

New Anglia Local Enterprise Partnership Board Meeting

Meeting by conference call

Wednesday 25th March
10.00am to 12.00pm

Dial: 033 3443 3443
Room Number: 83889320 #
PIN: 3227 #

Agenda

No.	Item	Duration
1.	Welcome from the Chair	15 mins
2.	Apologies	
3.	Declarations of Interest	
4.	Actions / Minutes from the last meeting	
Forward Looking		30 mins
5.	COVID-19 Impact on the LEP and local economy	Update
Governance and Delivery		75 mins
6.	LEP Delivery plan 20/21	For Approval
7.	LEP Operating Budget 20/21 - Confidential	For Approval
8.	LEP Governance – Local Assurance Framework, Scheme of Delegation and Accountable Body Agreement	For Approval
9.	Freeports Consultation	Update
10.	EU Exit Transition	Update
11.	Election of Deputy Chair - Confidential	For Approval
12.	Chief Executive's Report including confidential items	Update
13.	March Programme Performance Reports	Update
14.	Board Forward Plan	Update
15.	Any Other Business	

New Anglia Board Meeting Minutes (Unconfirmed) 26th February 2020

Present:

Claire Cullens (CC)	Norfolk Community Foundation
David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
Pete Joyner (PJ)	Shorthose Russell
Helen Langton (HL)	University of Suffolk
Dominic Keen (DK)	Britbots
Corrienne Peasgood (CP)	Norwich City College
Andrew Proctor (AP)	Norfolk County Council
Johnathan Reynolds (JR)	Opergy
Sandy Ruddock (SR)	Scarlett & Mustard
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts
Tim Whitley (TW)	BT

Attendees

Shan Lloyd (SL)	BEIS
Jai Raithatha (JR)	Suffolk County Council
Chris Dashper (CD)	New Anglia LEP – For Item 8
Julian Munson (JM)	New Anglia LEP – For Item 7
Lisa Roberts (LR)	New Anglia LEP – For Item 6
Chris Starkie (CS)	New Anglia LEP
Rosanne Wijnberg (RW)	New Anglia LEP
Helen Wilton (HW)	New Anglia LEP

Actions from the meeting: (26.02.20)	
Clean Growth Taskforce Board members to consider a pledge which the Board could make and submit suggestions to the Chair. Chief Executive's Report To receive an update on Freeports at the next Board meeting AOB A letter of thanks from the Board to be written to long serving LEP employees on retirement	All CS Chair
1	Welcome from the Chair
Doug Field (DF) welcomed everyone to the meeting and thanks David Ellesmere (DE) for hosting the meeting.	
2	Apologies
Apologies were received from Lindsey Rix, John Griffiths and Steve Oliver.	
3	Declarations of Interest
Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board . Chief Executives report: Institute of Technology discussion – Jeanette Wheeler (JW), Helen Langton (HL), Corrienne Peasgood (CP) and Dominic Keen (DK).	
4	Welcome from Cllr David Ellesmere
DE welcomed the board to Ipswich and highlighted the success of various local projects such as the development of the Malthouse which had been supported by the LEP and key new buildings in the Enterprise Zones (EZs). DE note that the Cornhill had received significant investment from New Anglia which had also provided funding for events assisting in achieving improved levels of footfall and an increase in retail investment. Further developments were taking place on other EZs in the town with announcements of new investment due in the near future.	
5	Minutes of the last meeting
The minutes were then accepted as a true record of the meeting held on 29 th January 2020.	
6	Establishment of Clean Growth Taskforce & Action Plan
Lisa Roberts (LR) reviewed the Clean Growth action plan requested by the board at the July 2019 meeting. LR provided an overview of the steps required to develop a clean growth action plan which will embed clean growth in all areas of LEP delivery. The plan identifies key steps which the LEP should take to bring together key partners to collaborate, drive and implement the actions needed to ensure the areas strengths as the UK's clean growth region are fully realised: <ul style="list-style-type: none"> • Establish a taskforce whose members will be ambassadors for the “Clean Growth Region” and ensure that clean growth is consistently part of the development and delivery of the Economic Strategy and Local Industrial Strategy. • Identify and agree to focus on the actions in areas that the LEP and partners can achieve the biggest gains and impact. • Evolve the evidence base and ensure that the interventions identified will deliver the desired outcomes • Work with partners in the development of the action plan to ensure their buy in and commitment to their own role in delivering clean growth. LR highlighted the LEP's Environmental Policy and proposed that the Board consider submitting a pledge of its own. Andrew Proctor (AP) agreed with the direction of the work but asked where the funding would come from to support the many actions identified.	

	<p>LR confirmed that many of the interventions aligned with those in the Investment Plan therefore funding would come from many different sources. AP proposed that funding sources be identified and included in the clean growth plan.</p> <p>Johnathan Reynolds (JR) noted that there was a significant degree of complexity involved in coordinating between the boards and sub boards and the significant level of resource required for this.</p> <p>HL noted the size of the plan covered all elements of the LEP's work and these ambitions would prove challenging to deliver and proposed the aims should be more focussed with more realistic delivery. HL also commented that pledges could be meaningless unless those behind were completed committed to achieving the aim and had the means to do so.</p> <p>DE identified the difference between ensuring all new growth was clean and trying to retrofit clean growth requirements to existing projects. He proposed that interventions should concentrate on practical help to new projects.</p> <p>DF asked for the Terms of Reference to be amended to include reporting frequency and suggested quarterly. DF asked for suggestions for a pledge from the Board be submitted to him. ACTION: Board members to consider a pledge which the Board could make and submit suggestions to the Chair.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To the establishment of the Clean Growth Taskforce and its terms of reference subject to inclusion of quarterly reporting • To agree steps outlined in the report to develop the action plan further • To note the LEP team Environmental policy and action plan • To consider ideas for a Board pledge which will sit within the LEP's own action plan 	
7	Approach to Developing a Tourism Sector Action Plan	
	<p>Julian Munson (JM) presented the proposal for developing a Tourism Action Plan which will identify those interventions which will raise productivity and the value of the sector and better position the region to secure Government investment. JM highlighted the collaboration with Cambridge which faces challenges in retaining tourists who visit the town briefly and could potentially extend their visits into Norfolk and Suffolk.</p> <p>Alan Waters (AW) noted the importance of ensuring that those new jobs created were well paid and highlighted the challenges posed for the tourism sector by the new immigration proposals.</p> <p>Pete Joyner (PJ) cited that transport and infrastructure issues could pose a challenge in allowing staff to travel to tourist locations to work as housing prices proved too high to live there. JW noted that many businesses relied on staff from overseas and had not made plans to manage any shortfalls proposing that the LEP could provide support to such businesses in the planning.</p> <p>The meeting agreed that it was vital to receive feedback from businesses around the issues they face to allow the LEP to feed comments and case studies into Government.</p> <p>DF queried how increased visitor numbers and improvements in transport infrastructure tied in with the clean growth aspirations. JM confirmed that more could be done to promote existing infrastructure and transport links and tie tours in across the region. It was important to link in with providers such as Stansted and Greater Anglia to ensure that tourism was considered within their plans.</p>	

	<p>JW noted that as the clean growth region there needed to be sufficient charging points and tourism businesses who promote clean growth should be highlighted.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To endorse the proposal to develop a Tourism Action Plan • To approve the timeline and approach 	
8	Investment Plan Pipeline – Confidential	
	<p>Chris Dashper (CD) presented the tactical project pipeline as requested at the last meeting noting that this is an evolving document with a number of the currently in development with partners while others at an earlier stage of development.</p> <p>DF asked how clean growth aspirations were incorporated in the pipeline plans. CS confirmed that clean and inclusive growth were included at the application stage.</p> <p>JW asked how this fitted with the Investment Plan. CS confirmed that this was the starting point of exiting projects and the Investment Plan would build on and augment this pipeline.</p> <p>AP noted that projects would need to be prioritised and that the availability of funding would impact on this process. AP also stressed the importance of getting buy in from MPs to support the projects.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To endorse the project pipeline 	
9	Governance – Sub Board Reporting	
	<p>Rosanne Wijnberg (RW) presented the proposed process for sub-board reporting which ensures that the LEP Board are appraised of the priorities and progress of key sub-boards. It was agreed that a limited number of key objectives would be reported against twice a year and that clean growth would be included in the reporting.</p> <p>David Ellesmere expressed a concern that the reporting would take up a considerable amount of board meeting time.</p> <p>DF noted that a number of the sub-boards were chaired by board members who would manage the issue of the time and the reporting format.</p> <p>Claire Cullens (CC) supported the plan as providing focus for sub-boards and also for giving them the opportunity to escalate to the Board any issues impacting upon progress.</p> <p>JR proposed circulating the reports from sub-boards to the others to allow for joined up working and ease of identifying similar issues.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To approve the proposed reporting cycle and proposed reporting template 	
10	Election of Deputy Chair	
	<p>CS presented the Board paper proposing the process for appointing a deputy chair.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To begin the process of appointing a deputy chair as outlined in this paper 	
11	Chief Executive’s Report	
	<p>CS noted some of the highlights of the report and asked for questions from the board.</p> <p>CS noted that the £1.1m ERDF application to extend the Growth Hub and the Small Grant Scheme activity to the end of November 2021 is still awaiting approval from MHCLG.</p>	

	<p>DF proposed writing to express concern over the delay and the impact DE asked if there was any impact if the funding was delayed into 2021 such as time restrictions. CS confirmed this was not an issue in terms of timing of the spend. HL, CP, DK and JW left the room.</p> <p>CS confirmed that the Government has announced a second wave of bids to host an Institute of Technology (IoT) and that the LEP has been asked to confirm its position. The Board discussed the previous bid and the LEP's involvement in the next round of applications.</p> <p>CS noted that clear feedback on the failure of the last bid has not been provided and proposed that the LEP reviews all applications in the new round. The Board agreed to provide support to all partners in compiling applications to host an IoT</p> <p>HL, CP, DK and JW returned to the room.</p> <p>CS advised that a consultation on Freeports is live and announcements for bids will follow. LEPs & Mayorial authorities will be responsible for bids with only one bid per LEP area according to current rules. New Anglia has begun conversations with 2 of the 3 companies running ports in Norfolk & Suffolk.</p> <p>AW noted that there were some issues around free ports and the wider economic impact needed to be considered.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the content of the report • To provide support to all partners in compiling applications to host an IoT • To receive an update on Freeports at the next Board meeting 	
12	February Programme Performance Reports	
	<p>RW reviewed the reports for February noting areas where delivery has been delayed or claims not received which has impacted on claims.</p> <p>RW presented the economic and programme dashboards noting that the skills data showed a downturn but the figures behind this are not clear and the LEP has requested further information.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> • To note the contents of the reports • To approve the Growth Deal Quarterly Dashboard 	
13	Board Forward Plan	
	<p>CS reviewed the content of the next board meeting 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	<p>Any Other Business</p> <p>DF noted that Nigel Best has retired and Keith Spanton will also be leaving shortly and proposed writing that the Board write to long serving staff to staff thanking them for serving.</p>	

Next meeting:

Date and time of next meeting: 10.00am – 12.30pm, 25th March 2020

Venue: Equinor, Dudgeon Offshore Wind Farm, 50 South Denes Road, Gt Yarmouth, NR30 3PR

**New Anglia Local Enterprise Partnership
Board Decision Log 2020 - Public**

Date	Decision Making Body*	Decision Made
04/03/2020	Growing Business Fund Panel	<p>The Panel approved the following applications:</p> <ul style="list-style-type: none"> • Gold Star Metal Traders Limited - Agreed to support Approved Grant: £180,000 • Dance and Dean Limited - Agreed to support Approved grant - £60,000 • Dale Sheet Metals Limited - Agreed to support Approved Grant: £154,400 • Crafted Media Limited - Agreed to support. Approved Grant: £35,500
26/02/2020	LEP Board	<p>The Board made the following decisions:</p> <p>Establishment of Clean Growth Taskforce & Action Plan</p> <ul style="list-style-type: none"> • To approve the establishment of the Clean Growth Taskforce and its terms of reference subject to inclusion of quarterly reporting • To agree steps outlined in the report to develop the action plan further • To note the LEP team Environmental policy and action plan • To consider ideas for a Board pledge which will sit within the LEP's own action plan <p>Approach to Developing a Tourism Sector Action Plan</p> <ul style="list-style-type: none"> • To endorse the proposal to develop a Tourism Action Plan and to approve the timeline and approach <p>Investment Plan Pipeline – Confidential</p> <ul style="list-style-type: none"> • To endorse the project pipeline <p>Governance – Sub Board Reporting</p> <ul style="list-style-type: none"> • To approve the proposed reporting cycle and proposed reporting template <p>Election of Deputy Chair</p> <ul style="list-style-type: none"> • To begin the process of appointing a deputy chair as outlined in this paper <p>Chief Executive's Report</p> <ul style="list-style-type: none"> • To provide support to all partners in compiling applications to host an IoT <p>To receive an update on Freeports at the next Board meeting</p> <p>February Programme Performance Reports</p> <ul style="list-style-type: none"> • To approve the Growth Deal Quarterly Dashboard
05/02/2020	Growing Business Fund Panel	<p>The Panel approved the following application:</p> <p>Focus Trovex LLP - Agreed to support Approved Grant: £73,400</p> <ul style="list-style-type: none"> • Condimentum Ltd - Agreed to support <p>Approved increase to the existing grant - £118,483</p>
29/01/2020	LEP Board	<p>The Board made the following decisions:</p> <p>Local Industrial Strategy – Investment Plan</p> <ul style="list-style-type: none"> • To approve the designed version of Norfolk and Suffolk Local Industrial Strategy

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

Actions from New Anglia LEP Board Meetings

Date	Item	Action	Update	Actioned By	Target Date
26/02/2020	AOB	A letter of thanks from the Board to be written to long serving LEP employees on retirement		Chair	Apr-20
26/02/2020	Chief Executive's Report	To receive an update on Freeports at the next Board meeting	Included in the March Board meeting papers	CS	Complete
26/02/2020	Clean Growth Taskforce	Board members to consider a pledge which the Board could make and submit suggestions to the Chair.		All	Apr-20
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
Wednesday 25th March 2020

Agenda Item 5

COVID-19 Impact on the LEP and the Local Economy

Author: James Allen Presenter: Chris Starkie

Summary

This report provides an update on the Government's support for businesses, the LEP and Growth Hub's response to the crisis, and local intelligence on how coronavirus is already affecting businesses.

Please note this paper was drafted on 17/3/2020 therefore given the fast moving situation, a further verbal update will be provided at the board meeting.

Recommendation

The Board is asked to note the contents of the report.

Background

On 30th January, WHO declared the outbreak of COVID-19 a "Public Health Emergency of International Concern" (PHEIC). The UK government published an Action Plan on 3 March 2020 which highlights that as it is a new virus, the lack of immunity in the population (and the absence as yet of an effective vaccine) means that COVID-19 has the potential to spread extensively.

In the budget statement on 11th March, the Chancellor set out a package of temporary and targeted measures to support businesses through this period of disruption, including:

- Statutory sick pay relief package for SMEs.
- Business Rate Relief for small businesses and pubs.
- Small business grant funding of £3,000 for all business in receipt of Small Business Rates Relief (SBRR) and Rural Rates Relief.
- Coronavirus Business Interruption Loan Scheme to support long-term viable businesses who may need to respond to cash-flow pressures by seeking additional finance.
- HMRC Time To Pay Scheme.

On 17 March, the Chancellor updated the package of temporary and targeted measures to support public services, people and businesses through this period of disruption. This includes the following package of measures to support businesses:

- Statutory sick pay relief package for SMEs
- 12-month business rates holiday for all retail, hospitality and leisure businesses in England

- Small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief
- Grant funding of £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000
- Coronavirus Business Interruption Loan Scheme to support long-term viable businesses who may need to respond to cash-flow pressures by seeking additional finance
- HMRC Time To Pay Scheme

Support for businesses who are paying sick pay to employees

- Government will bring forward legislation to allow small- and medium-sized businesses and employers to reclaim Statutory Sick Pay (SSP) paid for sickness absence due to COVID-19. The eligibility criteria for the scheme will be as follows:
 - this refund will cover up to 2 weeks' SSP per eligible employee who has been off work because of COVID-19
 - employers with fewer than 250 employees will be eligible - the size of an employer will be determined by the number of people they employed as of 28 February 2020
 - employers will be able to reclaim expenditure for any employee who has claimed SSP (according to the new eligibility criteria) as a result of COVID-19
 - employers should maintain records of staff absences and payments of SSP, but employees will not need to provide a GP fit note
 - eligible period for the scheme will commence the day after the regulations on the extension of Statutory Sick Pay to those staying at home comes into force
 - the government will work with employers over the coming months to set up the repayment mechanism for employers as soon as possible

Support for businesses that pay business rates

- Introducing a business rates retail holiday for retail, hospitality and leisure businesses in England for the 2020 to 2021 tax year.
- Businesses that received the retail discount in the 2019-2020 tax year will be rebilled by their local authority as soon as possible.
- A £25,000 grant will be provided to retail, hospitality and leisure businesses operating from smaller premises, with a rateable value between £15,000 and £51,000.
- Any enquiries on eligibility for, or provision of, the reliefs should be directed to the relevant local authority. Guidance for local authorities on the business rates holiday will be published by 20 March.

Support for businesses that pay little or no business rates

- The government will provide additional funding for local authorities to support small businesses that already pay little or no business rates because of small business rate relief (SBRR). This will provide a one-off grant of £10,000 to businesses currently eligible for SBRR or rural rate relief, to help meet their ongoing business costs.
- If a business is eligible for SBRR or rural rate relief, they will be contacted by their local authority.
- Funding for the scheme will be provided to local authorities by government in early April. Guidance for local authorities on the scheme will be provided shortly.

Support for businesses through the Coronavirus Business Interruption Loan Scheme

- A new temporary Coronavirus Business Interruption Loan Scheme, delivered by the British Business Bank, will launch next week to support businesses to access bank lending and overdrafts.

- The government will provide lenders with a guarantee of 80% on each loan (subject to a per-lender cap on claims) to give lenders further confidence in continuing to provide finance to SMEs.
- The government will not charge businesses or banks for this guarantee, and the Scheme will support loans of up to £5 million in value. Businesses can access the first 6 months of that finance interest free, as government will cover the first 6 months of interest payments.

Support for businesses paying tax

- All businesses and self-employed people in financial distress, and with outstanding tax liabilities, may be eligible to receive support with their tax affairs through HMRC's Time To Pay service. These arrangements are agreed on a case-by-case basis and are tailored to individual circumstances and liabilities. Businesses are encouraged to call HMRC's dedicated helpline if they are concerned about their ability to pay tax due to COVID-19.

Insurance

- Businesses that have cover for both pandemics and government-ordered closure should be covered, as the government and insurance industry confirmed on 17 March 2020 that advice to avoid pubs, theatres etc is sufficient to make a claim.
- Insurance policies differ significantly, so businesses are encouraged to check the terms and conditions of their specific policy and contact their providers. Most businesses are unlikely to be covered, as standard business interruption insurance policies are dependent on damage to property and will exclude pandemics.

Impact on LEP Operations

New Anglia LEP is following Government guidance and taking direction from the Government's action plan.

- The LEP team is moving to remote working with all staff being encouraged to work from home. This is due to be completed the week beginning March 23rd.
- The LEP team will not be attending meetings or conferences and restricting travel wherever possible.
- LEP meetings are being transitioned to conference calls or by use of Teams and LEP team members are participating in external meetings by conference call or Teams or other suitable platforms.
- The LEP leadership team (heads of departments) are now holding a daily Teams conference call chaired by the CEO or COO.
- The weekly all team meeting will be hosted by Teams and chaired by the CEO or COO.
- Individual teams are holding regular update calls to keep in touch with all team members.
- The LEP's internal Brexit team has been repurposed as a Business Resilience team, and is meeting via Teams to coordinate LEP internal activity. We anticipate these meetings moving from weekly to daily.
- We are also running the self-isolation protocol in lines with latest Government advice. 14 days if a staff member or family member develops COVID-19 symptoms.
- A number of staff are in self-isolation as a result of a family member developing COVID-19 symptoms.
- The LEP is also supporting team members as much as possible that have to take time off work to look after dependants or make child arrangements.

Business Support

The LEP and Growth Hub's role is to act as the primary local conduit to ensure local businesses have access to the latest government advice.

An email has been sent to over 9,000 businesses across Norfolk and Suffolk that we have worked with to signpost government advice and support that is available to them.

Both the New Anglia LEP and Growth Hub websites have been updated to provide employers and businesses with the latest government advice and will continue to be updated on a daily basis.

The LEP and Growth Hub social media accounts will reinforce and promote the support available to businesses via the Growth Hub.

The Growth Hub is now operating as a phone based service, with face to face activity either one to one or in groups ceasing.

We are working on expanding the capacity of the Growth Hub by utilising LEP staff, as well as colleagues from local enterprise agencies and local authority partners.

The LEP and Growth Hub teams are working with their regional and national colleagues to ensure our advisers are fully briefed on the Government support that has been made available by Government and most importantly the best ways to access it.

We are also in discussions with colleagues from the FSB, chambers of commerce and local authorities as well as other partners such as our sector groups and innovation centres about disseminating information in a consistent, accurate and timely fashion.

A clear concern is that businesses will be inundated with too much information.

The LEP team is also reviewing our existing programmes to see what impact the corona virus is having on the delivery of these programmes.

We are also looking to see how we might flex our existing programme suite to provide additional support for businesses.

Under our Growth Deal with Government we have the ability to make changes to our programmes without the need for Government sign off.

We are also looking at our overall business plan to see which activities can be paused or will need to be paused, in order to free up more capacity to focus on business support.

We are also in dialogue with Government about additional measures we wish to see introduced to provide further support to businesses, based on intelligence we are gathering.

This could include measures such as an extension to the Enterprise Zone rates relief period and further funding for our grants programmes and Growth Hub.

Business Intelligence

Businesses have been highlighting the impacts of coronavirus on their operations, including:

- Various local companies have put a halt on their staff attending non-urgent external meetings or allowing concerned staff to cancel their attendance at meetings.

- A Suffolk Chamber of Commerce survey found 64% of the 133 respondents have already been affected by coronavirus and many are changing the way they work. Supply chain disruption was the most common problem identified.
- A Norfolk-based clothing company was set to launch a new clothing line in March. The range was produced in China but cannot be shipped due to coronavirus. There is now valuable product stuck in China and a contract to supply clothing cannot be fulfilled.
- A local first aid company has had to invest additional time and money on new virucidal wipes for cleaning manikins fully after each course and equipment is laundered more frequently. Delegates are now being issued with a personal face shield on each course.
- Various local travel companies been forced to cancel specialist trips to Italy and elsewhere, which would have flown out of Norwich Airport.
- Due to panic buying, local supermarkets have introduced temporary limitations on certain items such as hygiene products and toilet rolls. These supermarkets are working with their supply chain to keep stores as well stocked as possible.
- Concert venues have reported a drop in ticket sales, despite no/minimal cancellations from sponsors or promoters.
- Some local hotels have reported a drop in bookings directly linked to the coronavirus, both conferences and holiday bookings.
- Greater Anglia has stepped up the hygiene regime on its trains to combat coronavirus.
- Local universities are monitoring large-scale events planned, some of which are business critical such as recruitment fairs and open days and will stick to the guidance.

Recommendation

The Board is asked to note the contents of the report.

New Anglia Local Enterprise Partnership Board
Wednesday 25th March 2020

Agenda Item 6

LEP Delivery Plan 20/21

Author: Rosanne Wijnberg

Summary

This paper seeks agreement for a new LEP delivery plan for 20/21. This plan will follow the circulation of the main board papers.

Delivery plans are a requirement of the Government's Review of LEPs. The New Anglia LEP Delivery Plan 20/21 will meet the requirements of Government but also provide a plan which will be a useful tool for the board and wider stakeholders by providing a concise outline of the main objectives, initiatives and targets of the LEP over the coming 12 months.

Recommendation

The LEP Board is asked to approve the Delivery Plan and delegate to the LEP chief executive authority to make minor changes necessary ahead of publication on 1 May 2020.

Background

One of the key actions from the Government's Review of LEPs is the requirement of all LEPs to produce a Delivery Plan.

The delivery plans will complement the annual reviews which LEPs are also required to produce starting in the 19/20 financial year. We published our first annual review a year ahead of that deadline – last autumn for the 18/19 financial year.

The Government working with the LEP Network has produced guidance on what information is required in the new delivery plan - the Delivery Plan Matrix - to ensure a level of consistency across the LEP network.

The Delivery Plan must be completed by the end and published on our website by 1st May 2020. Given that we do not have a LEP Board meeting scheduled in April, we are seeking approval for the approach we have taken and the narrative. We will then update the numbers after the end of the financial year, and complete the design elements of the Delivery Plan.

The advice we have been given indicates that the Delivery Plans for 20/21 are in line with those produced for 19/20.

Our Approach

The production of a Delivery Plan is a Government requirement.

Our plan is to produce a document which satisfies the Government's requirements but is also a useful document for the board and wider stakeholders, by providing a concise outline of the main objectives, initiatives and targets of the LEP over the coming 12 months.

The delivery plan will build on the delivery priorities agreed by the board at its January meeting. These are:

1. Implement

We will continue to focus on turning the ambitions identified in our Economic Strategy and Local Industrial Strategy into actions.

A priority will be to take forward our clean growth ambitions and create a plan with meaningful actions. We will gather momentum behind our industry councils and develop our investment plan. We will support partners to develop Town Deal bids.

2. Promote

We will use our Norfolk & Suffolk Unlimited brand as an inward investment tool to attract private sector investment and to recruit talented workers. We will also use it as a tool to enhance our influence with Government, working with our MPs to secure more funding from Government and more recognition of our region's strengths.

We will promote the LPA's achievements, impacts and broaden our message among local and national stakeholders and businesses.

3. Deliver

We will continue to deliver our programmes and look to extend them where we can. We have stepped up monitoring to give us better information on programme performance so that we can ensure we are delivering.

This year we will focus on evaluation and understanding our impact. We will embed clean growth and inclusive growth as well as productivity into programme criteria as well as evaluation.

4. Strengthen

We need to continue strengthening the organisation, its governance and its finances.

In particular there will be a focus this year on board succession.

We will also proactively look for opportunities for funding to strengthen the work of the LEP and ensure its sustainability.

The Delivery Plan outlines how we will be deliver on our mission, priorities and outputs from April 2020 to March 2021.

It covers our key strategic initiatives for the year, our partnership work and the full range of the programmes directly delivered by the LEP from the Growth Deal and Enterprise Zones to programmes such as Growing Places Fund and Growing Business Fund.

Accompanying the Delivery Plan is the 20/21 Operational Budget – See Agenda Item 7.

Recommendation

The LEP Board is asked to approve the Delivery Plan and delegate to the LEP chief executive authority to make minor changes necessary ahead of publication on 1 May 2020.

New Anglia Local Enterprise Partnership Board
Wednesday 25th March 2020

Agenda Item 8

New Anglia LEP Governance: Local Assurance Framework, Accountable Body Agreement, Scheme of Delegation

Author: Melanie Richardson

Presenter: Rosanne Wijnberg

Summary

The LEP's Assurance Framework, Scheme of Delegation and Accountable Body Agreement with Suffolk County Council have all been updated, to ensure they are in line with newly published Government guidance and that all the information contained in them is accurate and up to date.

Recommendation

The Board is recommended to approve and adopt the:

- 2020 Local Assurance Framework,
- Scheme of Delegation,
- Accountable Body Agreement.

Background

New Anglia LEP's **Local Assurance Framework** follows the mandatory requirements and additional best practice guidance set out in the Government's National Local Growth Assurance Framework, which seeks to provide a common framework of understanding of the assurance required for local growth funding.

The National Local Growth Assurance Framework explains how places should appraise, monitor and evaluate schemes to achieve value for money. It provides Government, stakeholders and the public the necessary assurances that LEPs have the policies and processes in place to ensure the robust stewardship of public funds. It contains mandatory governance, accountability and transparency requirements and non-mandatory best practice.

New Anglia LEP's **Scheme of Delegation** sets out the main responsibilities and functions of the organisation and the level to which they have been delegated. It is a requirement of the National Local Growth Assurance Framework for the LEP to have a comprehensive Scheme of Delegation which is reviewed and updated annually.

The **Accountable Body Agreement** is a key element of the LEP's Governance arrangements, alongside the Articles of Association, the Assurance Framework and Scheme of Delegation. It sets out the respective roles of the LEP and Suffolk County Council as the Accountable Body.

Key Considerations

The draft 2020 Local Assurance Framework can be viewed [here](#). The main revisions are to incorporate new programmes, policies and practice adopted by the LEP. To facilitate review we have highlighted these changes in yellow.

The Scheme of Delegation is attached at Appendix 1, with the proposed minor revisions highlighted.

The Accountable Body Agreement is attached at Appendix 2, with the proposed minor revisions highlighted.

The Scheme of Delegation and Accountable Body Agreement have been reviewed by Audit and Risk Committee.

Monitoring Compliance

The National Local Growth Assurance Framework checklist provides the basis for our compliance monitoring arrangements.

An owner has been assigned to each area and is accountable for compliance. This is monitored on a quarterly basis and reported to the Audit and Risk Committee.

Any updates to the documents required for example by Government policy changes or the introduction of new programmes will be reported to the LEP board for consideration.

Next Steps

The approved documents will be loaded on the LEP website, and the next annual review will be scheduled for March 2021.

Recommendation

The Board is recommended to approve and adopt the:

- 2020 Local Assurance Framework,
- Scheme of Delegation,
- Accountable Body Agreement

New Anglia LEP Scheme of Delegation

Context

The New Anglia Local Enterprise Partnership is company limited by guarantee, with 18 voluntary directors, supported by a full-time executive team.

This scheme of delegation sets out the main responsibilities and functions of the organisation and the level to which they have been delegated.

The scheme of delegation is part of a suite of LEP governance documents including:

Local Assurance Framework, Articles of Association, terms of reference for sub-boards and sub-committees, and agreement between Suffolk County Council (accountable body) and the LEP.

The scheme of delegation is reviewed annually and changes require board approval. Any decision taken in contravention of this scheme of delegation will be deemed invalid.

Key responsibilities of the LEP Board

The board is responsible for:

- Approving the strategic direction of the LEP
- Agreeing clear objectives to focus activity and drive ambition
- Ensuring the LEP runs efficiently and effectively with appropriate controls in place covering performance, finance and risk
- Upholding the values, ethos and culture of the organisation

Key responsibilities of the Accountable Body

- The Section 151 Officer or their appointed deputy is a core member of the Audit and Risk Committee.
- The Section 151 Officer is accountable for approving all Growth Deal grant agreements, and delegates authority to a suitable team member for approval of grants awarded under other LEP programmes.

Scheme of Delegation

Issue	Delegated To
Strategy	
Vision, mission and values	Board
Development and approval of Economic strategy	Board

Implementation of Economic strategy	Economic Strategy Delivery Coordination Board recommendations to main Board
Changes to the overall operating structure of the LEP	Board
Approval of the Organisation brand	Board
Programmes	
Design of capital and revenue funding programmes	Board (on recommendations from Investment Appraisal Committee and relevant sub-boards)
Awarding of capital or revenue funding to programmes above £500k	Board (on recommendations from IAC)
Awarding of capital or revenue funding to programmes £500k or below	IAC
Awards from Growing Business Fund up to £500k	GBF panel (overseen by the IAC)
In programme funding changes above £100,000	Board
In programme funding changes up to £100,000	IAC
Change requests from programmes/projects with no financial implications but major changes to outputs or timeline	IAC
Change requests from programmes/projects with no financial implications but minor changes to outputs or timeline	CEO – reported retrospectively to the Board quarterly
Governance	
Responsibility for compliance with Government	Chair and CEO
National Assurance Framework	Board
Annual declaration of compliance to Government	Suffolk County Council 151 Officer
Maintenance of Register of Interests	Board and CEO
Timely publication of agendas, reports and minutes	Chair, CEO and COO
Committee and Delivery Board appointments	Board
Code of conduct, Complaints and Whistleblowing policies	Board

Finance

Approval of financial budgets and forecasts	Board
Approval of annual accounts and financial statement and audit letter of representation	Board on recommendation from Audit and Risk Committee
Approval of bank account and mandate policy	Board on recommendation of Audit and Risk Committee
Treasury policy	Board on recommendation of Audit and Risk Committee
Bank investments execution	Audit and Risk committee
Prior authorised expenditure for day to day business, in accordance with strategy budget and approved policies:	
Over £150,000	Board
Between £50,000 and £150,000	Chair and CEO or COO
Up to £50,000	CEO and COO or financial controller

Human Resources

Performance management and remuneration of CEO	Chair and Remuneration Committee
Remuneration of Chief Operating Officer	Chair and Remuneration Committee
Recruitment of board members	Board (with recommendations from sub panel comprising board members)
Recruitment of CEO	Board (with recommendations from sub panel comprising board members)
Operational procedures and policies for Leadership team and below	COO in conjunction with CEO and Leadership team

Last Updated: 11th March 2019 and confirmed at the LEP Board on 27th March 2019.

Appendix 2

THIS ACCOUNTABLE BODY AGREEMENT (ABA) IS MADE ON 24th February 2015 BETWEEN

(1) NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP of Centrum, Norwich Research Park, Norwich, NR4 7UG (New Anglia LEP) and

(2) SUFFOLK COUNTY COUNCIL of Endeavour House 8 Russell Road Ipswich IP1 2BX (SCC)

1. INTRODUCTION

- 1.1 The purpose of this ABA is to set out the framework for respective roles and responsibilities of New Anglia LEP as the organisation which has responsibility for making decisions on the project activity that the various funds set out at clause 2.2 below will support, along with other funding arising out of the Norfolk and Suffolk Economic Strategy, and SCC (as the organisation taking on the role of “Accountable Body” for New Anglia LEP and the funds set out at clause 2.2 below) who will have responsibility for ensuring that such decisions meet the legal, regulatory and funding criteria applicable at the time of decision and during the period of the project activity.

2. BACKGROUND AND CONTEXT

- 2.1 New Anglia LEP has been established to work with businesses and partners across the education, voluntary and public sector, to help grow jobs in Norfolk and Suffolk.
- 2.2 New Anglia LEP and SCC have developed in line with Government guidance a single assurance framework (“Assurance Framework”) covering all Government funding flowing through New Anglia LEP, to ensure New Anglia LEP has robust value for money processes in place. The purpose of the LEP Assurance Framework is to support the developing confidence in delegating funding from central budgets and programmes via a single pot mechanism to LEPs and their accountable bodies. The Accountable Body is required to sign off the Assurance Framework.
- 2.3 New Anglia LEP has responsibility for deciding the project activities that Growth Deal funds will be allocated to which in this ABA, are referred to collectively as “the Programme”. £290 million has been made available to New Anglia LEP from 2014 to 2021 as part of the Government’s Growth Deal programme, for which all 38 LEPs across England have been invited to compete for an individual allocation. Growth Deals provide funds to local enterprise partnerships or LEPs for projects and programmes that benefit the local area and economy.

2.4 New Anglia LEP's particular objectives for the Programmes can be found in the relevant chapter of the Assurance Framework and include:

2.4.1 The Growing Places fund is a recycling loan fund which has been in operation in the New Anglia region since 2012.

The fund was designed to address the problems facing stalled developments, by providing financial support towards costs such as site infrastructure, services or access.

The fund operates predominantly as a loan fund but has awarded small grants where a regionally significant project can be delivered as a result and where the grant secures a major match funding contribution.

The Growing Places Fund is open to public and private applicants. The Fund now stands at a total allocation of approximately £32 million which has been matched by in excess of £280 million from public and private sources. The Fund has committed over £25 million on 28 capital investment projects and has supported 7 sector developments. The fund remains open to applications and has a pipeline of projects for consideration.

2.4.2

The Growing Business Fund is a grant fund which has been in operation in the New Anglia region since April 2013. The fund was initially supported by the Regional Growth Fund, with £12m awarded from Rounds 3 and 4 of the funding. In 2015 the New Anglia LEP secured an additional £25.57m by 2021 from the Local Growth Fund through the Growth Deals. The Fund provides grants between £25,000 and £500,000 to local businesses across Norfolk and Suffolk.

The fund supports the capital costs of expansion by the businesses, up to the maximum allowable contribution under General Block Exemption Regulations (GBER) Articles 14, 17, and 19, of up to 20% of the costs of the project for small businesses employing less than 50 people.

Medium sized businesses can receive funding of up to 10% towards the project cost or 20% if regulated by De Minimis, but no more than equivalent of EUR200,000 around **£171k (official exchange rate as of January 2020)**.

2.4.3

The Small Grant Scheme is a grant fund that has been in operation in the New Anglia region since August 2013. The programme is currently part of New Anglia Business Growth Programme supported by £12.48m from the European Regional Development Fund. It provides grants between £1,000 and £25,000 to local businesses across Norfolk and Suffolk.

The programme supports SMEs through the provision of grants to assist them to grow and expand, employ new staff, introduce new products and services, improve productivity or efficiency, increase their competitiveness etc.

Small businesses employing less than 50 people may apply for up to 20% of the costs of the project under General Block Exemption Regulations (GBER) Articles 14, 17, 18 and 19. Medium sized businesses may apply for funding of up to 10% towards the project cost or 20% if regulated by De Minimis regulations (EUR 200,000 is a maximum amount of all De minimis aid a business may receive over a 3 year fiscal period). SMEs based in an Assisted Area may apply for an additional 10% of funding.

3. TERM AND TERMINATION OF ABA

- 3.1 This ABA, once signed by both parties, will be deemed to have come into effect on 7th July 2014 and will continue in place until 31 March 2021 unless it is terminated in accordance with the other provisions of clause 3. The ABA can be extended beyond 31 March 2021 if agreed by both parties. There will also be a 'light touch' review each year to allow discussion of progress reported to the Audit and Risk Committee and early discussion of any changes necessary in the changing landscape of LEP funding and programming.
- 3.2 Subject to clauses 3.3 and 3.4 if, at any time during the term of this ABA, either party wishes to bring the ABA to an end, the following consultation and notice procedures shall apply:
- (a) the party proposing to terminate the ABA must consult the other party about the termination in good time and in any event, at least, nine months before the proposed termination of the ABA,
- (b) the party terminating the ABA must give at least six months' written notice to the other party,
- 3.3 If a party to the ABA commits a material breach of any term of the ABA, the other party may send a written notice to the breaching party, setting out the nature of the breach and the required remedy and giving not less than three months' notice to remedy the breach. If the breach has not been remedied at the end of the notice period, then the party who served the notice may serve a further notice of two months, terminating the ABA.
- 3.4 Where the operative period for a Programme comes to an end or the funding under the Programme ceases, this ABA shall terminate in part in relation to that Programme.
- 3.5 In any circumstance where this ABA terminates in whole or in part, and without prejudice to any other rights or remedies the parties may have, the parties must use their best endeavours to have in place, from the date of termination of the ABA or the relevant part of the ABA, arrangements for transferring existing agreements and liabilities, for example under the various grant and loan agreements that SCC will have entered into on behalf of New Anglia LEP, to a replacement Accountable Body.
- 3.6 Where it is not possible for existing agreements and liabilities to be transferred (or it is agreed that they shall not transfer) and as a result SCC retains some or all of such liabilities, New Anglia LEP shall indemnify SCC against those liabilities and shall provide sufficient funding for SCC to meet those liabilities e.g. under grant and loan agreements.
- 3.7 New Anglia LEP shall indemnify SCC against any financial costs or liabilities incurred, including but not limited to redundancy costs, on the termination of the ABA in whole or in part except where termination takes place under clause 3.3 as a result of an un-remedied breach by SCC.

4. ROLES AND RESPONSIBILITIES OF NEW ANGLIA LOCAL ENTERPRISE PARTNERSHIP

New Anglia LEP shall:

- 4.1. Comply with all the regulations and guidance notes from the Ministry for Housing, Communities and Local Government, Cabinet Office, Department for Business, Energy and Industrial Strategy, and other relevant funding bodies including but not exhaustively: state aid regulations, relevant departmental funding criteria and the wider regulatory framework for the funds included in this agreement ensuring that funds are used appropriately, and in a manner that is consistent with the contents of any offer letters from government.
- 4.2. Decide the economic growth priorities and strategies for the Programme and the overall grant allocations in line with the initial submission and the funding agreement for the Programme.
- 4.3. Approve and submit to SCC an annual delivery plan of planned expenditure and outcome and output targets – this may take the form of a copy of any such report sent to the LEP Board.
- 4.4. Strive to achieve all the outputs and key indicators set out in the delivery plan for the Programmes and produce an annual progress report as required by the funding bodies.
- 4.5. Develop close working links and joint working arrangements with SCC, other Local Enterprise Partnerships and other relevant bodies as appropriate.
- 4.6. Set up appropriate consultation procedures, business involvement and membership of New Anglia LEP's Board to facilitate the development and implementation of the Programmes.
- 4.7. Have in place appropriate processes with funding guidelines and criteria and make decisions about the approval of projects in accordance with the guidelines and criteria. This is subject to the requirements of the relevant funding body and should be in line with the regulatory and legal framework for the funding after considering any recommendations from SCC. This will include an appropriate risk appraisal and management process.
- 4.8. Agree with SCC and implement policies and procedures for ensuring value for money in the use of funds, whether by New Anglia LEP or by the organisations which are funded through the Programmes. This will include the establishment of and compliance with appropriate procedures relating to:
 - (a) competitive tendering and procurement where New Anglia LEP is purchasing goods, services or works. and

- (b) the processes to be followed by organisations funded through the Programmes, for example, by requiring competitive tendering of goods, services or works funded through the Programmes where appropriate

In relation to (a), if SCC procures and enters into contracts for goods, services or works for New Anglia LEP, then SCC procurement procedures will be followed. New Anglia LEP is a contracting authority for the purposes of the Public Contracts Regulations, so if New Anglia LEP procures and enters into the contracts then it will do so in line with relevant EU procurement rules and the internal procedures that are to be established under this clause.

- 4.9. Ensure that proper procedures exist for the regular monitoring of progress in implementing the Programmes.
- 4.10. Evaluate the impact of the Programmes through appropriate measures, if necessary agreed with SCC, to comply with relevant funders' requirements.
- 4.11. Work with SCC in drafting and developing written procedures and appropriate management, administration, finance and IT systems for the Programmes covered by this ABA. New Anglia LEP will develop its own procedures which are outside the scope of this ABA.
- 4.12. Ensure that both New Anglia LEP and, to the extent that it is appropriate to the nature of the relevant project those organisations to whom funding is provided, have in place effective policies and procedures to:
- I. ensure equality of opportunity and diversity in employment of staff and delivery of services. These should demonstrate how all parties will comply with relevant equality legislation and respective Codes of Practice. Evidence of the implementation of this policy shall be kept available for inspection.
 - II. ensure that all relevant legislation and guidance on state aid is complied with.
 - III. ensure open and transparent commissioning processes are used including for the purchase of goods and services which adhere to relevant legal procurement and commissioning processes. This includes EU procurement rules where relevant.
 - IV. ensure the health and safety of staff and service users in compliance with relevant Health and Safety legislation.
 - V. ensure where the project involves work with children and young people, projects should have in place procedures for ensuring compliance with relevant Children's and Young Persons legislation.
 - VI. ensure that, in the event of SCC receiving a complaint about New Anglia LEP or a constituent project, the relevant party/ies is/are required to co-operate fully with them in the investigation and resolution of the

complaint, including complying with any recommendations arising from such investigation.

VII. respond to requests for information under Freedom of Information Act 1998 (Fol) and related legislation. If New Anglia LEP or SCC receive an Fol request both parties shall provide such information as is required by them to enable a full response to be made to the request within the statutory time limit. It is accepted that New Anglia LEP is exempt from Fol in the body of the legislation but the Assurance Framework issued by BEIS makes it a requirement that New Anglia LEP complies with the spirit of this legislation and New Anglia LEP confirms that it will do so. It should be noted that applicants are currently advised that information will be treated as commercially sensitive in the event of an FOI request being received, although this cannot be guaranteed until the individual circumstance arises.

VIII. comply with The General Data Protection Regulation.

- 4.13. Co-operate with SCC or any external or internal auditors appointed and to make available for inspection all documentation and provide responses to any queries raised.
- 4.14. Work with SCC to ensure value for money and probity are achieved in the delivery of the Programmes and by individual projects.
- 4.15. Ensure that any assistance given to an organisation by New Anglia LEP is within the limits laid down by any obligation of the European Union or appropriate funding organisation, and that all relevant procurement procedures are met; should this not be the case, there will be reduction in, or repayment of, grant.
- 4.16. Make arrangements for the effective monitoring of individual projects within procedures agreed with SCC and make any necessary changes to achieve targets and the overall Programme.
- 4.17. Ensure that accounts are maintained by relevant officers (particularly the New Anglia LEP Financial Controller) from New Anglia LEP.
- 4.18. Permit SCC to use the funds allocated to the LEP to carry out its Accountable Body role, including the allocation of loan and grant funding to an SCC account and shall permit SCC to retain such funding until such time as SCC's obligations under this ABA and any grant or loan or other agreements made as a result of the ABA or SCC's role as Accountable Body are discharged or transferred to a third party"
- 4.19. Work with SCC on the creation of the local Assurance Framework and adhere to its requirements.

5. ROLES AND RESPONSIBILITIES OF THE ACCOUNTABLE BODY – SCC

SCC, through the Section 151 Officer, will have responsibility for ensuring that a local Assurance Framework is in place, that it meets the standards set out in the LEP Assurance Framework Guidance document, and that all funding decisions are made in accordance with it.

SCC shall:

- 5.1 Ensure decisions and activities of New Anglia LEP conform with legal requirements with regard to equalities, social value, environment, State Aid, procurement
- 5.2 Ensure (through its Section 151 Officer) that the funds identified in para 2.2 are used appropriately.
- 5.3 Ensure that the Assurance Framework is adhered to
- 5.4 Maintain the official record of New Anglia LEP proceedings and holding copies of all relevant LEP documents related to LGF funding.
- 5.5 Having regard to its role as Accountable Body for the Programmes, have responsibility for agreeing or challenging the decisions of the LEP, in the context of legal, regulatory or funding criteria, when New Anglia LEP are approving projects. To avoid doubt, as SCC is the Accountable Body, it may, acting reasonably, decide that it is not appropriate to implement a New Anglia LEP decision where:
 - it is unlawful
 - It contravenes relevant grant or funding guidelines or criteria
 - It is in breach of financial regulations
 - It is in breach of the Assurance Framework
 - It is in breach of any other relevant terms, requirements or policies imposed on SCC or New Anglia LEPor there is a significant risk of this. Where SCC considers this to be the case, it will consult with New Anglia LEP to consider what amendments may be made in order to address SCC's concerns and where it is not possible to agree an approach, the matter will be referred to dispute resolution in accordance with clause 7.2.
- 5.6 Ensuring that there are arrangements for internal audit of funding allocated by New Anglia LEP, at least equivalent to those in place for Local Authority spend.
 - 5.6.1 Act as accountable body for the Programmes. The tasks undertaken by the Accountable Body to fulfil this role are set out in the Assurance Framework, and include financial management and overview of spend across all Programmes.
 - 5.6.2 Jointly with New Anglia LEP, ensure that value for money and probity is achieved in the use of partnership funding and that all guidelines and procedures as issued by funding bodies are complied with.

- 5.6.3 Recognise the demands and priorities of New Anglia LEP's plans in setting its corporate priorities.
- 5.6.4 Ensure that proper procedures exist for the regular monitoring of progress in implementing the Programmes. Evaluate the impact of the Programmes through appropriate measures, if necessary agreed with SCC, to comply with relevant funders' requirements.
- 5.6.5 Collate and submit to the relevant monitoring body (in the case of City Deal this is currently: MHCLG and Lancaster University as the intermediary body) interim and final claims for relevant grant on behalf of New Anglia LEP, receive payment of funds and arrange an independent audit of the final grant claim and internal audit of the Programme.
- 5.6.6 Ensure that suitable financial and accounting procedures are in place for the Programmes and ensure that arrangements are in place for the audit of the claims and all systems and procedures including the approval and appraisal processes of projects. Report any suspected irregularity or probity issues to the relevant funding body, the New Anglia LEP Board and the Council.
- 5.6.7 Co-operate with New Anglia or any external auditors appointed and to make available for inspection all documentation and provide responses to any queries raised.
- 5.6.8 Be responsible for achieving the best return on New Anglia LEP funds in line with an acceptable risk policy agreed by both parties through the Audit and Risk Committee. New Anglia LEP will provide a funding profile to enable this to be pursued effectively. SCC will sit on the Audit and Risk Committee which has oversight of all the programmes within New Anglia LEP's remit. SCC will identify one member of staff within finance, to cover off financial and funding issues.
- 5.6.9 In agreement with and with all necessary assistance from New Anglia LEP make the following arrangements:
- I. in certain pre-agreed circumstances arrangements for the provision of effective management and administration support to New Anglia LEP.
 - II. make use of a grant and/or loan agreement and ancillary documents to enter into a legally binding agreement with funding recipients in relation to the Programmes.
 - III. prepare and submit any financial and non-financial information required from New Anglia LEP by the funding bodies.
 - IV. maintain any required financial management systems and supporting documentation up to the end date of the Programmes, and then to transfer all such documents to an appropriate storage location as required by the relevant funding body

- V. authorise the release of funding in accordance with the requirements of the relevant funding body.

5.10 Work with New Anglia LEP in drafting and developing written procedures and appropriate management, administration, finance and IT systems for the Programmes covered by this ABA. New Anglia LEP will develop its own procedures which are outside the scope of this ABA.

6. PROGRAMME MANAGEMENT

New Anglia LEP will make all arrangements for effective management and administration support to the Programmes as necessary. SCC will be paid for support provided to New Anglia LEP in support of the roll out of funding that has been awarded between 7th July 2014 to 31 March 2021 to support the delivery of the Economic Strategy. This will include a post for finance. SCC will be reimbursed for the support it provides to manage and administer the individual Programmes. Where possible some or all of the cost for conducting the accountable body role will be agreed with SCC and included in the bid submission(s) on behalf of New Anglia LEP. This is likely to take the form of a 7% 'top slicing' of the programmes received by New Anglia LEP to support resourcing of the Accountable Body role and appropriate staff costs within New Anglia LEP. Any alternative arrangements for the provision are to be agreed by the New Anglia LEPs Board following consultation with SCC.

7. MISCELLANEOUS

7.1 AMENDMENTS

If either party wishes to amend this ABA during its term, the party shall submit details of the proposed amendment in writing for consideration by both parties with a commitment that agreement be reached within 21 days and where agreement to the amendment is not reached in this period, the issue shall be referred for dispute resolution in accordance with clause 7.2 below.

7.2 DISPUTE RESOLUTION

Both parties shall attempt to resolve any disputes or differences by negotiating in good faith, in the first instance through day to day consultation.

If they fail to resolve a dispute within 21 days from it arising, either party may refer the matter for determination to a meeting of the following representatives of the parties:

- SCC as Accountable Body – Assistant Director Strategic Development, or alternative representative of the Accountable Body and
- New Anglia LEP – Chair of Board, or Chief Executive

If the dispute is not resolved within 28 days of its referral to the above group, then the parties agree to identify, within 14 days thereafter, a suitable independent third party as an expert or as a facilitator of consideration of the dispute. The identity of this third party may vary in order to provide the parties with flexibility to select a party who is appropriate to the particular circumstances of the issue but by way of example, this may include another local authority, legal Counsel or a mediator. Once the parties have agreed on a suitable third party, they will refer the matter to that third party within 14 days of agreement and will use their best endeavours to ensure that the dispute is considered as quickly as possible thereafter and in any event, within 21 days of referral. The parties will have the flexibility to decide on the terms of reference of the relevant third party.

7.3 FAILURE TO DELIVER

SCC will have the right to take appropriate action in respect of a funding recipient, in accordance with the terms of the funding recipient's grant or loan agreement, including withholding of payment as a result of any breach of the terms of the grant or loan agreement and/or failure to take account of the regulatory or legal framework including state aid guidance. Payment may be resumed once the failure has been remedied.

7.4 WAIVER

The failure or delay of either party in exercising any right or remedy in response to the action or lack of action of the other party under the terms of this agreement will not prevent them doing so at a later date nor operate as a waiver.

7.5 CONFIDENTIALITY

Each party agrees to keep confidential such information as it may acquire from time to time in relation to the other party where such information is by its nature confidential. Neither party shall use the other's confidential information for any purpose other than to perform its obligations under this ABA. This shall not apply if both parties agree to its disclosure or where disclosure is, in the opinion of the discloser, is necessary to comply with the Data Protection Act 1988 or Freedom of Information Act 2000.

7.6 GOVERNING LAW AND JURISDICTION

This ABA is intended to be legally binding and shall be governed by and construed in accordance with English law and, without affecting the dispute resolution procedure set out in clause 7.2, each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

7.7 NO PARTNERSHIP

Nothing in this ABA is intended to, or shall be deemed to; establish any partnership or joint venture between the parties.

7.8 SIGNATURES

By signing this ABA both parties have agreed to the terms and conditions set out in the ABA (including contribution to costs) under which SCC will undertake the Accountable Body role.

Signed for and on behalf of
New Anglia Local Enterprise
Partnership by:

.....
Chief Executive of New Anglia LEP (Chris Starkie)

Signed for and on behalf of
Suffolk County Council by:

.....
Authorised Signatory

New Anglia Local Enterprise Partnership Board
Wednesday 25th March 2020

Agenda Item 9

Freeport Consultation

Author: Mike Dowdall

Presenter: Chris Starkie

Summary

This paper provides information on the Government's national consultation on the introduction of Freeports and New Anglia LEP's likely response.

Recommendation

The board is invited to ask the Chief Executive Officer to submit a response on behalf of the New Anglia LEP to the Government.

To share our response with local authority and colleagues from our three port operators.

Background

In February of 2020 the Government published a major consultation on the concept of introducing Freeports into the UK after we have exited the EU. The consultation link is shown here https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/864497/Freeports_Consultation.pdf

The Government wants Freeports to boost trade, jobs and investment. They are consulting on a process about cutting red tape by streamlining customs processes, exploring the use of planning measures to speed up planning processes and accelerate development and housing delivery in and around Freeports, and consulting on a comprehensive set of tax breaks to support businesses.

They also want Freeports to form innovative business clusters that benefit the local area. That's why they are looking at regulatory flexibilities, funding and challenges which will support innovators generating new ideas.

But it is also important to note that Freeports are intended to be a cornerstone of the Government's plan to level up opportunity across the country.

So their criteria for allocating Freeports will be geared towards areas of greatest need. This will allow them to drive forward investment and regeneration in some of the most deprived areas in the UK, delivering highly-skilled jobs for people across the country. The Government aims to create up to 10 Freeports across the UK so ultimately the competition for designation will be intense.

As the first step in delivering this agenda, they are consulting on their proposed Freeport policy. They have invited stakeholders to provide suggestions and comments on the policy set out in this paper. This includes their objectives and ambitions for Freeports; the model they have developed and the measures they would include as part of it; and their plans for delivering this agenda, including how the location of Freeports could be selected.

The consultation closes on the 20th April 2020.

What is a Freeport

Freeports are secure customs zones located at ports where business can be carried out inside a country's land border, but where different customs rules apply. They can reduce administrative burdens and tariff controls, provide relief from duties and import taxes, and ease tax and planning regulations.

Typically, goods brought into a Freeport do not attract a requirement to pay duties until they leave the Freeport and enter the domestic market – and no duty at all is payable if they are re-exported. If raw materials are brought into a Freeport from overseas and processed into a final good before entering the domestic market, then duties will be paid on the final good. Freeports may also offer simplifications to the normal customs administrative processes on imported goods.

Countries around the world have adapted this basic Freeport model by adding different elements to create their own bespoke models based on the Special Economic Zone (SEZ) model. SEZs can include tax incentives for investment within the geographical area of Freeports, regulatory flexibilities, and investment in infrastructure in the area.

The Government is considering a bespoke UK Freeport model which would include multiple customs zones located within or away from a port, to maximise flexibility for port operators and businesses, as well as an SEZ-style zone designated over or around the customs zones, to encourage the maximum number of businesses to open, expand and invest in our Freeports.

To do this, the Government has the following objectives for Freeports: A) Establish Freeports as national hubs for global trade and investment across the UK: B) Intensify the economic impact of our ports by enhancing trade and investment and generating increased economic activity across the UK C) Promote regeneration and job creation: D) Create high-skilled jobs in ports and the areas around them, prioritising some of our most deprived communities to level up the UK economy E) Create hotbeds for innovation: create dynamic environments, capitalising on new ideas and fostering the conditions that will attract new businesses, investors and innovations.

Framing a response

The consultation is a long and technical one with over 65 questions posed.

In the guidance the large number of questions posed are designed to address the thoughts of a broad range of stakeholders and therefore it is very unlikely that any organisation would feel able to respond to all the questions in the consultation.

In the case of New Anglia we suggest we concentrate on those questions that relate to the economic development aspects of the initiative and its potential for regeneration. It is considered best to leave the technical questions such as tariff flexibility and custom incentives posed in the consultation to those better placed to respond and especially the Port operators themselves.

Equally we suggest we do not proffer an opinion on the use of planning measures and associated housing delivery as that is an area that the Local Authorities would be better placed to respond on. And it is a politically sensitive subject.

Key Considerations

In the guidance issued there is this significant statement regarding LEPs.

“We believe that to be successful Freeports will be well-integrated into the local economy, with the private sector working closely with local economic partners. We are interested in receiving feedback on the most effective model for partners to come together to develop and submit strong applications. Many of the policy measures we are consulting on are administered by local authorities. Where Mayoral Combined Authorities (MCAs) or Combined Authorities (CAs) exist, they could submit a Freeport application on behalf of partners. Where they do not exist, the application could be submitted by the Local Enterprise Partnership (LEP) and the upper-tier authority(s) in which the Freeport site is located.”

Clearly we are not at any application stage yet, but this statement demonstrates that in Norfolk and Suffolk both New Anglia LEP and upper tier councils have an interest in the initiative/ consultation.

In addition, the consultation makes a number of statements about parallels with the operation of Enterprise Zones in terms of possible financial incentives to businesses locating onto any Freeport. Of course New Anglia has expertise in overseeing Enterprise Zone programmes as well as initiatives that could help introduce innovation hubs and boosting productivity.

In view of this New Anglia team has been having exploratory discussions with the major port operators in Norfolk and Suffolk to ascertain their views on Freeports and gauge interest for future bids for the designation. As discussed at February's board meeting, we do not intend to back any one particular bid at this stage as that would be premature until we know the Government's criteria for designation and the merits of each case can be evaluated against them.

In addition, we have also had some discussions with the relevant Local Authorities with significant ports within their area.

At this stage we would suggest that the LEP should welcome the opportunity afforded by Freeports as a way of boosting economic activity within a region. Clearly in Norfolk and Suffolk there are a number of major ports and operators and ports play a crucial role both in the local and regional economy.

It would also be worth stating that some of the coastal communities in Norfolk and Suffolk have levels of deprivation as high as those found in the North of England. And that we are anxious that any designation of a freeport in England does not cause displacement to ports in Norfolk and Suffolk. After all the designation is aimed at stimulating additional job creation and economic activity.

Recommendation

The board is invited to ask the Chief Executive Officer to submit a response on behalf of the New Anglia LEP to the Government.

To share our response with local authority and colleagues from our three port operators.

New Anglia Local Enterprise Partnership Board
Wednesday 25th March 2020

Agenda Item 10

EU Exit Transition Period

Author: James Allen Presenter: Chris Starkie

Summary

This report provides an update on the UK government's activities during the transition period, intelligence from the Norfolk and Suffolk business community and sets out a light touch delivery plan against the key recommendations identified in the MetroDynamics 'Potential Impacts of Brexit for Norfolk and Suffolk' report taken to the LEP Board in January.

Recommendation

The Board is asked to note the contents of the report and accompanying delivery plan (Appendix A)

Background

The UK officially left the European Union (EU) on 31st January 2020, with a transition period now underway until the end of 2020. At the LEP Board's January meeting, there was an update on the MetroDynamics 'Potential Impacts of Brexit for Norfolk and Suffolk' report, assessing the local economy against the two scenarios that remain on the table:

- 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.

Latest Political Updates

Official trade talks commenced on 2nd March between the UK and EU negotiating teams. Meanwhile, the UK government has made a number of important announcements, including:

- A policy statement on the UK's points-based immigration system which takes effect from 1 January 2021 and treats EU and non-EU citizens equally.
 - The points-based system stipulates the job you're offered will need to be at a required skill level of A level or above and the minimum general salary threshold is £25,600. If someone earns more than £20,480 then they may still be able to apply by trading points on specific characteristics against their salary e.g. if their job offer is in a shortage occupation or they have a PhD relevant to the job.
 - A global talent scheme will be opened to EU, EEA and Swiss citizens, allowing highly-skilled scientists and researchers to come to the UK without a job offer.
 - The seasonal agricultural visa pilot scheme will be expanded.
- Plans to introduce import controls on EU goods at the border after the transition period.
 - From 1 January 2021, businesses will need to make customs declarations to move goods into and out of the EU. Businesses can prepare for border controls by making sure they have an EORI number if they do not already.
 - HMRC have extended the deadline for businesses to apply for customs support funding to the end of January 2021 (at least £7.5m remains left to claim).

Two consultations have been launched seeking views on:

- The government's aim to establish up to ten freeports across the UK (closes 20th April).
- The UK's independent tariff policy to apply from 1 January 2021 (closed 5th March).

Business Intelligence

Since the UK left the EU, the LEP Executive has produced bi-weekly reports for government setting out wider business intelligence (including economic shocks, investment opportunities and regional data). These reports have identified the following trends/pieces of information:

- Businesses remain pragmatic, but many are highlighting the need for details of the future trading relationship with the EU as soon as possible for clarity.
- Following the statement on the points-based immigration system, concerns have been flagged by the NFU and various local produce growers. The NFU's Regional Director has expressed concerns about the impact of farm businesses, and the entire food and farming sector in the region. The NFU stated it is not just about having the workforce available to produce our food on farm, it is about finding people to work in the packhouses, processing plants, haulage firms and all of the other roles within the UK's largest manufacturing sector. In times of low unemployment, many of these jobs are unlikely to be filled by British workers. The NFU have stated that unless government commits to delivering a full seasonal workers scheme of 70,000 places (rather than 10,000), we are looking at a serious shortfall in the seasonal workers who fulfil such a vital role, particularly for horticultural and poultry businesses.
- Regarding the government's announcement to end frictionless trade with the EU, those businesses already trading as a third country are focusing on checking all systems and processes and getting staff up to speed and on message. For those businesses that only trade with EU markets, dealing with import and export customs and regulatory checks is more daunting. Concerns have been expressed over the capacity of customs agents and freight forwarders to deal with the uplift of customs declarations and paper work.
- A number of regional farmers feel that there is a lack of clarity over what appears to be a large funding hole for the sector and expressed concerns over the government's comments regarding no regulatory alignment with the UK's largest export market.

LEP activity

The LEP Executive is working with industry councils, sector groups and business intermediaries to assess reactions to government announcements following the UK's departure from the EU. Local businesses are being encouraged to respond to key government consultations where appropriate and the LEP continues to keep the website and social media accounts firmly up to date with the latest announcements and consultations.

The LEP is working with local partners to support responses to government's freeports consultation. See separate agenda item on freeports.

Appendix A is a high level delivery plan of LEP activity against the key recommendations set out in MetroDynamics' 'Potential Implications of Brexit for Norfolk and Suffolk' report.

Recommendation

The Board is asked to note the contents of the report and accompanying delivery plan – Appendix A.

Appendix A

**Light Touch Delivery Plan against recommendations set out in
MetroDynamics' Potential Impacts of Brexit for Norfolk and Suffolk Report**

Recommendation	Status Update	Next Steps
Closely monitor changing skills needs in affected sectors, and the links to local provision	<p>Skills advisory panel (SAP) assessing data.</p> <p>Engaging with business through SAP, sector groups, industry councils and business intermediaries.</p> <p>Business Growth Programme Annual evaluation feeding into this process.</p> <p>We have secured skills support for workforce funding to support those in work or at risk of redundancy.</p> <p>Apprenticeship work we are doing around levy sharing.</p>	<p>Growth Hub team (skills advisers in particular) will be used to gather intelligence and ask businesses what the situation is on the ground.</p> <p>Feedback from industry councils at SAP meeting.</p> <p>Government is setting up a Skills and Productivity Board, with data analysts to be employed looking at trends in sectors. The SAP will feed into this with evidence.</p>
Support businesses to develop opportunities to reduce seasonality of work	Reviewing proposed points-based immigration system with key stakeholders.	Work with sector groups and industry councils to assess how best to take this forward.
Innovation support	Encouraging businesses to make use of other funding sources such as Innovate UK, AgriTech, etc.	Subject to funding confirmation, the LEP's new Growth Through Innovation fund will play an important role moving forward.
Support for entering new domestic markets, alongside supporting firms new to exports	<p>Small Grant Scheme can provide 20% of costs for this activity, including global trade events.</p> <p>Strong links with DIT and events (e.g. Horecava) show Norfolk and Suffolk can collaborate effectively.</p>	Make best use of established networks such as business intermediaries.
Support farm businesses to improve their resilience, including through technological innovation and thinking differently given new revenue sources	<p>Opportunities are available through AgriTech E and the Agri-Food Industry Council can lead the way.</p> <p>Businesses can access the Small Grant Scheme, GTI or Growing Business Fund.</p>	Potential for relevant sector-specific workshops.
Help local businesses find and apply for alternative funding sources where possible	<p>Growth Hub's expertise.</p> <p>Links into the British Business Bank and Funding Circle.</p>	Potential to use Beauhurst business database and toolkit as a potential replacement to FAME – a new platform with funding as a feature.

		Funding Manager working on innovative funding solutions and engaging business and the LEP Executive on this.
Use the Local Industrial Strategy to articulate Norfolk and Suffolk's industrial priorities and how future regulatory arrangements and trade arrangements can support these	Continue engagement with regional MPs and key Ministers as conversations progress on the future trading relationship, local industrial strategies and the levelling up agenda.	Make best use of Better Business for All for regulation and potential to hold events; EDOs; Norfolk and Suffolk growth groups; and the Economic Strategy Delivery Co-ordinating Board.

Author: Chris Starkie

Summary

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

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

The media dashboard is attached as an appendix to the report.

Recommendations

The board is asked to:

- Note the contents of the report

1) LEP Programmes

Growth Deal

Recent highlights of the delivery of the programme include:

The University of Suffolk has finalised its lease agreement with BT for the use of Oberon House at Adastral Park which is intended to be converted into a Digi Tech Centre. Once complete, it will become the focus of ICT education, training & collaboration activities for the university; to build skills and drive growth in the ICT sector, and thereby support increased productivity across other key sectors such as healthcare, renewable energy and agriculture.

Work is progressing on the survey and selection of sites for the installation of gateways into the Norfolk and Suffolk Innovation Network. Once deployed, they will help create a Long-Range Wide Area Network (LoRaWAN) to enable business, public sector, educational organisations and the public to explore, trial and implement Internet of Things (IoT) technology. Both county councils have already established information pages on their respective websites and are collaborating on the introduction of a dedicated market webpage.

The budget announced a further £387m for the Local Growth Fund for 2021/22. The current Growth Deal extends until 2020/21 so this is a welcome extension. Government is yet to determine how the additional funding will be allocated, but initial advice has been that it will be focused on projects which could not be funded within the existing allocation.

The budget also stated that the future of the Local Growth Fund and plans for the UK Shared Prosperity Fund will be outlined in the spending review in the autumn.

Business Growth Programme

The Business Growth Programme remains ahead of its output and spend profile, with the recent upturn in the Small Grant Scheme continuing, with five applications totaling £50,021 approved during January.

The Q3 2019 claim (October – December 2019) has now been paid by MHCLG. This totals £1.762m and takes the 2019/20 cumulative total to £4.8m or 81% of the 2019/20 target. Work is now being undertaken to start the Q1 2020 claim, which is anticipated to be on target in terms of spend and outputs.

At the February Board meeting the LEP board agreed that a letter would be sent to MHCLG expressing frustration at the delays to the approval of the extension of the Business Growth programme and the new innovation grants programme (Growth Through Innovation). The letter would seek immediate action to resolve the issues that were delaying the decisions.

Before sending the letter, the LEP team held discussions with Through discussions with senior officials at MHCLG and we can report back that significant progress has been made.

Our £1.1m ERDF application, to extend the Growth Hub and the Small Grant Scheme activity to the end of November 2021, has received approval in principle. The formal approval will come at the point that the contract change is signed off. We have been informed that given the current circumstances and redirection of resources across government this is taking a little longer than normal. However this in principle approval does provides the LEP with the reassurance we need to continue the implementation of the extension.

Approval of the Growth Through Innovation (GTI) Fund is expected by 20th March. We have worked closely with MHCLG to ensure that there are no issues with the project. To ensure implementation will not be delayed any further the grant application paperwork is ready to send out to potential applications.

MHCLG have indicated that the national ERDF call, for further funding, will open in late March, with an August deadline for applications. The LEP’s Business Support team are working with partners to draft an application to meet the submission deadline and to extend the operation of the Growth Hub and Small Grant Scheme.

The fourth annual evaluation of the Programme is being finalised and will be published in April; this gives an opportunity to update our delivery methods and incorporate any changes into our submission to the national funding call.

The budget also announced a further £10m to support the work of Growth Hubs, with allocation of the funding to be determined.

Growing Business Fund

The fund has seen an increase in activity both in terms of new expressions of interest received and more full applications for panel, including for larger grants. This month the fund has allocated £422k in grants to four companies, which has ensured all of the original budgeted allocation has been committed and the 20/21 delivery year will start with a positive commitment carried forward.

The fund has a healthy pipeline, which is being worked through in terms of due diligence by the programme support partner, Finance East. There are seven applications, totaling £700,726 potentially coming forward to the April Approval Panel meeting.

Eastern Agri tech Initiative

The grants board are meeting in March to consider 3 applications, one of which is from New Anglia area for £50k. All three companies are seeking R&D grants. New banner, literature and pop ups have been created to support the delivery of the programme. The remaining New Anglia LEP funding for the programme has been released on evidence of the future pipeline for the programme, completing the funding of £1m for this round of the programme.

Growing Places Fund

The Winerack units are selling well and client is progressing loan repayments with a total repaid to the LEP of over £1million within two months of completion of the building. The equivalent

amount has also been repaid to Homes England. Final repayment of the balance of the £5m LEP loan plus interest is due by 30 September 2020.

The Saxmundham Creative Enterprise Hub is now progressing a crowd funding scheme with the aim of building refurbishment starting this Spring.

There is a very healthy pipeline of project applications for both loans and grants which are currently being assessed.

LEP Innovative Projects Fund

Innovative Projects Fund (2018 Call) - £500,000.

There are now 7 projects under the 2018 call of the Innovative Projects Fund with a combined allocation and commitment of £539,531. The value of claims for Quarter 3 was £34,973.83 following submitted claims from the Building Supply Chains Project (£2,474.38) and the Building the Year-long economy project claimed (£32,499.45).

NUA was paid an upfront amount of £20,000 in early January 2020 for its Connecting Creative Capital Project. This now brings actual spend to date for the IPF to £98,754.45.

To date, the 2018 call has supported the creation of 4 part time jobs, safeguarded 10 jobs and supported 25 businesses.

Innovative Projects Fund (2019 Call) - £1.5m

Confidential

Enterprise Zone Accelerator Fund - Confidential

Inward investment

Event Cancellations due to Coronavirus precautions

A number of key events have been the casualty of the current pandemic which is not only frustrating current activities but also placing question marks over attendance at, or organisation of future events. Along with the cancellation/postponement of Mobile World Congress, MIPIM Cannes, Tech 100 launch and Drenthe/Oost Holland partnership meeting we are also concerned

Agenda Item 12 – Chief Executive’s Report

as to whether the 3 key energy events this year will go ahead. Global offshore Wind in Manchester, Wind Europe in Hamburg and Offshore Energy in Amsterdam in October where we hope to launch our new energy sector branding. This is leading to us looking at alternative approaches to profile raising without relying on substantial gatherings of people and businesses.

Recruitment

We have recruited to the 2 vacant posts in the team – one hosted by Norfolk County Council and the other by Suffolk County Council. More details shortly and we expect the team to be fully up to speed by mid April

Activity – a few examples of recent activity

- Visited a major manufacturer in Thetford which has recent been acquired by a foreign investor. This will lead to investment in the plant and between 30 and 40 new jobs. A number of key actions were taken away and will be delivered
- A major manufacturer in the wind energy supply chain is looking to develop a facility in the UK. A proposition was developed in our area and we heard recently that we have been shortlisted for a visit in the next few weeks, with additional information requested by the client
- We assembled an outline business case for the second High Potential Opportunity (HPO) for Norfolk and Suffolk, following the successful adoption of our 5G capabilities centred around BT Adastral Park. The second HPO will be centred around the Norwich Research park with a focus on food, diet, health and nutrition and how it contributes to the Ageing Society Grand Challenge
- Linked to that we made a significant contribution to DIT’s Food Tech proposition
- We held a summit with a number of partners across Norfolk and Suffolk as we being the work of developing a strategy and delivery plan for inward investment for Norfolk and Suffolk that will be presented to the Board in the summer
- We are working with our Tech community to have a significant presence at London Tech Week in June – assuming it goes ahead. We will have the opportunity to promote Norfolk and Suffolk’s tech credentials and allow businesses to showcase themselves and to participate in seminars and events.
- We are finalising recruitment onto the 3rd Investment Readiness Cohort. More details to follow in the next report

2) Strategy

Development of Investment Plan

The engagement pack to support partners in developing investment interventions which will feed into the Investment Plan was published on 19th February. Local partners have been asked to identify key investments and submit an expression of interest by 20th March to help develop the initial stage investment plan. The Economic Strategy Delivery Co-ordinating Board will be reviewing projects identified by partners and identifying gaps in delivery at their next meeting on 20th April. The LEP team have been supporting partners in helping to complete the expressions of interest.

The Skills Advisory Panel (SAP) are taking part in workshops to develop potential skills projects which will fit into the investment plan. This work is supporting our work around focusing the SAP and ensuring that all members are action driven.

Local Industrial Strategy

We have been notified by government that the Norfolk and Suffolk Local Industrial Strategy will be reviewed by the cross Whitehall implementation Board on 18th March. There are three LIS ahead of ours which are expected to be published soon. Following the meeting it is expected that government will work with us to finesse the wording in areas that they have identified as needing to.

Nuclear Sector Deal

The LEP has worked closely with fellow nuclear LEP regions, Nuclear AMRC and BEIS to submit a business case to BEIS for the nuclear places programme, a key part of the national supply chain and competitiveness programme.

The overall regional programme (which includes the South West and the East) has now been revised downwards to a value of £1.87m (plus management fee/VAT) with £250K of this allocated to the activity relating to Sizewell C. This followed robust feedback and close guidance from BEIS.

We are now working closely to support BEIS as they assess the nuclear places business case and with partners to finalise the submission of the national programme business case as this may offer opportunities further down the line for businesses in Norfolk and Suffolk to become supply chain ready for the nuclear sector.

Towns Deals

The Kings Lynn Town Deal Board met on the 28th February. The meeting focus of the skills with members reviewing the emerging interventions. The next meeting was scheduled for 27th March but has been cancelled. Alternative arrangements are being made to arrange a virtual meeting. The focus of the next session will be on infrastructure.

The Norwich Town Deal board met on Monday February 24th with a focus on the key priorities for the board and the investment plan.

Progress also continues to be made on the town deals for Great Yarmouth, Lowestoft and Ipswich with LEP involvement in each.

Inclusive Growth – The LEP is working with key partners from across the VCSE sector and local authorities to scope out a Social Enterprise Conference later in 2020.

A working group will establish the key focus of the conference, ensuring the content covers both Norfolk and Suffolk.

Clean Growth

Following the LEP Board’s discussion on the Clean Growth Action Plan, the LEP is reaching out to sub-groups and additional external stakeholders to pull together the Clean Growth Taskforce. The Clean Growth Action Plan is being embedded into the Economic Strategy Delivery Plan. The LEP has attended both recent Norfolk and Suffolk Climate Change Partnership meetings.

Skills

Norfolk Skills and Careers Festival

This took place on March 4th and 5th with record attendance of 7,850. We had presence on two stands – one focusing on career opportunities in the digital sector and the other on agri-food. This year, there was a designated SEND hour at the beginning of the festival which from initial feedback has been well received.

Apprenticeship levy sharing

Support from apprenticeship levy payers is continuing with further offers of unspent levy.

Currently there are pledges from 15 employers in excess of £2m.

Recent successes include a major supermarket and the offshore wind industry. Focus is now being directed to matching offers to apprentices and linking up with training providers who are willing to take part in the process.

Teressa Frith from the Association of Colleges spoke to our local providers at the end of February explaining the positive opportunities with levy share.

Government Funding

The Skills Advisory Panel will be funded for a further year (£75,000) by government in order to enhance our analytical evidence base and to produce a skills document outlining the outputs of the SAP and the challenges in our region.

EAN and Careers Hub

The EAN and Careers Hub continues to make progress towards achieving their end of academic year contractual targets with some already being achieved. The EAN Team supported the recent Norfolk Skills and Careers Festival promoting the Digital Sector and polling students on their future career aspirations. Recruited of volunteer Enterprise Advisers continues with priority being given to sourcing EA’s from the LEP’s three key growth sectors.

Infrastructure

Suffolk Growth Programme Board

The Suffolk Growth Programme Board will be holding an Infrastructure Workshop on 20 March.

Transport

Transforming Cities

The latest Transforming Cities Joint Committee took place on 19 February with the next committee meeting due to take place on 15 April. The government intends to make an unprecedented investment in urban transport, starting by confirming allocations of over £1 billion from the Transforming Cities Fund. A further £117m is available for Portsmouth City Region, Norwich and Stoke-on-Trent subject to further business case approval, which could fund a range of projects.

The LEP has spoken with DfT who have explained the details of the further business case approval process haven’t been sent out to Norwich yet but they will get a formal letter and DfT will be working closely with them on co-development of this work.

Transport Board

The last Transport Board took place on 25 February and focused on the Agile to Change theme of the Integrated Transport Strategy. The agenda considered innovation in transport and clean growth at the request of the Board at their November 2019 meeting. Discussions from the meeting will feed into the developing clean growth action plan as appropriate.

The Board took place after a ‘Connections Café’ which Norfolk and Suffolk hosted on behalf of the Connected Places Catapult. The event was designed to improve networking amongst the SME community in the context of the Industrial Strategy’s grand challenges and included speakers from Aviva, BT and Hethel Engineering as well as a number of innovative SMEs from across the country.

Transport East

Transport East’s annual summit took place on 26 February and considered strategic connectivity, inclusive growth, the decarbonisation agenda and working with other areas. Workshop outputs will feed into their developing Transport Strategy.

Ely Task Force

Recent meetings have discussed how to gain further political support in order to gain a positive decision regarding moving to the next stage of development: The Strategic Outline Business Case (co-funded by New Anglia LEP) is expected to be submitted to HMT and DfT this month with a decision on next steps expected in May. £10-15m is needed for the Outline Business Case development stage which would take around 18-24 months to complete. If all decisions are positive in this regard, we might expect early delivery between 2023 and 2025.

A47 Alliance

The latest meeting of the A47 Alliance took place on 28 February and discussed the delay in the delivery in committed schemes and how this delay may impact the Alliance’s ability to secure further funding from future rounds.

Trowse Rail Bridge Upgrade

A follow up call took place on 4 March looking at how we gain evidence and momentum around improving the rail bridge at Trowse. A further meeting of partners is due to take place on 21 April.

Utilities

Greater South East Energy Hub

The latest meeting of the Energy Hub took place on 3 March. The meeting considered the allocation of the Hub’s technical consultancy budget and awards to the Rural Community Energy Fund. It also considered the transfer of the Accountable Body. Now the Board has become decision making Chris Starkie is the new representative for the New Anglia LEP.

Water Resources East

The next meeting of the Strategic Advisory Board for Water Resources East is due to take place on 5 May. A number of potential future partnership initiatives working with Water Resources East were included in the Clean Growth Action Plan.

European Structural and Investment Funds (ESIF)

As previously reported, the £80m local allocations of the ERDF and ESF funding programmes have been fully allocated to projects which are either contracted or in the contact and application process.

Both funds are now allocating final national underspends through ‘National Reserve’ fund processes.

The LEP is working with partners to request further funding allocations for a number of employability and skills projects through ESF in the next few weeks. The ERDF National Reserve opportunity will now be launched on 20 March when more detailed information on the funds available and application process will be issued.

The LEP convened a meeting of the ERDF Project Managers group on 6 March for an update on project progress and promotion, and to discuss programme management with MHCLG.

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

One of Norfolk & Suffolk Unlimited’s large international profile-raising events, MIPIM, has been rescheduled for June 2020. A comms and marketing strategy has now been completed, with a 2020 activity plan being developed.

New Anglia Innovation Board

Innovate UK held their regional ‘Innovate East’ Conference at Norwich Research Park (NRP) on 4th March which was attended by around 225 people from industry, education, research and Government from across the East of England. The panel sessions and workshops gave businesses and practitioners the opportunity to gain an ‘in-depth’ understanding of the wide range of support available to them to drive up levels of innovation and allowed businesses to speak to experts, as well as hear from directly from businesses that have been through the grant application process.

New Anglia LEP with Anglia Innovation Partnership jointly hosted a special breakfast briefing session for up to 50 delegates. The LEP’s Head of Enterprise Zones and Innovation, Julian Munson, presented on ‘Connected Innovation’ which highlighted LEP plans relating to the Local Industrial Strategy, Innovation Board and Industry Councils to drive stronger collaboration with industry and education to connect up our innovation hubs, promote our offer globally and attract new investment. David Parfrey, Executive Chair of Anglia Innovation Partnership presented on the exciting plans for Norwich Research Park following the launch of their ‘Forward Together’ strategy last year which involves strengthening NRP’s position more on the global stage.

British Business Bank

The LEP hosted the British Business Bank’s first regional round table at Centrum. The event was attended by a dozen representatives from the small business advisory community and discussed access to finance for businesses and the opportunity for collaboration by partners.

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.

Q4 (early 2020)	Launch of Growth Through Innovation fund (name TBC)
19 February 2020	NAAME conference
3 and 4 March 2020	Innovation stakeholders dinner and conference
10-13 March 2020	MIPIM Cannes – rescheduled to 2-5 June
May 2020	Launch of The Hold expected
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. Suffolk Digitech centre expected to launch in December 2020.

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

In light of coronavirus a new risk has been added to the corporate Risk Register.

Annual Performance Review

Our Annual Performance Review meeting was held with Government on 7th February. Our outcome letter setting out scoring against the three measures; governance, delivery and strategy is due in April.

Our core funding application for 2020/21 was submitted to Government on 13th March and reflects the core elements of our Operating Budget. Detail on the operating budget can be found in agenda item 8. We have had no increase in our core funding from Government since it was introduced.

Finance

The next set of management accounts will be the full financial year, April 19 – Mar 20. These will be published in the May board papers as there is no board meeting in April. There have been no extraordinary or unexpected costs since reporting last month.

Price Bailey will commence work on auditing our 2019/20 financial accounts. Over the last two years our accounts have reported a substantial surplus. These funds have been committed to projects, but the actual claims made by the applicants have been delayed. We should now see an increase in claims as we clear these funds, resulting in a significant reduction to previous years and possibly a deficit.

Recommendation

The board is asked to:

- Note the contents of the report

This dashboard sets out the outcomes and impact of communication during February 2020 through owned media – the information which we control and issue ourselves – and earned media (third-party outlets). (*Refers to pre-GDPR numbers)

Owned media – social media channels and e-newsletters

	Feb 2019	Jan 2020	Feb 2020
New Anglia LEP			
Number of Twitter followers	7,542	8,187	8,246
Number of clicked links per month	136	209	261
Average Twitter engagements per day (likes, retweets etc.)	33.78	19.9	58
Number of impressions (the number of times a tweet showed in someone's timeline or search results)	66.9K	75.6K	100K
Number of LinkedIn followers	680	1,687	1,882
E-newsletter: open rate	38.31%	28.9% (Skills edition)	30.73%
E-newsletter: click-through rate	25.75%	14.7% (Skills edition)	17.58%
Norfolk & Suffolk Unlimited			
Number of Twitter followers	N/A	367	404
Number of clicks per month	N/A	51	53
Average Twitter engagements per day (likes, retweets etc.)	N/A	29.2	20.48
Number of impressions (the number of times a tweet showed in someone's timeline or search results)	N/A	66.9K	38.3K
Number of LinkedIn followers	N/A	602	667

Top Tweet – New Anglia LEP

Top Tweet earned 7,452 impressions

More here about the infrastructure priorities we highlighted in Westminster.

newanglia.co.uk/infrastructure...

@jc4southsuffolk @GeorgeFreemanMP

@NorwichChloe @duncancbaker

@JeromeMayhew @peter_aldous

@Jochurchill4 @Chris_NorfolkCC

@norfolkchamber @suffolkchamber

@RichardTCBI @UniofSuffolk

pic.twitter.com/1yZ0xxCV5V



↩ 1 ↻ 9 ❤ 8

The best performing tweet for February was about an infrastructure summit at Westminster, where MPs and business leaders joined representatives from across Norfolk and Suffolk to discuss road, rail and other priorities across the region.

It earned a massive 7,452 impressions and 168 engagements.

Top Tweet – Norfolk & Suffolk Unlimited

Top Tweet earned 3,508 impressions

These are the businesses heading with us to

#MobileWorldCongress2020 in

#Barcelona, one of the biggest tech shows

in the world. It's a fantastic opportunity to

showcase the amazing talent we have in

Norfolk and Suffolk #tech #digital #AI

#MWC2020 #Norfolk #Suffolk

pic.twitter.com/slWNBx0Omv



↻ 6 ❤ 9

A post about the businesses we were planning to take to Mobile World Congress in Barcelona proved to be the best performing tweet for February (the event was called off due to the Corona virus outbreak).

The tweet earned 3,508 impressions, including 52 engagements.

Media coverage – New Anglia LEP

Amazon building huge delivery centre at sugar beet site near Ipswich

PUBLISHED: 19:00 26 February 2020 | Paul Geater



Amazon is coming to the Eastern Gateway Enterprise Park at Sproughton. Picture: PAUL GEATER

Ingredients firm's huge new headquarters takes shape in Suffolk town

PUBLISHED: 11:30 21 February 2020 | UPDATED: 12:13 21 February 2020 | Sarah Chambers



Work on the UK headquarters of Bury St Edmunds-based global ingredients business Treatt is on track Picture: TREATT

February was another excellent month for media coverage.

News that Amazon is to open a delivery station at Eastern Gateway Enterprise Park, part of our Space to Innovate Enterprise Zone, attracted a positive report in the *East Anglian Daily Times* and *Ipswich Star*. Chris Starkie was also interviewed about the development by BBC Suffolk.

Our press release about the progress being made on the new HQ of Treatt in Bury St Edmunds was picked up by the *EADT* and *Bury Mercury*. Meanwhile, news of a new creative business hub in Saxmundham which has received £50,000 from the LEP was covered by the *EADT*.

Cathy Frost, our Ipswich Vision Co-ordinator, was interviewed by BBC Suffolk after Ipswich became the only UK location to feature in a list of 25 emerging destinations.

Media coverage – Norfolk & Suffolk Unlimited

WITHOUT LIMITS
EMMA OUTTEN TELLS US MORE ABOUT NORFOLK AND SUFFOLK UNLIMITED

AT THE START OF THE YEAR, six stars of Advertis and National Television, a combination of large regional food and drink trade shows, here in the Netherlands with a team from Norfolk & Suffolk Unlimited, there business forward for the region.

They were joined by Barn Farm, Ditch, Chet and Waverley Valley Vineyard, Droveholes, FreshPod, Fritchley, Harris and Jones, Hester and Gubbins, St. George, Sotomayor, St. Giles, Taste of Suffolk, and The Puck Inn.

Why were they all there? To chat about the fact that Norfolk and Suffolk has a world class agri-food sector which employs more than 60,000 people, produces an impressive 10 per cent of the UK's food and drink, and is worth £1.5 billion. Moreover, world renowned centres of excellence in this part of the region include Norwich Research Park, for its research and innovation in biotech, genetics, agri-tech, plant science, food and nutrition.

Norfolk & Suffolk Unlimited has set about promoting the area and place with its investment opportunities, whether that's agri-food, clean energy or ICT/digital.

It is led by New Anglia Local Enterprise Partnership (LEP) to help achieve the ambitions of the region's economic strategy - 2016, and is being delivered in partnership with Norfolk and Suffolk County Council and backed by the Department for International Trade. Being led by chief of New Anglia LEP, Sir, Norfolk and Suffolk is a focus for global food and drink brands and active investors. At the same time it has a long history of innovation. Agriculture is part of our region's past, present and future, with skills we pride that secure national and international brands choose to call our region home.

Working relationships with the LEP across the agri-food sector, including ensure hand development, are high on the agenda for this year.

For example, a £20m project will see two of the country's largest greenhouses committed in the region, one near Norwich and one near Day's End, which will produce one tenth of the UK's cucumbers, creating 60 jobs. Completion is expected this autumn and will represent a big boost for the UK and the horticulture have already started to leasing the space.

Other business activities include participation in the Innovate UK event at Norwich Research Park in March and the Commonwealth Agricultural Conference at the University of East Anglia, on July 7th.

Norfolk & Suffolk Unlimited secured some excellent coverage during February. The local food and drink magazine *Feast* featured some content about our ongoing inward investment campaign, as did *The Link*, the residents' magazine for South Norfolk and Broadland Councils, which is distributed to around 125,000 households.

Paid advertising was meanwhile taken out for the latest edition of *Your Business* magazine, giving us some national profile.

Unlimited opportunities for business

Helping businesses scale up

New Anglia events

The business of the future are being created in Norfolk and Suffolk. Take a look at what the region is doing to take advantage of emerging industries and grow its economy.

THE REGION'S LEADING DIGITAL AND TECH COMPANIES EMPLOY 25,000 PEOPLE

Norfolk and Suffolk Unlimited is a leading regional inward investment and business development agency. We are currently seeking experienced and motivated individuals to join our team. We offer a competitive salary and benefits package. For more information, please contact us at [contact details].

Google Analytics – New Anglia LEP website



In February, the LEP website had 15,995 page views (down 387 on January), and most popular pages were

Visitors spent an average of 1:34 visiting the site (down 0.12 seconds) and of those visiting the site, 69% were new visitors (up 3.1% and 34.1% were returning (down 3.1%).

New Anglia Local Enterprise Partnership Board
Wednesday 25th March 2020

Agenda Item 13

March Programme Performance Reports

Author: Programme leads; Presenter: Rosanne Wijnberg

Summary

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

- Enterprise Adviser Network; Glen Todd
- Enterprise Zones; Julian Munson - **Confidential**
- Agri-tech; Jason Middleton

Recommendation

The board is asked to:

- Note the reports

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		£125,885.780
CEC Grant			£52,200.85	£39,247.70	£49,350.30	£42,982.39		£89,657.34

Match funding by the CEC has been confirmed for the Academic Year 2020 - 2021 with Grant Agreement Letter to be received by the end of April.

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 Feb 2020	Diff	Notes
Mainstream and FE Schools Signed up to the Network	105	121	16	
Mainstream and FE Schools matched to an EA	105	99	-6	
Matched schools fully achieving BM5 by the end of August 2020	70%	65.66%	-4.34%	
Matched schools fully achieving BM6 by the end of August 2020	55%	55.56%	0.56%	
Hub Schools fully achieving BM5 by end of August 2020	75%	78.13%	3.13%	
Hub Schools fully achieving BM6 by end of August 2020	60%	56.25%	-3.75%	

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

Eastern Agri-Tech Initiative Performance Report - January 2020

Programme Overview - What is the Eastern Agri tech Initiative?

Launched in April 2013, as a partnership between CPCA and New Anglia: initially £3.2m fund with a further £2.5m to support technology advances in food, drink and agriculture. An R & D grant of 50% up to maximum of £60,000, and a growth grant at 25% up to £150,000, to support SMEs. The fund is managed by CPCA on behalf of New Anglia LEP. Between April 2019 to March 2021, we have allocated £1m of Growth Deal funding towards the Initiative, with CPCA dedicating £4m for their area. The fund is accessed through the New Anglia Growth Hub and the Project Manager based at CPCA; due diligence is currently subject to procurement.

What is the overall Programme Status?

Finance	Green	We currently have £704,005 worth of commitments for approved projects and £57,878 management costs.
Outputs	Green	Based on applications approved, and our pipeline, the fund is actively being marketed to promote the scheme.
Delivery	Amber	We still have seven pipeline projects within our area to bring to panel, however, progress has been slow bringing these projects forward.

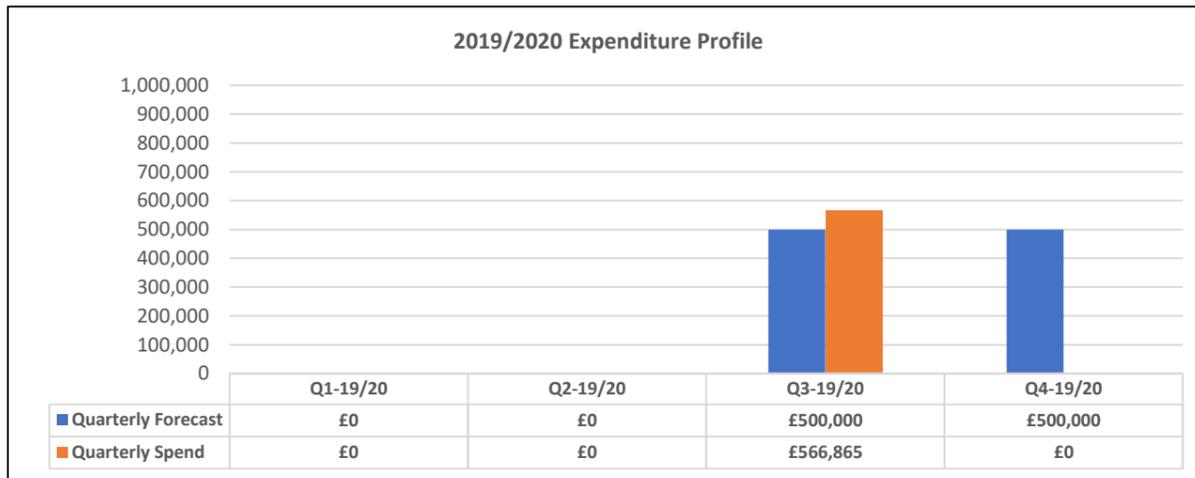
What are our key updates?

We are working with partners to increase the pipeline of applications coming forward for support, however, the take up of grants is still relatively slow. CPCA has revised the operation, elected a new chairman, reinstated meetings and formalised project management information. The next board meeting is in March 2020.

What is our financial position?

Financials (£ million)

Year	2019/2020	Total
Profile Spend	£1,000,000	£1,000,000
Actual Spend	£566,865	£566,865
Remaining Spend	£433,135	£433,135



What is our contribution to the Economic Strategy?

Outputs April 2019 to March 2021	Target	Actual to end of January 2020	Change since last Report	Shortfall	Notes
Value of grants approved R&D	£705,000	£385,656	£0	£403,965	Marketing campaign required
Value of Private sector match	£705,000	£771,312	£0	-£66,312	At 50% intervention rate
Value of Growth Grant	£235,000	£148,430	£0	£86,570	Exceeded target due to large number projects approved
Value of private sector match approved	£705,000	£593,720	£0	£111,280	At 25% intervention rate
Number of New Jobs to be Created	25	9	0	16	Mainly created by the Growth grant
Value of grants claimed	£940,000	£534,086	£0	£405,914	There are still five project claims outstanding
Private sector match funding drawn down	£1,410,000	£1,080,760	£0	£329,240	Private sector draw down remains unchanged
Number of New Jobs Created	25	9	0	16	New jobs created remains at nine

What is the project status?

A revised contract with CPCA was signed in September 2019, to kickstart the initiative. Several approval meetings have been cancelled due to a lack of applications. 50% of the fund was paid Oct 19, with the second 50% to be paid in March 2020 (Management costs £57,878 with £942,122 for grants).

What are the next steps?

Revision to guidance and governance has now been completed, with more robust contract management requested by New Anglia LEP. Marketing is shared across the two LEP areas, with new literature, pop ups as well as up to date case studies to promote the initiative.

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 Taskforce and framework ● Development of Tourism sector action plan 	<ul style="list-style-type: none"> ● Governance – reporting from industry councils and other sub-boards ● Investment Plan Pipeline ● Economic and Programme Dashboards ● Growth Deal Performance Report
25 th March	Teleconference	<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 ● Freeports ● Economic Shocks – Brexit & COVID-19 ● Election of Deputy Chair ● Enterprise Zones, EAN and Agritech Performance Reports
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 ● Investment Plan Update
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"> ● 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 ● Investment Plan Sign Off 	<ul style="list-style-type: none"> ● Tourism Action Plan ● 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 (where relevant)

- 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
- Town Deals (May)
- Equality & Diversity Update (June)
- Digital Skills Project