Network and Careers Hub will currently run until August 2020.

- Enterprise Advisers are Senior Business Volunteers recruited to support schools with assisting pupils to experience the work place and have meaningful encounters with employers

- The Careers Hub comprises 32 schools across East Anglia with the aim of all schools achieving all eight Gatsby Benchmarks by Aug 2020.

Please see appendix 1 for description of the Benchmarks.

What is the overall Programme Status?

Finance	Green	Meeting the contract approved Careers and Enterprise Grant Claim which is 50% of the running costs and resources for the EAN.
Outputs	Green	Targets for July 2019 have been met and we are on track to meet the targets set for August 2020.
Delivery	Green	The Programme is performing well in terms of delivery with new schools and EA's being brought in to the Network.

What are our key updates?

- 105 Mainstream and FE Institutes to be matched to an EA by the end of August 2020
- 70% of matched schools to be fully achieving BM5 by the end of August 2020
- 55% of matched schools to be fully achieving BM6 by the end of August 2020

What is our financial position?

Financials (£)

Year	2018 - 2019				2019 - 2020			
	Qtr. 1	Qtr. 2	Qtr. 3 (Sep to Dec)	Qtr. 4 (Jan to Mar)	Qtr. 1 (Apr to Jun)	Qtr. 2 (Jul - Aug)	Qtr. 3 (Sep to Dec)	Qtr. 4 (Jan to Mar)
LEP Costs			£101,058.23	£81,213.55	£83,051.56	£61,195.51		
CEC Grant Claim			£52,200.85	£39,247.70	£49,350.30	£42,982.39		

Funding claims to the CEC are made four times a year (quarterly).

CEC pay 50% of the EAN and contribute 100% of the Careers Hub Manager Salary. One of the Enterprise Coordinators works 50% of the time on the Lowestoft Rising Project and 50% of his cost is covered by this LR Project

Outputs

Outputs - To Aug 2020.	Target - August 2020	End of Dec 2019	Diff	Notes
Mainstream and FE Schools Signed up to the Network	105	119	14	
Mainstream and FE Schools matched to an EA	105	97	-8	
Matched schools fully achieving BM5 by the end of August 2020	70%	62.89%	-7.11%	
Matched schools fully achieving BM6 by the end of August 2020	55%	55.67%	0.67%	
Hub Schools fully achieving BM5 by end of August 2020	75%	75.00%	0.00%	
Hub Schools fully achieving BM6 by end of August 2020	60%	59.38%	-0.62%	

What is the project status?

Overall:	Green →	
EAN Network	Green →	The EAN Network is on track to meet its revised CEC targets.
Careers Hub	Green →	The Careers Hub is on track to meet its targets.

What are the next steps?

- The continuing recruitment of *Quality EA's* is the priority for the coming months to ensure we are able to meet our target of matching schools to an EA.
- Engaging EA's to support with the achievement of BM5 and BM6 targets.

The Gatsby Benchmarks for Careers Guidance

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Careers Hub Schools

Hellesdon High School
Long Stratton High School
The Hewett Academy, Norwich
The Open Academy
Thorpe St Andrew School and Sixth Form
Taverham High School
Notre Dame High School, Norwich
Ormiston Victory Academy
Hall School
Parkside Academy
Westbridge Academy
Felixstowe Academy
Stradbroke High School
Stoke High School - Ormiston Academy
Chantry Academy
Ipswich Academy
Ormiston Endeavour Academy
Claydon High School
Kesgrave High School
Debenham High School
Easton & Otley College
Norwich City College of Further and Higher Education
One Sixth Form College
Short Stay School for Norfolk
Suffolk New College
Sir Isaac Newton Sixth Form Free School
University Technical College Norfolk
The Wherry School
Framingham Earl High School
Archbishop Sancroft High School (A Church of England Academy)
Stowmarket High School
Jane Austen College

New Anglia Local Enterprise Partnership Board
Wednesday 29th January 2020

Agenda Item 14

Quarterly Management Accounts – April to December 2019

Author: Keith Spanton / Rosanne Wijnberg

Presenter: Rosanne Wijnberg

Summary

This report provides board members with an update on the LEP's finances for the period ending 31 December 2019. The report includes **confidential** appendices:

Appendix A - management accounts period ended 31 December 2019 (nine months)

Appendix B - grant analysis period ending 31 December 2019 (graphs)

Recommendation

The board is asked to review and note the management accounts and accompanying graphs.

Management accounts – Apr to Dec 2019

In previous years we have reported performance monthly against the Core Budget. We have amended the approach for the 2019/20 financial year and the management accounts are now being reported quarterly and will reflect the consolidated position, showing both Core and Programmes.

The LEP's consolidated management accounts for the period Apr to Dec 2019 are attached in Appendix A.

As a reminder, **Core** covers the work of the LEP including:

- Developing and delivering the economic strategy.
- Engagement with central Government and national agencies.
- Engagement with our local authority partners, education partners, with business and the voluntary sector.
- Governance and management of the LEP
- Management of our sector groups
- Innovation and Inward investment
- Support for partnership initiatives such as Cambridge Norwich Tech Corridor, Ipswich Vision and the Opportunity Areas

Programmes covers programmes and projects delivered or managed by the LEP including: Growth Deal, Growth Programme, Enterprise Zones, Growing Business Fund, Growing Places Fund, Enterprise Adviser Network and Apprenticeship Levy Fund.

Income Explanatory Notes

New Anglia core

This is core funding the LEP receives from government, plus the match funding received from our local authority partners. This also includes the additional £200k capacity funding to support the development of our Local Industrial Strategy. All government funding has been received.

New Anglia grant/programme income

Much of this income is the LEP's Growth Deal. This year the LEP received £24.6m. The grant element is allocated when it is received, the top slice is accrued on a monthly basis, as costs are incurred. This category also includes income from the LEP's Enterprise Zone Pot C, which is recognised as it is received, most of this income is still to be received. The LEP has received contributions from both county councils for round two of the Innovation Project fund. This funding arrangement had not been known when the budget was approved and therefore was not included in the budget.

New Anglia Recharges

This is mostly the recovery of costs from the Business Growth Programme (ERDF programme). It also includes income (recovered costs) from other LEP initiatives such as the Norwich Opportunity Area and Cambridge Norwich Tech Corridor.

EAN Income (Enterprise Adviser Network)

This income is from claims submitted to the Careers & Enterprise Company, plus contribution from the LEP's Enterprise Zone Pot C fund. This match funding contribution was previously agreed by the board.

Interest received

The LEP receives interest from money it loans out through its Growing Places Fund. It also receives interest from Suffolk County Council (Accountable Body) for funds which they hold on our behalf. As the payment of Growth Deal grants is significantly below budget, the balance that is subject to interest is much higher than anticipated in the budget. In the budget we assume interest in the month of receipt (cash basis); in the accounts interest is accrued monthly. This explains the large variance between actual and budget.

Expenditure Explanatory Notes

The material expenditure items are described in more detail below.

Wages & Salaries

This covers all staff, including those team members charged to specific programmes. It also includes staff costs for LEP initiatives which in turn is reclaimed from the external funding partners. The favourable variance can be mainly explained by staff leaving the LEP and not being replaced immediately or in some cases, at all.

Consultancy

The adverse variance is due to timing. The budget has been flat profiled over the twelve months however, to date, costs have been incurred ahead of the budget profile. This will reduce over the coming months.

Projects

The annual budget for projects, as agreed at the March board is £852k. Project costs are accounted for when incurred, however due to the difficulty in anticipating these costs the budget has been flat profiled over the twelve months i.e. split evenly. This will give rise to larger variances in the early part of the financial year. Whilst these differences were expected to reduce there appears to be slippage on claims and there is likely to be a sizeable difference at the end of the financial year.

Legal & Professional

Most of these costs are incurred through the Growth Deal and Enterprise Zone programmes. The timing of these is very difficult to estimate and, for budget purposes, have been flat profiled throughout the financial year. Costs are behind the reported budget and it is anticipated they are now likely to be less than budgeted.

Irrecoverable VAT

The budget includes irrecoverable vat due to the LEP not being able to claim back VAT. VAT is budgeted against relevant costs, which are flat profiled throughout the year. Some of the incurred project costs have included VAT which would not have been known at the time of the budget. This will therefore show an adverse variance on irrecoverable vat but will be offset by a similar amount as a favourable variance in 'project' costs.

Grant analysis – Appendix - B

Growth Deal

This chart represents grant payments made to Growth Deal projects. The budget reflects the Growth Deal annual allocation plus the rollover from 2018/19. The figures do not include Growing Places or Growing Business Fund, these are shown separately. It does not include any loans or investments made through the Enterprise Zone Accelerator Fund (EZAF). Third quarter claims were less than forecast and these are now expected to flow through into the fourth quarter in addition to Q4 forecast.

Growing Business Fund

This chart represents grant payments made through the LEP's Growing Business Fund. There is a sizeable pipeline however these enquiries are taking longer in being converted into applications.

Growing Places Fund

The Growing Places Fund (GPF) is different to the other LEP 'grant based' programmes. The GPF programme is a hybrid comprising both loans and grant payments. This current graph only charts progress of grant payments made through the year which are treated as an expense rather than an investment.

Small Grants Scheme (ERDF)

The amount shown is actual grants paid and does not include private match. The grants paid to December are slightly behind expectations.

Innovative Projects Fund

This is the LEP's newest fund and is a revenue-based fund. This initial fund is now fully committed. To date only four small payments have been made with most of the remaining grants now likely to be paid in the next financial year.

Recommendation

The board is asked to review and note the management accounts and accompanying graphs.

New Anglia LEP Board Forward Plan – 2020

Date	Venue	Forward Looking	Governance & Delivery
29 th January	Liftshare Norwich	<ul style="list-style-type: none"> Aims and Objectives for the Year Brexit impact report 	<ul style="list-style-type: none"> Local Industrial Strategy – investment plan Evaluation Framework Board Recruitment Remuneration Committee ToR Growth Programme, EAN, Enterprise Zones & NAC Reports Quarterly Management Accounts
26 th February	Ipswich Town Hall, Ipswich	<ul style="list-style-type: none"> Establishment of Clean Growth Industry Council and development of action plan Development of Tourism sector action plan 	<ul style="list-style-type: none"> Governance – reporting from industry councils and other sub-boards Digital Skills Project – for approval Economic and Programme Dashboards Growth Deal Performance Report
25 th March	Dudgeon Offshore Wind Farm Base, Gt Yarmouth	<ul style="list-style-type: none"> LEP Delivery plan 20/21 	<ul style="list-style-type: none"> LEP updated Local Assurance Framework 20/21 LEP Operating Budget 20/21 Enterprise Zones and Agritech Performance Reports Economic Strategy Annual Review
April		No Board Meeting	
20 th May	STEM Centre, West Suffolk College Bury St Edmunds	<ul style="list-style-type: none"> Inward investment strategy Skills Advisory Panel plans and progress 	<ul style="list-style-type: none"> Growth Programme and Growth Deal Performance Reports Economic and Programme Dashboards Capital Budget 20/21 Quarterly Management Accounts
23 rd June	The Corn Hall, Diss	<ul style="list-style-type: none"> Energy Industry Council progress report Opportunity Areas progress report 	<ul style="list-style-type: none"> Tourism Action Plan Enterprise Zones and Agritech Performance Reports Equal Opportunity & Diversity Policy Report Modern Slavery and Human Trafficking statement
21 st July	Felixstowe Port, Felixstowe	<ul style="list-style-type: none"> Innovation Board progress report Transport Board progress report 	<ul style="list-style-type: none"> Draft accounts Growth Programme Performance Report NAC Bi-Annual Report Apprenticeship Levy Pool Quarterly Management Accounts
August		No Board Meeting	
23 rd September	National Centre for Writing, Norwich	<ul style="list-style-type: none"> Enterprise Zones Agritech Industry Council progress report 	<ul style="list-style-type: none"> Enterprise Zones Performance Report Economic and Programme Dashboards Growth Deal Performance Report
23 rd September	New Anglia LEP AGM		
21 st October	Sutton Hoo Suffolk	<ul style="list-style-type: none"> Skills Advisory Panel update ICT Digital Industry Council progress report 	<ul style="list-style-type: none"> Evaluation on LEP programmes Growth Programme Performance Report Agritech Report Quarterly Management Accounts
25 th November	Centrum, Norwich,	<ul style="list-style-type: none"> Growth Deal 	<ul style="list-style-type: none"> Economic and Programme Dashboards Growth Deal Performance Report
December		No Board Meeting	

Standing Items

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

Items to be Scheduled

- Equality & Diversity Training
- Investment Plan
- Social Investment