

New Anglia Local Enterprise Partnership Board Meeting Meeting by conference call

Tuesday 23rd June
10.00 - 12.00pm

Via MS Teams

Agenda

No.	Item		
1.	Welcome from the Chair		5 minutes
2.	Apologies		
3.	Declarations of Interest		
4.	Actions / Minutes from the last meeting		
5.	LEP Response to COVID-19	Update	20 minutes
6.	Covid-19 Economic Recovery Plan	For Approval	30 minutes
7.	Impact on Employment	Update	20 minutes
8.	LEP Continuing Business – including confidential items	Update	15 minutes
9.	June Performance Reports	Update	10 minutes
10.	LEP Operating & HR Policies	For Approval	10 minutes
11.	Board Forward Plan	Update	5 minutes
12.	Any Other Business		5 minutes

Next Meeting: 10.00-12.00, Tuesday 21st July

New Anglia Board Meeting Minutes (Unconfirmed) 20th May 2020

Present:

Sam Chapman-Allen (SC)	Breckland Council
Claire Cullens (CC)	Norfolk Community Foundation
David Ellesmere (DE)	Ipswich Borough Council
Doug Field (DF)	East of England Coop
C-J Green (CG)	Brave Goose
John Griffiths (JG)	West Suffolk Council
Matthew Hicks (MH)	Suffolk County Council
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
Alan Waters (AW)	Norwich City Council
Jeanette Wheeler (JW)	Birketts

Attendees

Kathy Atkinson (KA)	Kettle Foods
Mark Ash (MA)	Suffolk County Council
Sue Roper (SR)	Suffolk County Council
Vince Muspratt (VM)	Norfolk County Council
Shan Lloyd (SL)	BEIS
Chris Dashper (CD)	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: (20.05.20)		
Restart and Rebuild - Covid-19 Economic Recovery Plan To receive a paper on the effects of the Covid-19 crisis on employment in the region		N Waller Private Sector
Investment Appraisal Committee Nominations Private sector board members to forward nominations for the vacant position on the IAC to RW		
1	Welcome from the Chair	
Doug Field (DF) welcomed everyone to the meeting and welcomed C-J Green, Kathy Atkinson and Mark Ash.		
2	Apologies	
Apologies were received from Tim Whitley, Sandy Ruddock and Steve Oliver.		
3	Declarations of Interest	
Jeanette Wheeler, (JW), Corrienne Peasgood (CP) and Andrew Proctor (AP) declared an interest in Item 7 – Growing Places Fund Food Innovation Centre Investment. Full declarations of interest can be found at http://www.newanglia.co.uk/about-us/the-board .		
4	Minutes of the last meeting	
The minutes were accepted as a true record of the meeting held on 21 st April.		
5	LEP Response to COVID-19	
Chris Starkie (CS) presented the paper to the board and highlighted key areas. CS confirmed that the first applications to the Resilience and Recovery Scheme had been received with the first application processed and funds paid out within 10 days. Enquiries continue to be received and the fund has a healthy pipeline. The vacancies page on the LEP website has proved successful with 2000 views in the first week in May. Work is ongoing to improve the functionality of the pages. The PPE database has 300 suppliers registered of which 50% are local companies offering 850 different types of PPE. 198 users from the care sector have registered as users. The next phase is to open it up to businesses and provide access to products assisting them in getting employees back into the workplace. The meeting discussed promotion of the scheme and the successful applicants and CS confirmed that all would be promoted as soon as all commercial details had been finalised. Matthew Hicks (MH) noted that Suffolk County Council were setting up a similar database and CS confirmed that the LEP were in regular conversation with SCC on activities. Communications teams from the LEP also hold regular meetings with counterparts from local authorities to ensure that all messages are consistent. The Board agreed: <ul style="list-style-type: none"> To note the content of the report 		
6	Restart and Rebuild - Covid-19 Economic Recovery Plan	
CS reviewed the paper noting that the proposed approach was also being presented to the Norfolk and Suffolk Leaders for approval. The plan aims to work with local partners to build a phased approach to economic recovery beginning with a 12 month tactical restart phase providing practical support to businesses which will be followed by a 3-5 year strategic plan.		

8	LEP Capital Budget 20/21- Confidential
<p>Rosanne Wijnberg (RW) presented the budget and highlighted key items.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report 	
9	Continuing Business
<p>RW presented the paper to the Board and highlighted key items noting that the process for identifying the next phase of Institutes of Technology was on hold but that discussions were continuing with partners.</p> <p>RW advised that the payments of Local Growth Funding had been split this year with 2/3 paid on in May with the remaining 1/3 in September subject to a review on the progress of projects.</p> <p>Growth Through Innovation Fund – JR asked for the programme to be linked to the Innovation Board to ensure priorities are aligned. RW confirmed that she will contact JR to make sure communication with the Innovation Board is maintained.</p> <p>New Anglia Capital (NAC) – Dominic Keen (DK) updated the meeting on the discussions at the latest NAC board meeting. DK asked for the Board’s approval for NAC to reduce its conditions on employment and match funding requirements to allow companies to get funding in place. CS confirmed the support of the LEP Executive team for the change and JW offered to provide support on the parameters. The amendments were agreed by the Board</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To note the content of the report To approve the amendments to the operating parameters of NAC as detailed 	
10	Management Accounts – Q1 2020
<p>RW presented the quarterly management accounts to the board noting there was a rollover of £16m in grants due to slower than anticipated spend.</p> <p>JR asked if there were any themes to the delays across the projects.</p> <p>RW advised that some were due to issues within the projects such as delays in obtaining planning permission but more recent delays are as a result of the Covid-19 crisis. Projects have been asked to review and restructure spend.</p> <p>RW also noted that the audit is underway and is being carried out by uploading documents to an online portal.</p> <ul style="list-style-type: none"> To note the content of the report 	
11	May Performance Reports and Programme Dashboard
<p>RW presented the reports for May and asked for approval of the Growth Deal Dashboard.</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 	
12	Investment Appraisal Committee Chair, Vice Chair and Membership	
	<p>RW advised the meeting that, following the departure of Lindsey Rix, there is a vacancy for the role of Chair of the IAC.</p> <p>RW confirmed that David Ellesmere (DE) and DK had been nominated for the roles of Chair and Vice Chair respectively and asked for approval from the Board for both appointments. The appointments were approved unanimously by the Board.</p> <p>RW asked for nominations from the private sector board members for the current vacancy on the IAC.</p> <p>The Board agreed:</p> <ul style="list-style-type: none"> To endorse the appointments of David Ellesmere and Dominic Keen as Chair and Vice Chair of the IAC For private sector board members to forward nominations for the vacant position on the IAC to RW 	Private Sector
13	Board Forward Plan	
	<p>CS advised that the agenda for the June meeting is being finalised and agreed that the Economic Recovery Plan and an update paper on Brexit will be added.</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>CS briefed the Board on the roundtable held with the Minister for Business and Industry Nadhim Zahawi MP and the Minister for Regional Growth and Local Government Simon Clarke MP in which New Anglia LEP participated along with the Oxford-Cambridge Arc LEPs. 5 current and one past LEP private sector board members participated and were able to pose questions to the ministers.</p>	

Actions from New Anglia LEP Board Meetings

Date	Item	Action	Update	Actioned By	Target Date
20/05/2020	Restart and Rebuild - Covid-19 Economic Recovery Plan	To receive a paper on the effects of the Covid-19 crisis on employment in the region	Included in the June meeting papers	N Waller	Complete
20/05/2020	Capital Budget 20/21	To receive a proposal detailing how the £4.9m repaid loan funds may be used to support recovery	Funds are still available in both GBF and R&R to support recovery. The aim is to bring a paper to the July Board	RW	Jul-20
20/05/2020	Investment Appraisal Committee Nominations	Private sector board members to forward nominations for the vacant position on the IAC to RW		Private Sector	Jul-20
26/02/2020	Clean Growth Taskforce	Board members to consider a pledge which the Board could make and submit suggestions to the Chair.		All	Nov-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	An update on all the enquiries received will be provided monthly as part of the Continuing Business Report	DD	Complete
23/05/2019	Growth Hub Presentation	Growth Hub Annual review to be circulated to the Board when published	The review will now be published in Autumn 2020 to include the period since March.	CD	Nov-20

New Anglia Local Enterprise Partnership Board

Tuesday 23rd June 2020

Agenda Item 5

LEP Response to COVID-19

Author: Marie Finbow

Presenter: Chris Starkie

Summary

This report provides the board with an update on the LEP's response to the coronavirus pandemic.

The LEP continues to work closely with a wide range of partners on our response to Covid-19 including all Norfolk and Suffolk local authorities, business groups such as the chambers and FSB, colleges, universities and LEP sector groups.

Through the response phase, the focus has been on gathering business intelligence and providing financial and other support to businesses, as well as action to support the workforce and key sectors.

Over the past few weeks attention has increasingly focused on the recovery phase, as businesses look to restart and rebuild.

The first phase of the economic recovery plan - **Restart** - is covered separately on the agenda.

This report provides a headline update on the activities undertaken by the LEP team covering both phases since the May board meeting.

Recommendation

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

Background

As previously outlined to the board, the LEP's Covid-19 response is structured under the following workstreams:

1. Business Intelligence
2. Business Support and Advice
3. Local Funding
4. Workforce
5. Sectors and Supply Chain – Sub workstreams include: Personal Protective Equipment (PPE), Visitor Economy, Agri Food, Energy and Construction.
6. Economic Recovery Plan
7. Communications

Since the last board meeting the emphasis has shifted from short term business advice and funding, to the restart and rebuild elements of the economic recovery.

Set out below is a summary of the key activity which has taken place within each of these workstreams over the last few weeks.

1 Business Intelligence

Intelligence reports continue to be submitted to Government on a weekly basis. Information is typically gathered from around 50 different sources each week including local authorities, businesses and sector groups. A trends document is also produced weekly and circulated to local authorities, business intermediaries, sector groups and the East of England Local Government Association, providing week by week trends from the intelligence returns submitted.

Key trends from intelligence reports submitted in May:

New Anglia Growth Hub:

- The 1st week of May saw the highest number of enquiries (113) and the highest level of interactions with as many longer/more detailed appointments as telephone/basic signposting, but the overall trend for May is a decreasing one (75% reduction from enquiries on 1st May compared with those on 22nd May); telephone/basic signposting down 52% and longer/more detailed appointments down 74%. Similarly website hits have seen a reduction by 66% during May.
- Continued trend of highest number of enquiries coming from the manufacturing, wholesale and retail trade and accommodation and food service sectors.
- Largest number of enquiries in May (47%) relate to government small business grant fund and grants/finance.

General intelligence

- Small businesses and the self-employed are still struggling to access government-initiated support.
- Recovery will take longer than expected with the ability to maintain social distancing and cash flow cited as two key concerns.
- Supply chain and safety of operations continue to hold back the construction sector.
- Various sectors and business intermediaries have expressed concerns about a 14-day quarantine period for arrivals to UK and ensuring workers are not turned away during this busy period. Particular issues raised by the food sector and Norwich Airport.
- The Voluntary, Community and Social Enterprise Sector's most significant issue is medium term finances and if the situation continues for 12 months, 31% of organisations report they would be at the point of failure.
- Businesses in the hospitality sector have identified challenges around their commercial viability with current social distancing measures, particularly those with a lack of outdoor space.
- Norfolk and Suffolk Venues Consortium has highlighted the impact on its 19 live performance venues across Norfolk and Suffolk projecting a total collective loss of income to the end of September 2020 of £15,389,450.
- The Zoological Society of East Anglia have announced a survival business plan, cutting almost 70 jobs. At the heart of this plan is a proposed restructure with urgent cost cutting measures which will protect the life of the charity in the unprecedented circumstances of Covid-19.
- A number of businesses have identified the need for maintained business engagement during the test, track and trace programme as it could potentially cause whole sites and businesses to shut down. It is important that businesses include this in any contingency plan they pull together.

2 Business Support / Advice

The Growth Hub is continuing to provide support to businesses through its phone-based service. This service complements on the ground support provided by local authority colleagues.

During May, the Growth Hub received 437 incoming telephone calls, a reduction from 977 in April and 933 in March. Email enquiries since March are now standing at 1,164.

The majority of these enquiries have been Covid-19 related but more recently there has been a return to other enquiries, including grant enquiries as businesses are looking to resume trading.

Peer to peer network

The LEP is in the process of developing a Peer to Peer Network scheme in response to a funding call from BEIS.

This is a new scheme targeting SMEs in the Agri-food, Manufacturing, Visitor and Health and Social Care sectors.

It will provide up to 200 SMEs with peer to peer support initially delivered online, with workshops when the lockdown is lifted.

The scheme will match experienced SMEs to assist others in areas such as the business change cycle, tech adoption and leadership/management.

It will form a key component in the ramping up of business support in the **Restart** plan.

Further information will be provided once we receive confirmation of the bidding process from BEIS, but we expect to be able to launch the scheme in September.

3 Local Funding

The LEP's new Business Resilience and Recovery Scheme has seen a significant increase in interest. As of Monday June 15th, 19 applications have been approved with a total value of just over £440,000. Together with match funding from applicants the total investment in the 19 projects is more than £1m.

Examples of Business Resilience and Recovery Scheme grants issued include:

- Sudbury print and design firm [Indigo Ross](#) investing in new printing presses to print on a wider range of materials
- Norwich theatre company [Curious Directive](#) transforming a Medieval church into a laboratory for ground-breaking theatre projects
- Funding for product development for Beccles-based [Twyfords](#) to support growing demand from small shops and for home deliveries
- New kitchen equipment for Wisbech farm shop [Worzals](#) to support demand for home deliveries
- A new CNC cutting machine for Pegasus Profiles in Thetford to bring more work in house
- New equipment for Ipswich indoor climbing centre Clip 'n' Climb to allow it to be used by more climbers while maintaining social distancing
- New machinery for automotive engineers TTV Industrial, in Ipswich, to develop a new range of parts for European clients

Press releases for some of the projects are attached at appendix 1.

Another six applications going through the due diligence and approval process and there are a further pipeline has 39 proposals. Together these 45 proposals have a value of £1.9m.

The fund has £3.5m available – which means that awarded projects and those in the pipeline now account for roughly two thirds of the fund value.

At the current rate of applications, the fund will therefore be fully allocated within a few months. Therefore, further funding for the fund is being sought from Growth Deal Round 4.

Interest in the LEP's other business grant programmes is also picking up. Further information on these can be found in the LEP continuing business report (item 8).

4 Workforce

Work continues on identifying workforce challenges and gaps across sectors, working with partners and the Department for Work and Pensions.

The employment opportunities webpage continues to attract significant attention, with almost 3,000 views in May. There are around 150 listings with most of these having more than one position available. Most popular areas are Health & Social Care, Food & Farming and Food Retail.

More information on employment is captured in the employment paper elsewhere on the agenda (item 7).

5 Sectors and Supply Chain

Sub-workstreams include PPE, Visitor Economy, Agri-Food, Energy and Construction.

PPE and return to work equipment

The LEP's PPE supplier database has been upgraded with a new user interface, making it easier to navigate and ensuring the database has up to date details of products.

Suppliers can now automatically update and amend products/records and users looking for supplies can find information much more directly.

The database now has over 375 listed suppliers and producers of equipment to combat Covid-19 with around 45% of the businesses listed based in Norfolk or Suffolk. Just over 1,500 products are now available on the system.

To date, more than 200 users have registered to use the system to source equipment to combat Covid-19 – health care providers or other front-line services.

With the demand across care services reducing, focus has turned to what equipment businesses need to safely reopen and information has been collated on return to work items (i.e. sneeze screens, signage, hand sanitiser stations, etc).

The database currently has just over 250 'return to work' items and the team are working with Local Authority partners as well as the Chamber and Business Improvement Districts to share information about suppliers. South Norfolk Council has procured 'return to work equipment' for the public realm from companies identified through the database.

The database is now available to businesses wanting to purchase return to work items, and was officially launched on June 8th ahead of the reopening of non-food retailers. The site had 5,500 viewers in the first five days following the launch.

A small number of companies who are looking for long term opportunities to pivot and diversify production to PPE and 'return to work' equipment are currently working with the Growth Hub team on grant applications for the Business Resilience and Recovery Scheme.

The team is planning to develop the database model further as part of the **Restart** plan to look at supporting local food producers.

Visitor Economy

The Visitor Economy has a focussed Covid-19 Visitor Economy Group which is developing a recovery plan for the Sector. This plan will be brought to the July board for sign-off.

Agri-Food

Effects of the pandemic on the Agri-food sector have been complex with the closure of the hospitality industry having a major impact on producers. There has been an increase in interest from the public in locally produced food which has been welcomed, with many businesses setting up distribution channels. The labour challenges for the harvest remain a huge concern.

Specific actions relating to Covid-19 impacts and recovery include support for the Flavours Connexion project to match suppliers with potential trade buyers and consumers, so any surplus food can be redirected.

The Agri-Food Council has a Delivery Plan in place which was written pre-Covid-19. This will be rescoped/prioritised for recovery.

Key issues in the Agri-Food sector are being fed into Government.

The LEP is working with both Norfolk and Suffolk County Councils to undertake a research project to set out opportunities for businesses to exploit new consumer trends.

Energy

Key intelligence/ concerns from the energy sector include the drop in the oil and gas price, postponement of projects leading to job losses and concerns about the impact on the supply chain. Offshore wind has remained resilient although concerns have been raised over Government delays to the planning process for Vattenfall's Norfolk Boreas windfarm. There are also delays reported by EDF to the DCO process for Sizewell C nuclear newbuild.

Specific actions relating to Covid-19 impacts and recovery include:

- The All Energy Industry Council met on 30 April and discussed current Covid-19 issues and challenges to recovery.
- The East of England Energy Group (EEEGR) has surveyed its members and results fed into the Business Intelligence returns.
- Next meeting on 25 June will look at recovery of the sector and what actions are needed.
- Sub-groups including Building World Class research, All Energy Capability Matrix and Cohesive Marketing Message have all continued to make progress with updates expected at the meeting in June.

Other Sectors

Fishing

We continue to track and record issues in response to Covid-19 impact on this sector.

There have been severe restrictions on supplies to the 'traditional' customer base, namely restaurants and pubs, due to lockdown, as well as export markets and the larger fishing operators have mainly ceased to operate during this time.

Some smaller fishing vessels continue to operate off the Norfolk and Suffolk coast and to help open up new direct customer channels, the LEP alongside Norfolk and Suffolk County Councils and East Suffolk Council have worked together to support and promote the Call4Fish platform in our region. Call4Fish is a digital platform established in the South West to support the fishing trade and now rolled out nationally.

So far approximately eight fishing businesses have been supported and promote their fish direct to the customer via this platform with further promotion planned.

Financial Industries

The extraordinary Financial Industry Group (Norwich) Board Meeting took place on 20th May to look at the Norfolk wide response to the pandemic, New Anglia Growth Hub central resource and the draft Economic Recovery Plan.

There has been continuing engagement with the Financial Industry Partnership (FIP) (Ipswich) and intelligence fed into the Business Intelligence returns.

Both groups report concerns over the number of business clients in financial difficulty and incurring debt, there are regulatory implications of having staff working at home and the pressure to supply credit has increased.

Manufacturing and Engineering

Since the pandemic, the manufacturing groups have continued to meet, with Greater Norwich, Greater Ipswich and North Norfolk groups having met virtually in the last few weeks. The New Anglia Advanced Manufacturing and Engineering Board met on 15 April with presentations from the LEP on the response to the pandemic and calls for PPE manufacture.

Businesses are reporting very different levels of impact on their operation based on which sectors they serve. e.g. manufacturers for the aerospace industry have lost a large proportion of orders and income whilst others are extremely busy.

Businesses are reporting impacts in certain areas of their supply chains – from sub-suppliers and of raw materials. Certain types of raw materials have been re-directed for the manufacturing of PPE and other materials are stockpiled by other countries.

Specific actions relating to Covid-19 impacts and recovery include:

- LEP staff presenting at manufacturing groups outlining support offered at the Growth Hub and new funding schemes.
- Progressing the 'Engineering Success' project to prepare a development plan for the sector and talent sharing platform. Press release and call to action sent out.
- Significant engagement with businesses in the sector in relation to the PPE workstream.

Building Growth

An extended webinar to the construction industry organised by the LEP and Building Growth took place on 21 May with 148 participants. The event focussed on impacts of Covid-19 and recovery for the construction and housing sector. The LEP staff presented on the economic recovery plans and support and funding for business.

Concerns raised by the sector include:

- Health risks on building sites.
- Increased death rates within industry.
- Extended working hours.
- Subsistence issues for staff that have to travel.
- Supply issues.
- Insolvency risks for those in the supply chain.
- Drops in productivity – work taking longer to complete.
- Utility and construction alignment concerns.
- Staff furlough issues - lack of staff.
- Contractual issues – servicing sites.

Major construction projects in Norfolk and Suffolk have continued, on the whole, but with some time delays reported due to issues with suppliers and external contractors. Construction work continues to make progress on some of the Enterprise Zone sites, including Norwich Research Park, Bury St Edmunds and Ipswich but with some delays reported on others.

Creative Industries

The Creative Industries Sector Group has continued to meet regularly throughout the pandemic. Intelligence has shown that some parts of the sector have been more resilient than others. Film and TV production has been badly impacted as shoots have been cancelled. UX design, games design and augmented reality (VR and AR) have seen a major uplift as companies looking for virtual ways of engaging with their customers.

Specific actions relating to Covid-19 impacts and recovery include:

- Regular attendance at Creative Industry meetings to inform group of funding and support opportunities.
- Meeting on 7 May focussed on advice for businesses looking to 'pivot'
- Creative Industries tracker survey fed into the Business Intelligence returns.
- Engagement with the film sector businesses over ideas to develop a screen agency in Norfolk.

Cultural Board

The New Anglia Cultural Board met on 1 April for a roundtable discussion on the impacts of the lockdown on the cultural sector. Like tourism, the cultural sector has faced very immediate and deep impact due to the restrictions of the lockdown. The sector reported serious concerns for venues such as theatres which make most of their income from commercial activity. Those funded directly through the Arts Council NPO scheme have been more protected. Businesses are making extensive use of the furlough scheme. The sector is made up of a lot of freelance practitioners with concerns about their viability.

Specific actions relating to Covid-19 impacts and recovery include:

- Cultural Board meeting on 1 April with information fed into the Business Intelligence workstream
- Cultural Board's tracker survey fed through to the Business Intelligence returns
- Meetings with Cultural Board members to discuss rescoping of two IPF projects to align with and support of the Visitor Economy Recovery Plan.

Ports and Logistics

Although there is no formal sector group for ports and logistics, there is continuous engagement with stakeholders through various networks and other sector groups. Trends and insights include:

Ports generally entering a period of low activity which is expected to go on for the next two months (May-July). After an initial spike in activity following the onset of the crisis, shipping is now entering a steadier stage. Maritime traffic appears to be more resilient than other modes, for example road freight. Passenger traffic and/or tourism-related port activities suffered more significantly.

Ongoing activity includes:

- Blue Tech event meeting with Connected Places Catapult 22nd May to plan next steps.
- Regional Maritime UK Council meeting took place 30th April.
- COVID 19 Risk Register highlights main concerns around delays in infrastructure projects and cash flow to maintain the port.

6 Economic Recovery Plan

Work has continued at pace on development of **Restart** - the first part of the Economic Recovery Plan, with the first draft being sent out to partners on 8th June for comments.

Partner feedback has been incorporated into the designed version, which is covered elsewhere on the agenda (item 6)

7 Communications

The Covid-19 webpages continue to attract significant interest, drawing in between 14% - 15% of all LEP website traffic with over 9,000 hits in May. The employment page alone had nearly 3,000 views in May.

The Covid-19 script, which contains all the latest Covid-19 guidance and information continues to be updated and circulated to every local authority and key business partners, 7 days a week.

We are continuing to publish case studies on businesses which have remained open throughout the pandemic, sharing tips and best practice on measures they have in place for safe working to help other businesses as they look to reopen in the coming weeks.

<https://newanglia.co.uk/coronavirus-support/>

Recommendation

The LEP Board is asked to note the contents of this report

New Anglia Local Enterprise Partnership Board

Tuesday 23rd June 2020

Agenda Item 7

Impact on Employment

Author: Natasha Waller Presenter: Chris Starkie

Summary

This paper sets out the potential impact on employment across Norfolk and Suffolk following this outbreak of Covid 19.

Unemployment has risen due to the pandemic, with universal credit claims rising sharply. But the full impact has been significantly mitigated by the Government's furlough scheme, help for the self-employed and other measures.

However as the furlough and self-employed scheme comes to an end and businesses adjust to the "new norm" redundancy levels are anticipated to rise very sharply as we move into the autumn of 2020 and in early 2021.

Forecasting is challenging as the economic recovery will be impacted by the status of the pandemic – but the paper provides a range of unemployment projections, based on different scenarios. Under all scenarios, unemployment rises.

The paper also outlines the existing support programmes and those in development that can assist with minimising the impact to the area and support people to quickly enter employment again and to utilise their transferable skills, and recommends additional actions to provide further support to businesses and individuals.

Recommendation

The Board are asked to agree the following actions, several of which are included in the **Restart** plan.

- For the LEP and partners to create a Norfolk and Suffolk redundancy support programme which builds on and brings together existing initiatives. Working with DWP, Job Centre plus and professional services to ensure employers and employees are aware and have access to available support programmes at the earliest point.
- Work with partners to accelerate interventions outlined in this paper, understand where further capacity is required, increasing their exposure, and ensuring collaboration to maximum impact.
- Run a local campaign to encourage businesses to contact the LEP via the Growth Hub if they are considering making redundancies.
- Develop further the LEP's Employment Opportunities platform utilising existing networks to include a redundancy triage service to help connect people to new training and employment opportunities.

- Work with the universities to put in place tailored support for students that are due to graduate this summer, to help increase their chances of securing employment or further their education.
- Work with DWP, Local Authorities, wider partners and Metro Dynamics to explore and identify a way to monitor the impacts on employment in the coming months given the lack of access to data.

Background

The fall in business output has significant implications for employment levels. Given the wide-ranging uncertainty of economic conditions over the coming months, it is very challenging to make precise projections regarding impact on future employment level.

However, many reputable analytical sources are projecting that the UK unemployment rate will increase to around 10-15% at its peak in the second quarter of 2020, before making a gradual recovery over the next year or so, though it appears likely that the unemployment figure could remain at around 5%-10% even through Q4 of 2021.

Universal Credit applications rose by 40% between March and April and under even the most optimistic scenario around 25% of those furloughed are forecast to be made redundant at the end of the 4th quarter of 2020/21. The overall impact will remain very hard to tell until the Coronavirus Job Retention Scheme begins to taper off.

At the end of May government announced that 8.7m workers were on the furlough scheme. Set against previous estimates that at the end of 2019 there were 35.8m jobs in the UK, this is nearly a quarter (24.3%) of all pre-crisis jobs.

For the workforce of businesses that were continuing to trade, the highest incidences of furloughing were in the accommodation and food services sector (40%), and construction (32 %).

People with the lowest income are most vulnerable with a significant number of jobs at risk in occupations with relatively lower wages such as retail, tourism and food services, which are forecast to be some of the hardest hit by the economic impacts of Covid 19.

Key Considerations

Access to intelligence and data

Local level figures around furloughing have recently been provided by HMRC.

On the net page is a table showing the number of jobs in each local authority, the percentage and volume of jobs in each local authority that have been furloughed.

As can be seen the numbers furloughed are very significant and there are very real concerns about redundancies when the furlough scheme begins to taper in August and ends in October.

The 'total' jobs figure in the table overleaf reflects the number of jobs registered against companies that make PAYE returns – the total does not include self-employed, HM forces, or reflect residents who are employed outside of Norfolk and Suffolk.

Table Showing the Volume and Percentage of furloughed staff

Local Authority	Workforce Jobs Total	Furloughed	
		Volume	%
Norfolk County	361,000	97,800	27.1%
Breckland	46,000	14,700	32.0%
Broadland	47,000	15,100	32.1%
Great Yarmouth	37,000	10,900	29.5%
King's Lynn and West Norfolk	53,000	15,700	29.6%
North Norfolk	31,000	11,200	36.1%
Norwich	93,000	15,900	17.1%
South Norfolk	53,000	14,300	27.0%
Suffolk County	319,000	85,600	26.8%
Babergh	31,000	10,500	33.9%
East Suffolk	89,000	26,500	29.8%
Ipswich	72,000	16,200	22.5%
Mid Suffolk	35,000	11,700	33.4%
West Suffolk	93,000	20,700	22.3%
New Anglia	680,000	183,400	27.0%

(The furlough figures are taken from the latest release from HMRC)

Metro Dynamics has produced projections for possible impact on employment across Norfolk and Suffolk based on three scenarios, see appendix A.

- Best case - a quick return to economic growth (a “v-shaped” recession).
- Middle case - a slow return to economic growth (a “U-shaped” recession); and
- Worst case – a lingering cloud over economic growth (a “L-shaped” recession).

In all scenarios the projections are stark. Even in the best-case scenario shows unemployment has the potential peak at just of 50,000 jobs at the last quarter of 2020. It is considered that the middle case is most likely with an unemployment peak of just over 123,000. (This figure is based on the latest NOIS data which indicates 801,000 people are in employment in Norfolk and Suffolk, this figure includes the self employed and those residents that work outside of both counties.)

From the local information that we are receiving, redundancies range from national high street brands through to local SMEs. The Department of Work and Pensions has indicated that there has been disparity around our market towns but the claimant count (Job Seekers Allowance & Universal Credit) of those customers actively seeking employment has risen in all areas from March 2020 to May 2020. Some examples include Mildenhall from 245 to 725, Leiston from 215 to 575, North Walsham from 395 to 995 and King’s Lynn from 1755 to 3670. In many cases, DWP has been able to respond promptly to the increased business need for staff such as with the NHS in King’s Lynn or food processing businesses in Thetford.

(Please note that this information was released on 16/6/2020 and more in-depth analysis will be given at the Board).

Currently any data we have access to on redundancies is reactive, we tend to know about it after it has happened due to the sensitivity of the data. If we were able to access this information earlier there would be a greater chance that interventions could be targeted to minimise the impact.

We are therefore proposing a local campaign to encourage businesses to contact the LEP via the Growth Hub if they are considering making redundancies.

This would enable the Growth Hub to support the business to explore options which could avoid redundancies as well as signposting to support that is available for people being made redundant so they can access it as soon as possible.

It would also mean that we had access to intelligence that would enable interventions to be targeted at areas of need.

Redundancy Support Programme

The **Restart** plan sets out our intention to create a redundancy support programme which builds on and brings together existing initiatives. Working with DWP, Job Centre plus and professional services the aim is to ensure employers and employees are aware and have access to available support programmes at the earliest point.

During the response phase the LEP has been working closely with the DWP and other partners, to support redeployment of the workforce through the [Employment Opportunities page](#). It currently lists 150 organisations, many with multiple positions. It is important to offer choices to our residents therefore some of opportunities fall outside of the area.

It is important to build on the existing programmes and initiatives. There are several European Social Fund (ESF) projects currently delivering employability support in the area, these are detailed in appendix B.

There are also further projects currently being appraised by the ESF programme which will delivery further redundancy support, training and sector development support in the period 2021-2023 when the programme ends. The LEP team are working closely with DWP and all the project applicants to ensure the smooth delivery of the programme and to promote, coordinate and signpost projects effectively. The total value of projects listed in Appendix B is £31.6m (ESF £15.8m).

The LEP team working with local authority, DWP and third sector colleagues, will map these programmes to identify gaps and whether the schemes have enough capacity to handle the expected volumes of activity.

Young people

Young people may be particularly affected. Around 30% of employees aged under 25 work are in a sector most affected by shut down, compared with 13% of those over 25. The Resolution Foundation estimate that those leaving education this year will be less likely than previous cohorts to have a job in 3 years' time, with graduates being 13% less likely and those with fewest qualification 37% less likely to have a job.

Apprenticeship start numbers have also tumbled – during March and April, there were 13,020 reported starts versus 26,330 for the equivalent period in 2019. Under 19s were particularly impacted. A recent survey carried out jointly by Norfolk and Suffolk County Councils and the LEP showed a worrying number of apprentices have been made redundant, furloughed, and/or

had a break in learning. There are also challenges with many apprentices not being able to complete as their end point assessments needs face to face conditions.

In addition to projects above there is an additional investment of £8m (£4m ESF) in projects in support of the New Anglia Youth Pledge, and in projects enabling and encouraging apprenticeships – outlined in Appendix B.

The LEP is continuing to promote the use of apprenticeship levy transfer and both Norfolk and Suffolk County Councils have apprenticeship teams promoting the value of apprenticeships. We are also working closely with the Education and Skills Funding Agency to address some of the current apprenticeships landscape challenges.

Working with Department of Work and Pensions (DWP)

We have close working relationships with Julia Nix, East Anglia District Manager for Department of Work and Pensions plus her staff. Julia is a member of the Skills Advisory Panel where she is supporting us to drive forward the objective ‘Tackling barriers to employment’ plus she chairs our Youth Pledge Advisory Group.

DWP is committing to designing and influencing strategies and implementing activities, in collaboration with partners, to address the employability and skills needs of young people to help them engage in the labour market and move into, and progress in the workplace. We are fortunate that this work is likely to be tailored to the needs of districts and sectors, where appropriate.

DWP will also work with existing contracted providers and other partners to deliver more support to all other claimants, particularly older workers who are likely to be more at risk of long-term unemployment.

The programmes listed in appendix B, all have referral routes from local DWP offices, and we are committed to ensuring we maximise the exposure of the offer available from DWP and between these local networks.

Link to the Economic Strategy and Local Industrial Strategy

This paper links to the ambitions of the People Chapter of the Local Industrial Strategy and the Driving Inclusion and Skills in the Economic Strategy. It also plays a significant role in the Recovery plan.

Recommendations

The Board are asked to agree the following actions, several of which are set out in the Restart plan.

- For the LEP and partners to create a Norfolk and Suffolk redundancy support programme which builds on and brings together existing initiatives. Working with DWP, Job Centre plus and professional services to ensure employers and employees are aware and have access to available support programmes at the earliest point.
- Work with partners to accelerate interventions outlined in this paper, understand where further capacity is required, increasing their exposure, and ensuring collaboration to maximum impact.
- Run a local campaign to encourage businesses to contact the LEP via the Growth Hub if they are considering making redundancies.

- Develop further the LEP's Employment Opportunities platform utilising existing networks to include a redundancy triage service to help connect people to new training and employment opportunities.
- Work with the universities to put in place tailored support for students that are due to graduate this summer, to help increase their chances of securing employment or further their education.
- Work with DWP, Local Authorities, wider partners and Metro Dynamics to explore and identify a way to monitor the impacts on employment in the coming months given the lack of access to data.

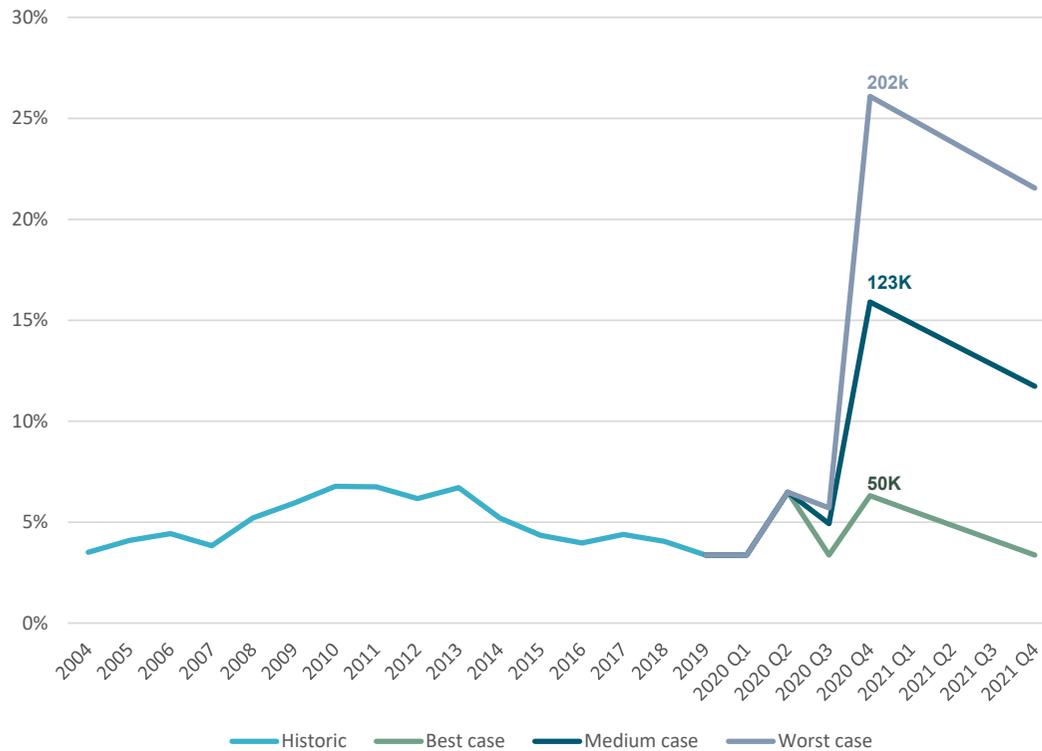
Appendices

Appendix A – Projected Impact on Employment

Appendix B – Existing projects funded by European Social Fund

Item 7 Appendix A – Projected impacts on employment

Norfolk and Suffolk: Historic and projected unemployment under three scenarios



*Unemployment rate calculated as number of unemployed / number of economically active residents. Unemployment rate figures for 2020 and 2021 use data on economic inactivity from 2019, so shouldn't be quoted as definitive figures.

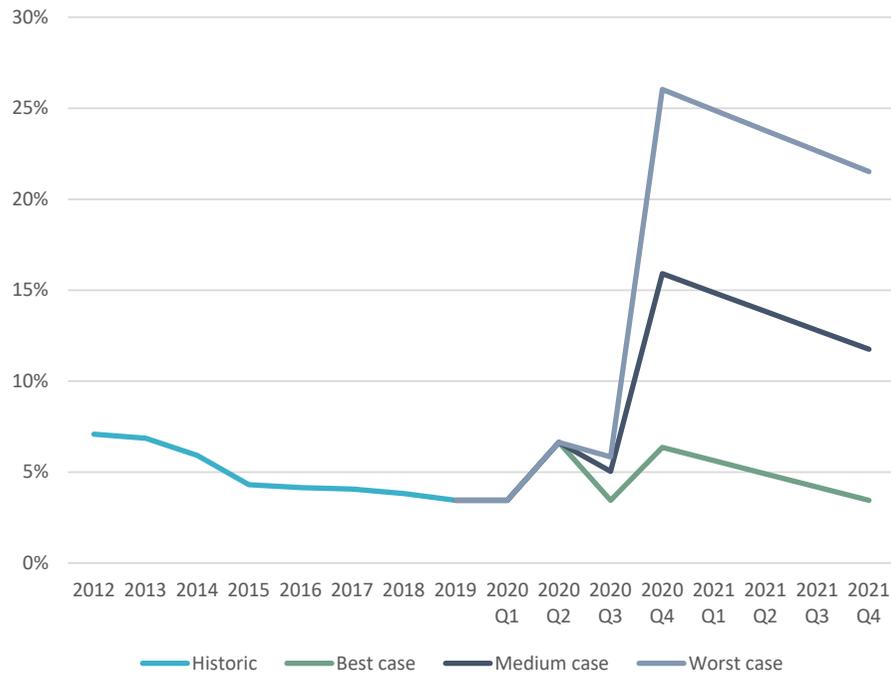
In its most recent update (27th May), the Government announced that 8.7m workers were now on the furlough scheme. Set against the ONS' previous estimates that at the end of 2019 there were 35.8m jobs in the UK, this is nearly a quarter (24.3%) of all pre-crisis jobs. Our scenarios need to take into account both the increase in unemployment which has happened as a result of recent disruption, and the likely path for taking workers back off furlough and into either employment or unemployment. We have made the following assumptions:

- Unemployment numbers in Q2 of 2020 is increased by a scale factor of 1.925, in line with the average of forecasters' projections in the Bank of England data. This corresponds to an unemployment rate of 6.5% in New Anglia – circa 50,200 residents. It is the highest the rate has been since 2013.
- In Q3, the furlough scheme continues. Some workers return to work. In the best case the unemployment rate falls to 3.4%, in the medium case the rate falls to 4.9% as half of those unemployed return to work, and in worst case falling to 5.7% as only a quarter of those return to work.
- In Q4, the furlough scheme ends in all scenarios. In the best case the unemployment rate rises to 6.3% (45,900), but is below the rate in 2019. In the medium case the rate rises from 4.9% to 15.9% (123,200). In the worst case, the rate reaches 26.1% (202,150).
- The “unwinding” of unemployment then takes a year in the best case, three years in the medium case, and five years in the worst case. In all cases unemployment begins to gradually fall, but the rate at which it falls depends on the level of economic scarring within the area, which increases with time.

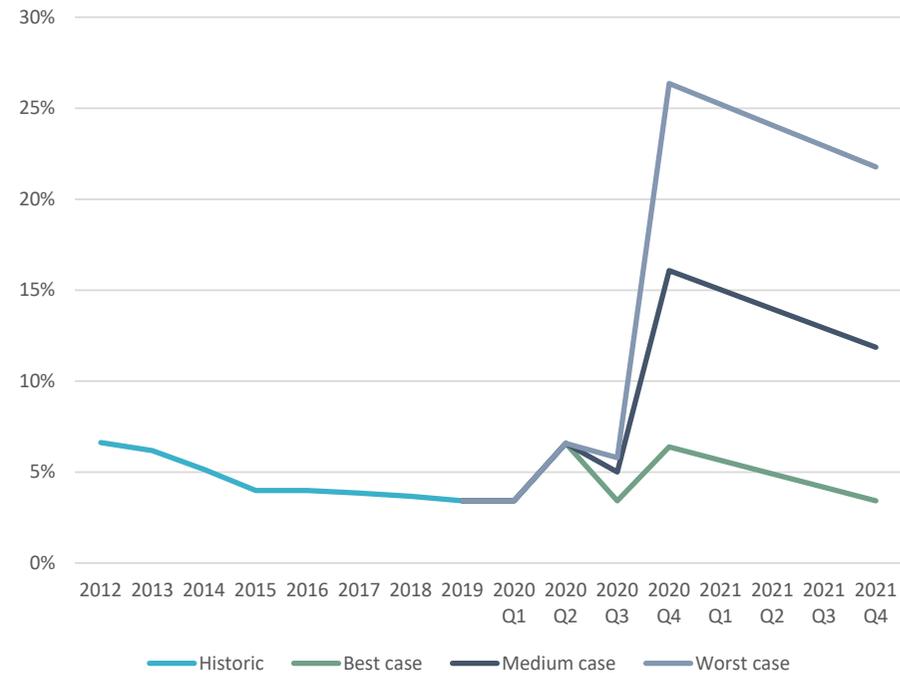
Unemployment has the potential to peak at 202,150 (26.1%) in the worst case scenario, whereas in the best case, the peak will be around 50,200 (6.5%).

Impacts on employment

Norfolk: Historic and projected unemployment under three scenarios



Suffolk: Historic and projected unemployment under three scenarios



Norfolk has had historically higher rates of unemployment than Suffolk, but at the peak under all scenario, modelling suggests that Suffolk will have a marginally higher unemployment rate in 2020Q4. In the best case, 6.36% in Norfolk and 6.38% in Suffolk; in the medium case, 15.9% in Norfolk and 16.07% in Suffolk; and in the worst case, 26.03% in Norfolk and 26.36% in Suffolk.

Source: ONS Employment and Labour Market bulletin; MD analysis

Unemployment rate calculated as number of unemployed / number of economically active residents. Unemployment rate figures for 2020 and 2021 use data on economic inactivity from² 2019, so shouldn't be quoted as definitive figures.

Appendix B – Existing projects funded by European Social Fund

Name of project	Summary of project	Status of project	Delivered by:	Area covered
Employability projects				
CHANCES	Multi-partner project to deliver an integrated health and employment service to unemployed people with long term health conditions in Norfolk	Starting summer 2020	Norfolk County Council	Norfolk
Work Well Suffolk	Multi-partner project to deliver an integrated health and employment service to unemployed people with long term health conditions in Suffolk	Starting summer 2020	Suffolk County Council	Suffolk
Norfolk and Waveney Community Projects	Project to support unemployed people with long term health conditions on the east Coast	Starting summer 2020	East Coast College	Norfolk and Suffolk
Norfolk Community College project	Co-funded by the National Lottery Community Fund, this project provides employability support to adults in Norfolk.	Delivery underway	East Coast College	Norfolk
On Track	Co-funded by the National Lottery Community Fund, this project provides employability support to young people in Norfolk.	Delivery underway	Matthew Project	Norfolk
Opportunity Suffolk	Co-funded by the National Lottery Community Fund, this project provides employability support to adults in Suffolk.	Delivery underway	TCHC	Suffolk
Minding the Gap	Co-funded by the National Lottery Community Fund, this project provides employability support to young people in Suffolk.	Delivery underway	Community Action Suffolk	Suffolk
Great Yarmouth Inclusion Project Grant Scheme	Grant scheme for community projects providing employability support.	Delivery underway	Great Yarmouth Borough Council	Norfolk

Supporting young people facing barriers to employment				
Rural Youth Pledge for Employment (RYPE) project	Supporting young people in rural areas of Norfolk and Suffolk to improve their life chances by maximising their skills and making informed career choices	Starting summer 2020	West Suffolk College	Norfolk and Suffolk
Skills Connect	Supporting young people in the east of the region into further education or employment	Starting summer 2020	East Coast College	Norfolk and Suffolk
Training programmes				
Skills Support for Redundancy and the Workforce	Co-funded by ESFA, a training programme providing fully funded employee training for businesses, and skills development for those facing redundancy	Delivery underway	Steadfast Training	Norfolk and Suffolk
Youth pledge, apprenticeships and careers				
Youth Pledge for Employers	Delivering the youth pledge through employer engagement with colleges and school leavers	Starting summer 2020	Norfolk County Council	Norfolk and Suffolk
Apprenticeships Suffolk	Brokering apprenticeships between employers and potential apprentices	Starting summer 2020	Suffolk County Council	Suffolk
Apprenticeships New Anglia	Brokering apprenticeships between employers and potential apprentices	Delivery underway	Moore Networking	Norfolk and Suffolk
Developing Skills in Health & Social Care programme	The programme aims to improve access to qualifications cross Norfolk and Suffolk. It will provide training for new recruits through to well established staff.	Starting Summer 2020	Norfolk and Suffolk County Councils	Norfolk and Suffolk

New Anglia Local Enterprise Partnership Board

Tuesday 23rd June 2020

Agenda Item 8

LEP Continuing Business Report

Author: LEP Team

Presenter: Rosanne Wijnberg

Summary

This report provides an overview of LEP team 'continuing business' activities since the May board, structured around:

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

The media dashboard is attached as Appendix A to the report.

Recommendations

The board is asked to note the contents of the report

1) LEP Programmes

Growth Deal (Capital Growth Programme)

The delivery of large capital projects is beginning to increase at pace following a few months of reduced activity. Our delivery partners and contractors are making the necessary adjustments to working practices to adhere to the social distancing guidelines and protect the health of their workforce. The overall impact has been to delay the completion of most construction projects by 2 to 4 months, with a proportional effect on expenditure and grant claims.

At the end of May we received 2/3 of our Growth Deal allocation for the year - funds of £31m – to support the commitments we have made to projects. The payment of the final 1/3 is subject to a review of progress. We met with our area lead last week and completed our data submission in support of this review.

Robert Jenrick, Secretary of State for Housing, Communities and Local Government, has written to all LEPs to call for a list of 'shovel ready' projects which could be supported by a further round of Growth Deal funding (Growth Deal 4). The projects must be deliverable by March 2022. We are working from our tactical pipeline, reviewed by the LEP Board in February 2020, and with regional partners to develop this list. This information will be circulated to LEP Board members in advance of our submission to government, deadline 18 June 2020.

Business Growth Programme

The Business Growth Programme remains ahead of its output and spend profile. Current circumstances have resulted in a significant increase in calls to the Growth Hub, with 1,392 COVID-19 related enquiries since that start of the outbreak in mid-March. Wholesale/retail,

accommodation and food services, and manufacturing have accounted for over a third of the COVID-19 enquires received to date. We continue to receive applications to the Small Grant Scheme, with just £285k of the Programme's £3,459k target uncommitted. At the current rate of approval, it is anticipated that the scheme will be fully committed by the end of 2020.

The number of new clients coming forward for start-up support reduced significantly during April, with just three people assisted, compared with 59 in April 2019. Our partners, Nwes and Menta, have indicated that they are now seeing an uplift in people asking for start-up support and advice.

Growth through Innovation

During 2020/21 it is anticipated that the GTI Fund will approve £483k worth of grants to at least 25 SMEs. This should generate £600k of match funding from private sector sources during the same.

Since the 1st April, three projects have been approved, totalling £61k. A further five projects totalling £96k are going through the application process, giving a commitment of £157k against the £483k target.

Our legal agreement form MHCLG has now arrived and will be signed off in the coming weeks. We have been assigned the same Contract Manager as we have for our Business Growth Programme, which will facilitate project operations.

Growing Business Fund

Interest in the GBF continues, particularly from the manufacturing sector. In May, two applications for £434k of funding were approved, with £3.9m of private sector match. There are currently five applications with a value of just over £1m going through the application and approval process.

Eastern Agri-tech Initiative

Three applications remain in the approval/panel process with a further five totalling £330k in the pipeline. We have experienced some delays as the CPCA allocated resource to support their COVID-19 grant scheme. This has now completed so resource is again available to provide support to the Agri-tech Initiative.

Julie West is the point of contact for Suffolk, with Norfolk County Council taking on that role for Norfolk. We continue our work with CPCA to ensure that funding is fully allocated and drawn down by applicants by the end of March 2021.

Growing Places Fund

The Malthouse (£600k), Winerack (£5m) and Atex Business Park (£630k) developments have all received LEP loans. The Winerack has sold 10 apartments and has repaid £1.4m to the LEP; Atex development continues with 8 units completed, and then leased or sold; the Malthouse has just let a further unit – and much of this has been achieved during the lockdown period.

We anticipate a slowdown in the repayment of the Winerack loan and are waiting for a revised repayment forecast.

GPF grants - £250k has been drawn down in the last month by Gainsborough's House, the Voluntary and Community Sector Challenge (VCSE) Fund also drew down £250k. we expect a claim of £500k from Norwich Castle in June.

Norfolk and Suffolk Community Foundations have made awards from the VCSE Fund to a wide range of initiatives in this sector relating to employability and skills.

New Anglia Capital

Following the agreement at the May LEP Board meeting to change the New Anglia Capital employment and match funding requirements, the first interim NAC pitching meeting was held on 15 June.

At the meeting, the board considered pitches from three of the existing NAC portfolio companies, including businesses with projects to support the recovery from COVID -19 and agreed to invest in two of them. A further request was considered from a project which has already received the maximum £250k investment from NAC.

The full NAC Board meeting will be held in July.

LEP Innovative Projects Fund

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

IPF 1 Summary: 7 projects supported, with a combined allocation and commitment of £539k. An amount of £9k has been claimed in this financial year, bringing the spend to date to £149k. Local Authority match funding of £63k and Private match funding of £87k has been recorded.

Project status:

Complete - The Cornhill project has been completed.

For the remaining 6 projects:

- We expect 4 projects to evidence spend and make claims by mid-July.
- The NUA project, Connecting Creative Capital, staged payments agreed, and next payment is not expected until 1st April 2021 (£70,000).
- Norfolk County Council's 'Building Supply Chain Skills Capacity' project has been affected by COVID restrictions. The project builds on the opportunities presented by Vattenfall's Offshore Wind construction programme. However, delays in obtaining ministerial permission for the development and in local highways consultations, has meant that the project leader is now looking at other construction projects that the supply chain can look to support.

Innovative Projects Fund (2019 Call) - £1.5m

IPF2 Summary: 18 projects with a combined allocation of £1,472,372. 5 projects now have their Grant Offer Letters and will commence shortly. Claims for these projects are expected in mid-July (for Quarter 1). A further 6 projects are awaiting their Offer Letters from SCC.

The remaining projects are being reviewed and re-profiled in view of current circumstances.

The Ipswich Cornhill project (events) is unable to proceed now and we continue to discuss next steps.

The UEA's Sunrise Seed Corn project is awaiting confirmation of its match funding (delayed because of COVID-19).

Enterprise Zones

The Enterprise Zone team continue to work closely with Local Authority colleagues, landowners and developers to track progress on developments. The previous quarter results indicate some level of COVID-19 impact, with lower than expected outputs for both the Great Yarmouth and Lowestoft and Space to Innovate Enterprise Zone.

The Amazon distribution centre at Sproughton is expected to complete this month and be operational from July. Work continues at the new Treatt facility at Suffolk Park in Bury St Edmunds. Construction of the new Zone 4 building and road infrastructure at Norwich Research Park is well underway.

Agricultural biotech start-up, Tropic Biosciences, based at Norwich Research Park, has raised investment of \$28.5m. The company uses gene-editing technology to produce high-performing (disease resistant) commercial tropical crops including bananas, coffee and rice. The funds will be used to further develop and scale its technology – and secure future expansion on the NRP Enterprise Zone site (into the new Zone 4 building).

Work is now progressing on the Princes Street/Portman Road site in Ipswich, with plans for a new multi-storey car park, hotel, and office development. Planning applications have been submitted.

The Enterprise Zone team are engaged with representatives from other LEPs to progress a detailed business case to be presented to Government to request an extension to the Enterprise Zone rate relief benefits beyond March 2021 to assist with economic recovery.

Inward investment

Despite Covid-19 causing significant disruption to businesses across the world, we have seen continued interest from companies considering investing in Norfolk and Suffolk.

East of England Energy Zone (EEEZ) - A tender process under way to assess the current branding and whether it needs refreshing or replacing. We have also been exploring how we can participate in various energy related exhibitions and seminars in the autumn. It is looking increasingly likely these will be virtual events using new technology. It may be that we are able to gain greater profile, with more delegates and generate more leads.

Adastral Park 5G HPO – we have worked with DIT to produce a video that emphasises the key selling points of our offer as part of the HPO.

An annual Inward Investment report, highlighting successes in 2019/20 and other information will, be published shortly.

2) Strategy:

Brexit

June is a key month for the EU exit negotiations as UK and EU leaders are set to meet to take stock of negotiations to date and agree the schedule of negotiations for the second half of 2020.

The LEP continues to capture intelligence from businesses regarding how they are preparing for the UK's exit from the EU and how a deal or no deal exit may affect them. Recent intelligence from the business intelligence returns highlights the challenging situation for businesses that are attempting to deal with COVID-19 and prepare for EU exit, without an indication of what form this will take.

The UK government has ruled out an extension to the transition period, which lasts to the end of 2020. Therefore, the LEP will continue to monitor negotiations as they progress, with an eye on key announcements as they are made, such as the recent UK Global Tariff announcement.

The LEP and Growth Hub have continued to update the EU exit webpage for businesses and will share the latest government notices from relevant departments as soon as these become available.

There is a need to focus attention on what the potential combined impact of both COVID-19 and the UK's exit from the EU could have on the local economy. This is will form a key component of the economic recovery/rebuild analysis and recommendations following the publication of the restart plan.

The LEP will be attending the Suffolk Scrutiny Committee item on 'Suffolk Preparations for Brexit' on 2nd July.

Skills

Norfolk & Suffolk Skills Advisory Panel (SAP)

Continuing to develop and evolve the underlying evidence base and investigate the feasibility of additional analytical tools, working closely with EMSI – a company providing a range of analytical solutions. EMSI has undertaken extensive research around the impact of COVID-19. The LEP is in the process of co-ordinating with partners, including both county councils - to develop various options.

Enterprise Advisor Network

The Enterprise Adviser Network continues to support Careers Leads and students across the region with virtual and online careers and CPD resources.

The Careers and Enterprise Company with the support of some of the region's Cornerstone Employers will be hosting an online "My Week of Work" programme for Year 10 students who will not be able to access work experience this year.

Institutes of Technology

The Department for Education has published a prospectus for phase 2 IOTs, outlining criteria for bids. It is expected that only one proposal will proceed and the LEP team and LAs are considering the best approach.

The LEP along with Norfolk and Suffolk County Council are recommending that a Technical Skills statement - which will set out the vision and parameters of what Norfolk and Suffolk technical provision should look like – is developed.

This statement will provide the framework against which the IoT and any other Technical Skills project will be assessed on. If the Board agrees to this the Technical Skills statement will be presented to the July Board for approval.

Although the LEP does not have sight of all the submitted Expressions of Interest (EoI) it is our understanding that there were three. Over the next couple of weeks, the LEP will be seeking confirmation that all prospective bids meet the criteria set out in the DfE prospectus.

Infrastructure

LEP Transport Board

The Transport Board had a positive meeting on the 2nd June with insights shared on the impacts of COVID-19 and potential opportunities for the rebuild phase of recovery. The Transport East strategy director also presented at the meeting setting out four work packages for his first 100 days in the role.

Transport East

We have been working closely with Transport East to ensure the transport priorities for the New Anglia area are embedded in the developing strategy, including how Transport East can assist in the communications strategy for the Ely Area Enhancements.

Rail projects

A final draft joint position statement has been produced for the Trowse rail bridge upgrade with each authority agreeing to seek political sign off before the next meeting in mid-June.

The next meeting of the Great Eastern Main Line Taskforce will be held on 6th July, which will consider the first draft Strategic Outline Business Case for the Great Eastern Main Line and agree the list of priority enhancements which are emerging through the business case. The key priority for investment is Bow Junction and associated infrastructure which will increase capacity on the mainline.

Freeports

The Government is undertaking a major consultation on the introduction of Freeports into the UK after we have exited the EU. Originally the consultation was due to close in April, now extended to the 13th July 2020. Following discussions with port operators and relevant local authorities, New Anglia LEP will be able to respond, as a stakeholder, to the consultation in July. The consultation is a long and technical one at over 46 pages and 68 questions.

Our response will welcome the opportunity afforded by Freeports as a key regional tool to assist the economy recover from the COVID-19 pandemic. We will also enquire why the number of Freeports is being suggested as capped nationally at 10. Given the number of ports in our area, we will not be backing any particular proposal from our area as we are not at the bid stage yet and we don't know the selection criteria that will be used to judge such cases.

Blue Tech Cluster Opportunity

Working with BT and Felixstowe port we have agreed to hold a virtual Blue Tech Cluster event. We are now developing a set of objectives with Felixstowe Port for the event, these objectives will then be used by the Connected Places Catapult to connect with SMEs who have experience in innovation and technology that can benefit the port.

Electric Vehicle Strategy

The Cambridgeshire and Peterborough Combined Authority (CPCA) have shared their EV strategy brief, highlighting the benefits of strategies aligning and strategic opportunities. The LEP is working with local authority partners to develop an EV strategy brief for Norfolk and Suffolk, building on the CPCA work.

3) Communications and 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.

New Anglia LEP website

The new LEP website, which launched in April, received over 32,000 visits during May. The Employment Opportunities, Business Resilience and Recovery Scheme and Local Authority grants pages were the most popular, with more than 20% of the traffic. We continue to enhance the information about LEP projects, with details of European funded projects being added.

Norfolk and Suffolk Enterprise Festival

While a physical event will not happen this summer, the LEP is the main supporter of a revised two-county approach to the previous Norfolk Enterprise Festival. A virtual two day event will take place in September, with webinars, panel sessions, bookable sessions with Growth hub advisers covering a wide range of themes, all supporting activity in the Recovery plan and helping SMEs understand how local partners can support them.

External partnerships

Cambridge Norwich Tech Corridor

The Cambridge Norwich Tech Corridor has been selected to be showcased in a New London Architecture (NLA) research paper that examines the knowledge economy in London, Oxford, Cambridge and other parts of the UK. Exemplary projects that have a transformational impact on the education, healthcare, technology and innovation sectors in the UK will also be showcased.

The re:imagine business challenge has been launched. This is a collaboration between the Tech Corridor, Hethel Innovation and NSU where local authorities and other partners are encouraged

to set 'challenges' in relation to COVID-19. Businesses and individuals attempt to find innovative solutions via 'virtual hack' style events. These enable businesses to collaborate, develop new products or services and find new customers.

The Engineering Success project, a collaboration between NAAME, the Tech Corridor and the LEP is moving forward and the first meeting to kickstart work on the Talent Sharing platform will be taking place on the 17th June.

Ipswich Vision

The Ipswich Vision Board will now be acting (for the duration of the Towns Fund) as the Ipswich Towns Fund Board, new members have been invited including Dan Poulter MP, and the community sector representative will be recruited soon.

The Cornhill Activity Plan has been delayed due to COVID-19. Discussions are ongoing to ensure that this initiative can proceed when circumstances permit, as it will play a pivotal role in the recovery of the Town Centre.

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.

Risk Register

We have undertaken a full review of our Risk Register and this will be presented to the Audit and Risk Committee at their meeting on 23rd June 2020.

Finance

The LEP is reporting consolidated accounts on a quarterly basis. The figures for the first quarter, April - June 2020, will be included in the July board paper.

The LEP received its core funding of £0.5m in April and £31m Growth Deal funding at the end of May. This represents 2/3 of our Growth Deal allocation for the year. The payment of the final 1/3 is subject to a review of progress. Our supporting evidence has been submitted.

The LEP's on-site audit is now complete and is with Price Bailey for partner review. The Audit & Risk Committee are meeting on 23rd June 2020 to review the annual financial statements. Subject to this review the accounts will be recommended to the LEP board for approval in July.

Recommendation

The board is asked to:

- Note the contents of the report

Appendix A

Communications activity May 2020

This dashboard sets out the outcomes and impact of communication during May 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

	May 2019	April 2020	May 2020
New Anglia LEP			
Number of Twitter followers	7,765	8,402	8,474
Number of clicked links per month	180	741	593
Average Twitter engagements per day (likes, retweets etc.)	52.94	157.53	113.25
Number of impressions (the number of times a tweet showed in someone's timeline)	118.8K	252K	248K
Number of LinkedIn followers	825	2,292	2,462
Number of impressions on LinkedIn	N/A	39.5K	30.5K
E-newsletter: open rate	37.16%	37.84%	-
E-newsletter: click-through rate	25.13%	23.38%	-
Norfolk & Suffolk Unlimited			
Number of Twitter followers	N/A	456	499
Number of clicks per month	N/A	33	63
Average Twitter engagements per day (likes, retweets etc.)	N/A	25.56	40.35
Number of impressions (number of times users saw our tweet)	N/A	25.2K	44.8K
Number of LinkedIn followers	N/A	761	818

Top Tweet – New Anglia LEP

Top Tweet earned 4,936 impressions

A big welcome to [@CJGreen12](#) who has joined the LEP board. C-J is co-founder and executive director of [@bravegooseLtd](#) and is looking forward to helping drive forward the LEP's work through recovery from COVID-19
tinyurl.com/y8sln493
pic.twitter.com/r4kuov9GID



↩ 6 ↻ 13 ❤ 49

Our best performing tweet during May was the announcement that C-J Green has joined the LEP board. C-J is the co-founder and executive director of human relations company, BraveGoose.

This tweet earned almost 5,000 impressions, underlining the popularity of social media posts about people.

Top Tweet – Norfolk & Suffolk Unlimited

Top Tweet earned 3,030 impressions

Another week of pictures and today we start with the stunning Holkham
[@HolkhamEstate](#). Photo credit Tom Soper Photography [@Tomsoper1](#) [#unlimitedpics](#) [#unlimitedattraction](#) [#weareunlimited](#)
pic.twitter.com/dyRnQEiTu0



↩ 1 ↻ 7 ❤ 28

A stunning photo of Holkham Beach proved the most popular Norfolk & Suffolk Unlimited tweet in May, attracting more than 3,000 impressions. We have been posting similar images of beauty spots to showcase why the region is such a fantastic place to live, work and visit.

Media coverage – New Anglia LEP

New £7.5m office and lab facility will bring 150 new jobs

Eleanor Pringle | eleanor.pringle@archant.co.uk | @EleanorMPringle
PUBLISHED: 17:26 15 May 2020 | UPDATED: 08:46 16 May 2020



Opinion

When will furlough scheme for workers end?

PUBLISHED: 14:21 05 May 2020 | UPDATED: 14:21 05 May 2020 | Richard Porritt



A laboratory and office complex at Norwich Research Park, which is being developed by South Norfolk Council and the LEP, was covered online by the Eastern Daily Press. We have contributed £2.5m to the construction of the building and £1.5m to the associated infrastructure work. The site, behind Quadram Institute, is within the Space to Innovate Enterprise Zone and it is hoped this will unlock further development.

Chris Starkie contributed to an Eastern Daily Press opinion piece about the Government's furlough scheme. He stressed that sectors like hospitality and tourism would need continued support as the country emerged from lockdown, and that where a return to work was delayed, an extension of the scheme would be needed. BBC Radio Suffolk also interviewed him about local businesses getting back to work.

Other coverage included a story in the East Anglian Daily Times and Ipswich Star about a development of warehousing and industrial units at Futura Park near Ipswich. Futura Park is one of 10 sites across Norfolk and Suffolk that make up the Space to Innovate Enterprise Zone.

Media coverage – Norfolk & Suffolk Unlimited

The screenshot shows the offshoreWIND.biz website with a navigation menu (Home, News, Business Guide, Long Read, Conference, Jobs, Events, Vessels). The main article is titled "East Anglian Offshore Wind Supply Chain Eyeing US Market" and is dated May 6, 2020, by Nadja Skopljak. The article text states: "Norfolk & Suffolk Unlimited is looking to export its supply chain expertise to the U.S. offshore wind market." It mentions a preliminary online event organized with the City of Virginia Beach where 20 local businesses met with operators and developers involved in the 2.6 GW Coastal Virginia Offshore Wind (CVOW) project. Attendees included OrbisEnergy, East of England Energy Group (EEEGR) and Opergy gave. An advertisement for a "Join the global on & offshore event" in Hamburg, 22-25 September 2020, is also visible.

An online event organised by Norfolk & Suffolk Unlimited saw 20 local businesses meet with operators and developers involved in the 2.6 GW Coastal Virginia Offshore Wind (CVOW) project. This preliminary session was aimed at showcasing the region’s supply chain with a view to exporting it to the US offshore wind market. This initiative attracted coverage from offshoreWind.biz (left) and 4C Offshore, as well as the East Anglian Daily Times and Ipswich Star, both in print and online.

Google Analytics – New Anglia LEP website



April’s unprecedented website stats were not repeated in May, but we still enjoyed a higher than usual amount of traffic. The site attracted 7,853 users and 23,768 page views. The most popular page was our list of jobs in the healthcare, retail, food production and other sectors which have been become available during the pandemic. The page about the Business Resilience & Recovery Scheme which we have launched to support businesses through Covid-19 also attracted a lot of views.

Users spent an average of 2:14 mins on the site and of those who visited the site, 59.6% were new and 40.4% were returning. The bounce rate – the percentage of people who enter the site and then leave without viewing further content – was 53.73%.

New Anglia Local Enterprise Partnership Board
Tuesday 23rd June 2020

Agenda Item 9

June Programme Performance Reports

Author: Programme leads; Presenter: Rosanne Wijnberg

Summary

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

- Agri-Tech: Jason Middleton
- Enterprise Zones: Julian Munson - Confidential
- Enterprise Advisor Network: Glen Todd

Recommendation

The board is asked to:

- Note the reports

Eastern Agri-Tech Initiative Performance Report - April 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 carried out by Norfolk County Council in Norfolk and Suffolk

What is the overall Programme Status?

Finance	Amber	We currently have £689,846 worth of commitments for approved projects including £57,878 management costs.
Outputs	Amber	Based on applications approved, and our pipeline, the take up has slowed due to Covid 19
Delivery	Amber	We still have seven pipeline projects within our area to bring to panel, due diligence is being carried out on three

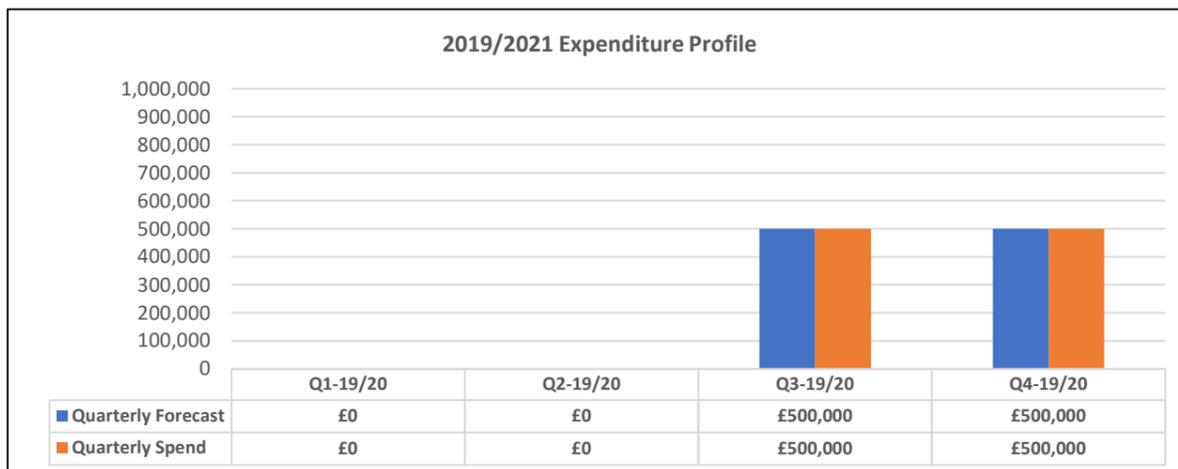
What are our key updates?

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. Applications are being considered by email. During March and April, CPCA focused its resources on delivering of COVID-19 grant support. That scheme is fully allocated, so they have now started working on Agri-Tech.

What is our financial position?

Financials (£)

Year	2019/20	2020/21	Total
Profile Spend	£1,000,000	£0	£1,000,000
Actual Spend	£689,846	£0	£689,846
Remaining Spend	£310,154	£310,154	£310,154



What is our contribution to the Economic Strategy?

Outputs April 2019 to March 2021	Target	Actual to end of April 2020	Change since last Report	Shortfall	Notes
Value of grants approved R&D	£705,000	£404,746	£0	£403,965	Marketing campaign required
Value of Private sector match	£705,000	£809,492	£0	£-104,492	At 50% intervention rate
Value of Growth Grant	£235,000	£241,381	£0	£-6,381	Exceeded due to large number projects approved
Value of private sector match approved	£705,000	£965,524	£0	£-260,524	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	£942,122	£631,968	£0	£310,154	There are still three project claims outstanding
Private sector match funding drawn down	£1,410,000	£584,772	£0	£825,228	this is to be updated
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, the initiative promoted with a good pipeline of applications. Over the last six months, several approval meetings have been cancelled due to a lack of applications, with no meeting taking place during April. The initial 50% of the fund was paid October 2019, with the second 50% paid in March 2020 (Management costs £57,878 with £942,122 for grants). In terms of expenditure, of the £1 million allocated to the fund during 2019/20, to cover 2019/20 and 2020/21, as of the end of April 2020, £300,529 remains uncommitted.

What are the next steps?

Revision to guidance and governance has now been completed, with more robust contract management requested by New Anglia LEP. Next operational meeting is July 2020. Marketing is now taking place, across the two LEP areas, with new literature, pop ups as well as up to date case studies to promote the initiative. To bring capacity to the programme, from April 2020 Julie West is the point of contact for the Scheme in Suffolk, with Norfolk County Council taking on that role for Norfolk.

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 on average six 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 - 2020			
	Qtr. 1	Qtr. 2	Qtr. 3 (Sep to Nov)	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	£125,885.78	£100,872.46
CEC Grant			£52,200.85	£39,247.70	£49,350.30	£42,982.39	£89,657.34	£70,161.31

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 Lowestoft Rising and 50% of his cost is covered by this LR Project.

Outputs

Outputs - To Aug 2020.	Target - August 2020	End of Mar 2020	Diff	Notes
Mainstream and FE Schools Signed up to the Network	105	121	16	
Mainstream and FE Schools matched to an EA	105	97	-8	
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?

Delivery has moved to virtual support for Educational Establishments. Further guidance from the Careers and Enterprise Company is pending regarding interpretation of the Benchmarks against virtual delivery, therefore, performance is being reviewed pre lockdown.

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?

- Providing virtual and online support to teachers and careers leads during lock down.
- Continue to recruit EAs to match to schools virtually during lock down.

The Gatsby Benchmarks for Careers Guidance

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

Careers Hub Schools

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

New Anglia Local Enterprise Partnership Board
Tuesday 23rd June 2020

Agenda Item 10

Operating and HR Policies

Author: Charley Purves Presenter: Rosanne Wijnberg

Summary

The annual review of the LEPs policies and procedures, for employees and board members, has been completed. Those which require board approval are presented here, whilst all other board member relevant policies are available on the Board Member SharePoint site.

Recommendation

The board is asked to note the content of this report and endorse the following documents:

- Modern Slavery Statement
- Environmental Policy
- Equality & Diversity Policy and Statement
- Board Attendance & Observers Policy

Modern Slavery Statement

Section 54 of the Modern Slavery Act 2015 requires certain organisations to develop a slavery and human trafficking statement each year. The slavery and human trafficking statement should set out what steps an organisation has taken to ensure modern slavery is not taking place in their business or supply chains.

The LEP has updated its statement in line with the guidance and recommendations from government and this now includes a reference to the Procurement Policy – Appendix A.

Handbook Policies

The Environmental Policy (Appendix B) was updated in December 2019 to support the European Social Fund (ESF) bid for the Enterprise Adviser Network and Careers Hub. It aligns with ESF funding requirements and supports the LEP's Local Industrial Strategy and our vision for Clean Growth.

The Equality & Diversity Policy and Statement (Appendix C) was developed last year with guidance and input from David Ellesmere and Jeanette Wheeler.

The Board Attendance & Observers Policy is attached - Appendix D.

Equality & Diversity Action Plan

At the October 2019 board meeting an action plan was agreed, which included equality and diversity training for board members. The focus of this training will be on the public sector

equality duty and provision of services equality duty, in your role as director of the LEP. We originally planned to run this session at a board meeting, however with the change in circumstances, we are now looking at other options.

Recommendation

The board is asked to note the content of this report and endorse the following documents:

- Modern Slavery Statement
- Environmental Policy
- Equality & Diversity Policy and Statement
- Board Attendance & Observers Policy

Modern Slavery and Human Trafficking Statement Financial Year 2019/2020

Introduction

This statement is made pursuant to Section 54, Part 6 of the Modern Slavery Act 2015 and sets out the steps that New Anglia LEP has taken to ensure that slavery and human trafficking are not taking place within its supply chains or in any part of its business. This statement covers the financial period 1 April 2019 to 31 March 2020.

We recognise that we have a responsibility to take a robust approach to slavery and human trafficking.

New Anglia LEP is absolutely committed to preventing slavery and human trafficking in its corporate activities, and to ensuring that its supply chains are free from slavery and human trafficking.

Organisational Structure and Supply Chains

This statement covers the activities of New Anglia Local Enterprise Partnership. Based in Norwich, with an office in Ipswich, and is a company limited by guarantee. With a non-executive board of 18 and an executive team of 60 people, we work closely with local authorities and local businesses to drive growth and enterprise across Norfolk and Suffolk.

Relevant Policies

New Anglia operates the following policies that describe its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations:

- *Whistleblowing Policy* – the organisation encourages all its workers, customers and other business partners to report any concerns related to the direct activities, or the supply chains of, the organisation. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. The organisation's whistleblowing procedure is designed to make it easy for workers to make disclosures, without fear of retaliation.
- *Standards of Conduct Policy* – the organisation's standards make clear to employees and board members the actions and behaviour expected of them when representing the organisation. The organisation strives to maintain the highest standards of employee and board member conduct and ethical behaviour when operating abroad and managing its supply chain.
- *Legal Working Policy* – the LEP takes appropriate steps to ensure the people it employs are working legally and to ensure the organisation is working within the law. Checks are carried out on all applicants employed to confirm they are legally allowed to work in the UK, with checks on appearance of the individuals, dates supplied and genuine documentation.
- *Procurement Policy* – the LEP sets out the expectation that suppliers have adequate policies and procedures in place to ensure that their business and their suppliers have a robust stance on slavery and human trafficking.

Risk Assessment and Due Diligence

We maintain a principal risk register which is reviewed monthly by the Management Committee. This risk register is used to identify areas of concern and to agree mitigating actions.

We work closely with our supply chain and build long-standing relationships in order to further reduce risk. We expect our suppliers to adhere to the requirements of the Modern Slavery Act 2015 and act to identify and prevent slavery or human trafficking in their own supply chains.

Training and Awareness

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business we provide guidance and training to our staff. We encourage employee engagement, communication and the ability of an employee to raise concerns or grievances.

Board Approval

This statement has been approved by the board of directors, who will review and update it annually.

Chairman's signature:

Chairman's name: Doug Field

Date: XXX

Environmental Policy

Introduction

The LEP has a longstanding commitment to environmental sustainability, most recently in the Norfolk and Suffolk Local Industrial Strategy, with its vision for Norfolk and Suffolk as the 'UK's Clean Growth region'. The LEP is working with all its partners and stakeholders to develop an action plan to deliver this vision, and continually reviews its policy and practice to improve sustainability. The LEP is committed to environmental protection and the minimisation of the negative environmental effects of its direct business activities.

Our Policy

The LEP recognises that many of its activities have an impact on the local, regional, national and global environment. We aim to conduct our business and operations to reflect best environmental practice and improve its environmental performance beyond current legislation and regulation.

This policy applies to all employees and board members and the activities, projects and programmes it's involved in. A list of projects and programmes covered by this policy is included in the Environmental Action Plan at Appendix 1.

Specifically, the LEP, its projects, programmes, and sub-contractors, will:

- review all activities, operations and procedures to identify, quantify and evaluate environmental impact
- dispose of its waste using a registered waste collector and observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations
- minimise resource use and the environmental impacts associated with its activities, this includes but is not limited to energy consumption and travel arrangements
- meet and endeavour to exceed all UK, European and International environmental legislation across its operations
- continue to raise awareness of environmental issues amongst staff and encourage individual environmental responsibilities and the use of good environmental practice
- communicate the value of environmental awareness and sustainability to members and stakeholders
- purchase, whenever possible, goods and services that minimise adverse environmental effects.

Responsibility for its implementation lies with the Board, managers and all employees.

Approved by the LEP board: XXX

Last updated: 24th April 2020

Appendix 1

Environmental Action Plan

In order to implement the Environmental Policy, New Anglia is committed to the following activities and will review progress against this plan yearly. This action plan covers all relevant projects and programmes as listed below.

Minimisation of waste

New Anglia will endeavour to reduce the amount of waste created by its activities and increase recycling:

- Reduce unnecessary printing and to recycle paper where possible
- Not produce hard copy documents unless absolutely necessary and to keep order numbers as low as possible
- Monitor magazine circulations and remove contacts if deemed appropriate
- Recycle items where possible by utilising the facilities available in the managed offices, including the TerraCycle scheme
- Ensure that all electrical and electronic equipment is disposed of and recycled correctly and not mixed with general waste
- Use recycled products including paper where possible
- Ensure that hired facilities meet the above requirements.

Minimisation of energy consumption

New Anglia will endeavour to reduce the amount of energy used:

- Reduce the energy used in the offices by launching a Turn It Off campaign, to ensure that electrical items are turned off rather than to stand by and that lights are turned off
- Ensure that stationery and equipment supplies are ordered through local companies where possible and orders are aggregated
- Consider the energy rating of new office equipment to ensure efficiency.

Minimisation of travel

New Anglia recognises that some travelling is necessary in the day-to-day operation of the organisation, however there are some ways that our team can travel smarter:

- Car and/or lift share where possible to meetings and events
- Utilise modern technology to reduce travel and save time, use of telephone conference facilities and MS Teams
- Use public transport where possible; buses and trains
- Promote alternative transport options like walking and cycling.

Measures and monitoring

New Anglia will research the environmental impact of its operation in order to produce a baseline estimate of key measures, including paper consumption, toner cartridges, staff mileage. From this baseline, quarterly monitoring will be conducted to ensure progress against the actions and progress will be shared regularly with staff at team meetings to encourage further improvement.

Training and awareness campaigns will be conducted for all employees to ensure that they are aware of the organisation's commitment and provide a platform for change in their own habits. This will include quarterly reporting of the above monitoring data at team meetings and a team-wide discussion on achieving further improvements.

Projects covered by this Action Plan include –

- New Anglia Careers Hub ESF project
- New Anglia Growth Programme

Workforce Equal Opportunities and Diversity Policy

Employees, Volunteers, Contractors, Secondees & Board Members

Introduction

This policy sets out New Anglia's commitment to equality and diversity in the workplace and across its panels, committees, programmes and on its Board of Directors. A separate policy exists to explain and promote New Anglia's commitment to equality and diversity in the work it does in the New Anglia LEP area and the programmes it runs.

Equality is enabling opportunity, access, participation and contribution on a fair and equal footing, creating a level playing field and ensuring that different groups are not disadvantaged or discriminated against when accessing employment, volunteering or participating in New Anglia programmes, panels and on its Board of Directors. Diversity is about the individual, understanding that each of us is different and making sure we respect and celebrate the variety of backgrounds, perspectives, values, and beliefs.

The LEP actively encourages the employment, promotion and training of employees and potential employees from all sectors of the community and values the different skills, ideas and opinions that a diverse workforce can offer.

Policy Aims

This policy aims to:

- set out the LEP's approach to equal opportunities and the avoidance of discrimination in the workplace
- support the elimination of unlawful discrimination in employment and the workplace
- promote equality of opportunity and diversity in employment and the LEP workplace
- ensure that those working or volunteering with the LEP are clear about the LEP's commitment to equal opportunities and diversity
- explain the relevant procedures the LEP will implement in relation to equal opportunities management.

Our Policy

New Anglia LEP is committed to promoting equal opportunities and diversity in employment and in the extended workplace which it operates. It aims to ensure and where possible advance equal treatment of employees and applicants for jobs, offices and voluntary positions on its panels, boards and programmes. Equality and diversity considerations will underpin recruitment and selection, promotion, pay and benefits and training and development.

The Equality Act 2010 makes it unlawful to discriminate against people because of any of the nine 'protected characteristics'. This extends to direct or indirect discrimination and harassment because of:

- age
- disability (including mental health)
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality or national origin)
- religion or belief (including philosophical belief)
- sex
- sexual orientation

All employees, officers, volunteers, secondees and contractors of the LEP must not unlawfully discriminate against or harass other people in the course of their work for the LEP, including current and former employees, job applicants and officers.

All employees and officers at all levels are encouraged to act fairly and appropriately and prevent and report unlawful discrimination and harassment.

Our Procedures

Recruitment and Promotion

The LEP will aim to ensure that advertisements for posts give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Job descriptions and specifications for posts will include requirements that are necessary and justifiable for the effective performance of the job.

The LEP reserves the right to recognise merit and reward individuals with promotion in a fair manner. All employees will be considered on their merits (with reasonable adjustments made where required) for career development and promotion with equal opportunities for all.

Information about vacant posts will be as widely disseminated as is practicable in order to encourage a diverse response and reach as many sectors of the community as is possible. Vacancies will also be circulated internally.

Candidate selection will be conducted against defined criteria and will focus on the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked of all candidates.

No questions in relation to health will be asked of the applicant prior to a job offer being made. However, candidates and employees are encouraged to be clear when they require help or assistance or adjustments to be made to enable them to interview or be assessed fairly for a post or a promotion and also expressly make clear what help or adjustments they might need to carry out any of the requirements of a post or position. The LEP will endeavour to comply with its legal obligations under the disability discrimination provisions of the Equality Act and welcomes applicants with disabilities.

Employment

The LEP will not unlawfully discriminate because of any protected characteristics in the allocation of duties between employees employed at any level with comparable job descriptions.

The LEP will put in place any reasonably practicable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees. Staff who become disabled are encouraged to inform the LEP about their condition so appropriate support can be given. All employees are encouraged to discuss their career prospects, training needs and any reasonable adjustments required on a regular basis with their manager.

Requests for part-time work or other types of flexible working can and should be made without fear and part-time and fixed-term staff shall be treated no less favourably than comparable full-time or permanent members of the workforce.

Pregnant employees or those on maternity leave or returning from maternity leave will not be subject to unlawful discrimination. Reference should be made to the *Maternity Policy* and other 'family friendly' policies for information about the rights and responsibilities related to pregnant employees and parents.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

Board and Sub-Committees

New Anglia is committed to ensuring a diverse representation on our Board and Sub-Committees and panels which reflects the local business community. Selection for the Board and any Sub-Committee or panel will be in line with our Assurance Framework and Articles of Association.

Following Government expectations, the LEP ensures that at least a third of its main Board members are female and is actively working towards equal representation by 2023. The LEP has no formal control over the appointment of its public sector Board members who sit as a result of democratic elections as leaders of various councils or in their capacity as leaders of further or higher education institutions. However, the LEP is committed to endeavouring to do all it reasonably and legally is able to do to meet Government expectations in this regard.

Board member vacancies are advertised widely, and Board members are appointed based on their skills, knowledge (including sector knowledge and representation) and their ability.

Sub-Committee member selection and panel membership is based on the skills, knowledge and experience required for the relevant role/post.

Visitors and Suppliers

Employees must not discriminate against any of visitors or suppliers. Equally, the LEP expects visitors and suppliers not to discriminate against employees and the LEP will take appropriate action against any visitor or supplier found to have done so.

Employee Rights and Responsibilities

Employees have the right not to experience unlawful discrimination in the workplace. They have a responsibility to understand this policy and help the LEP implement it.

All employees have a duty not to discriminate against each other and not to help anyone else do so. Staff who are uncomfortable with another employee's behaviour are encouraged, where they feel able to, to ask them to stop and explain that they are uncomfortable with the behaviour.

All staff, volunteers, secondees and contractors are encouraged to report any concerns relating to unlawful discrimination in accordance with this policy. All managers should lead by example and set an appropriate standard of behaviour.

When Discrimination Arises – reporting concerns

If an employee, officer, secondee, volunteer or contractor believes they may have been discriminated against or harassed, they should advise the LEP without delay. They can speak informally or write to their line manager (where there is one) or with HR or the Chief Operating Officer as appropriate.

If an employee wishes to make a more formal complaint of discrimination or harassment, they are encouraged to raise the matter in writing through the *Grievance Policy*.

Employees who make allegations of discrimination or harassment in good faith will not be victimised or treated less favourably as a result. However, false allegations of a breach of this policy which are found to have been made in bad faith may be dealt with under the *Disciplinary Policy*.

Dealing with allegations of unlawful discrimination

Allegations of potential breaches of this policy will be treated seriously. The LEP will conduct a reasonable and proportionate investigation into allegations of discrimination and harassment. Confidentiality will be respected so far as possible but those alleged to be responsible for any discriminatory or harassing behaviour will usually need to be given the opportunity to reply to any allegations and for due process to be followed before decisions can be made.

If, after investigation, it is decided an employee is found on balance to have acted in an unlawfully discriminatory manner they may be subject to disciplinary action up to and including dismissal. This applies to the most senior levels of management as well as to all other employees.

Contractors, volunteers and officers who are determined after reasonable investigation to have breached this policy or acted in a discriminatory way may be informed that their services are no longer required and may be asked to step down from any board, sub-committee or panel or other position they hold within the LEP sphere of influence.

Secondees can expect their employer to be informed of any allegations of concern which will then be dealt with by the employer accordingly.

Records of equal opportunities matters will be retained and kept confidential so far as possible save that statistics which cannot be attributed to any named individual will be shared with the Board and others where appropriate including to monitor the LEP's progress on promoting and sustaining equal opportunities and diversity.

Responsibilities

The Board of the New Anglia LEP has overall accountability for the effective operation of this policy and for ensuring the LEP fulfils its role in addressing diversity issues by promotion of this policy and delivering equality of opportunity. The Chief Operating Officer of the LEP is the lead officer responsible for the day to day operation and implementation of this policy.

Every individual working for the LEP has a responsibility for their own behaviour and ensuring that they participate in the promotion of equality and diversity within the organisation.

Monitoring and Reporting

The Board will receive an annual report detailing the LEP's progress on promoting and sustaining equal opportunities and diversity over the past year and will agree an action plan for how this can be further improved over the next year.

Approved by the LEP board: XXX
Last updated: 24th April 2020

Appendix 1

Definitions/explanations of what constitutes unlawful discrimination;

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic.

Indirect discrimination occurs where a policy, provision, rule or practice at work applies to everyone but has a disproportionate impact on people with a protected characteristic which cannot be justified as a proportionate means of achieving a legitimate aim.

Harassment is unlawful if it is unwanted conduct of a sexual nature or related to another protected characteristic which has the purpose or effect of violating dignity or creating a hostile, intimidating, degrading, humiliating or offensive environment.

Victimisation is retaliation or bad treatment because the person has performed a protected act. A protected act includes bringing proceedings under the Equality Act, giving evidence in connection with such proceedings and making an allegation that a person has contravened the Equality Act.

Associative discrimination is discrimination against a person because they have an association with someone with a particular protected characteristic.

Perceptive discrimination is discrimination against a person because the discriminator thinks the person possesses a protected characteristic, even if they do not in fact do so.

Discrimination arising from a disability is where a person with a disability is treated unfavourably because of something arising in consequence of the person's disability.

The duty to make reasonable adjustments arises when a provision criterion or practice of an employer puts a disabled person at a substantial disadvantage in comparison to persons who are not so disabled. Such adjustments or steps are aimed at avoiding that disadvantage.

Equal Opportunities and Diversity STATEMENT Relating to the activities of the New Anglia LEP

Diversity and equality issues impact everyone in the New Anglia area and we are committed to promoting and supporting equality and diversity in the services provided and the work undertaken by the LEP. Accordingly, equality and diversity are important considerations in all our activities.

The New Anglia LEP aims to drive inclusive business growth in partnership with businesses, local authority partners and education institutions. In doing so New Anglia LEP will endeavour not to do anything that constitutes discrimination, harassment or victimisation in exercising its functions.

Equality is enabling opportunity, access, participation and contribution on a fair and equal footing, creating a level playing field and ensuring that different groups are not disadvantaged when accessing employment, volunteering or participating in public life in the New Anglia area. Diversity is about the individual, understanding that each of us is different and making sure we respect and celebrate the variety of backgrounds, perspectives, values, and beliefs.

New Anglia and its Board will engage with its stakeholders and endeavour to be as inclusive and transparent in its communications as possible and will actively work to ensure that our service provision is appropriately accessible to all constituencies in the LEP area.

We will also endeavour to meet our obligations under the Public Services Social Value Act 2012, which requires people who commission, or buy, public services to consider securing added economic, social, environmental and well-being benefits for their local area. We will work with our partners to ensure that project development, commissioning and tendering procedures support the principles of advancing equality of opportunity between people in our target groups and advancing the elimination of unlawful discrimination, harassment and victimization.

Following Government expectations, the LEP ensures that at least a third of its main Board members are female and is actively working towards equal representation by 2023. The LEP has no formal control over the appointment of its public sector Board members who sit as a result of democratic elections as leaders of various councils or in their capacity as leaders of further or higher education institutions. However, the LEP is committed to endeavouring to do all it reasonably and legally is able to do to meet Government expectations in this regard. Board member vacancies are advertised widely, and Board members are appointed based on their skills, knowledge (including sector knowledge and representation) and their ability.

Any person who feels they have been discriminated against or wishes to report any concerns in relation to equality, diversity or discrimination in respect of the LEP and its services, functions or activities should write to the Chief Operating Officer, Rosanne Wijnberg; email: rosanne.wijnberg@newanglia.co.uk.

Board Attendance & Observers Policy

Policy Aims

This policy aims to:

- ensure that board members understand attendance and engagement requirements
- to set out the procedure for allowing observers at board meetings.

Scope

This policy applies to all directors of New Anglia LEP and those invited to observe. This policy covers board meeting attendance, observers and a process for addressing any issues of persistent non-attendance and lack of engagement.

Our Policy

Attendance and Engagement Issues

The Chair of the Board is responsible for addressing any issues of persistent non-attendance and lack of engagement.

Observers

Observers are only permitted for board members who attend by virtue of their role.

Any observer attending a board meeting will be permitted to participate in discussion but will not form part of the quorum for the meeting and will not carry voting rights.

Private Sector Board Members

Private sector board members are appointed through a competitive recruitment process and are not permitted to appoint an observer.

Public Sector Board Members

Public sector representatives attend by virtue of their role as local authority leader. It is important that these bodies express their views at the board meetings to help provide a balanced perspective.

To ensure we maintain a level of skill and experience, any observers should be of equivalent status. In the case of local authority members this must be a deputy leader or relevant portfolio holder.

Education Sector Leaders

The education members are classed as representing the private sector but allowed to send observers to board meetings.

Any observer should be of equivalent status and in the case of universities and colleges an alternate principal or vice chancellor.

Approved by the LEP board: XXX

Last updated: 1st May 2020

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
24 th April	Teleconference		<ul style="list-style-type: none"> ● LEP Continuing Business ● LEP Response to COVID-19 ● Business Resilience and Recovery Scheme ● Board recruitment
20 th May	Teleconference		<ul style="list-style-type: none"> ● Food Innovation Centre Investment ● COVID-19 Update ● Covid-19 Economic Recovery Plan ● Capital Budget 20/21 ● Quarterly Management Accounts ● Growth Programme and Growth Deal Performance Reports
23 rd June	Teleconference		<ul style="list-style-type: none"> ● Covid-19 Update ● Economic Recovery Plan Sign Off ● Covid-19 Impact on employment ● Enterprise Zones, Eastern Agr-Tech & EAN Performance Reports ● Operating & HR Policies
21 st July	Teleconference	<ul style="list-style-type: none"> ● Innovation Board progress report ● Transport Board progress report 	<ul style="list-style-type: none"> ● Tourism Action Plan Sign Off ● 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
- Continuing Business/ 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
- Social Investment
- Town Deals
- Digital Skills Project
- Inward investment plan sign off
- Skills Advisory Panel plans and progress
- Energy Industry Council progress report
- Opportunity Areas progress report