



DELIVERY PARTNER MEMORANDUM OF UNDERSTANDING

For the delivery of the Business Growth Programme across the Stoke-on-Trent and Staffordshire Local Enterprise Partnership (LEP) area.

This Memorandum of Understanding is made between:

- (a) **Birmingham City Council** as Accountable Body and lead delivery partner for the Business Growth Programme
- (b) **Stoke-on-Trent and Staffordshire Local Enterprise Partnership**

1. BACKGROUND

Birmingham City Council acting as accountable body and lead delivery partner has bid for and secured funding from the European Regional Development Fund (ERDF) from the 2014-2020 European Structural & Investment Funds programme. This funding will be used to deliver a series of business support programmes, via the Business Growth Programme, designed to encourage and support business growth across the Greater Birmingham and Solihull Local Enterprise Partnership Area (GBSLEP) and Stoke-on-Trent and Staffordshire Local Enterprise Partnership (SSLEP) areas.

This is the first phase of the BGP and will operate over the period **04 July 2016 to 31 December 2018**

The Business Growth Programme (BGP) consists of 4 separate but integrated programmes:

- **HS2 Supply Chain Programme (HS2SCP)**
- **Green Bridge Supply Chain Programme (GBSCP)**
- **Business Innovation Programme (BIP)**
- **Business Development Programme (BDP)**

These elements of the BGP are described in more detail at **Appendix 1**. The full terms and conditions of the DCLG ERDF Funding Agreement for the BGP are included at **Appendix 2**

2. MANAGEMENT & DELIVERY ARRANGEMENTS

The management arrangements the BGP, set out in the ERDF application, business plan and ERDF funding agreement, requires the co-operation of partners from the SSLEP area to support programme delivery. Through this Memorandum of Understanding the accountable bodies of the SSLEP agree to support the delivery of the BGP by:

- Co-ordinating activity via the SSLEP Growth Hubs to act as a gateway to the BGP making appropriate business referrals to the BGP team
- Undertaking initial diagnostics of business support enquiries and signposting to the BGP
- Actively promoting the BGP as a business support and funding option across the respective LEP area via a range of promotional activity including having presence of marketing material at business support events , local PR and media

- Using best endeavours to achieve the agreed proportion of the business support outputs required by the ERDF funding agreement for the SSLEP area
- Provide to BCC regular progress and monitoring reports on business supported and other relevant interventions to support the submission of ERDF grant claims, including the maintenance, and retention of, and providing access to appropriate records of activity
- Attend, and participate, in regular BGP Steering Group meetings to report performance activity covering successful business support interventions and highlighting any delivery issues, and potential remedies, that may arise

3. SUMMARY OF OUTPUTS

Under the terms of this Memorandum of Understanding, the SSLEP will use their best endeavours to contribute towards the delivery of the following outputs for the BGP:

Activity (July 2016- Dec 2018)	
Create awareness, engage and signpost SMEs to the BGP	280
Number of successful grant applications submitted to the BGP	83
Organisation of networking events	3
Number of jobs created resulting from BGP activities	225
Private Sector match secured resulting from BGP activities	£2.6m

Further detail and phasing of these outputs is included at **Appendix 3**

Birmingham City Council, being the accountable body and lead delivery partner for the BGP, is solely responsible for the ERDF funding agreement including the achievement of output and expenditure targets and profile. Therefore the proportion of outputs attributed to the SSLEP area cannot be a binding

contractual arrangement nor can the SSLEP's accountable bodies be held responsible for the under or over achievement of these output targets. The performance toward the output targets for the SSLEP area will be reviewed regularly at the BGP Steering Group sessions where any necessary intervention or corrective action can be discussed and agreed.

4. TIMESCALES

This Memorandum of Understanding shall operate over the BGP operational period, **04th July 2016 to 31st December 2018**. Any subsequent extension to timescales required, either via the terms and conditions of the existing ERDF funding agreement or and extension to the programme, will be subject to the agreement and signature to, a subsequent Memorandum.

Appendix 1 – GBSLEP Business Growth Programme

Appendix 2 - DCLG ERDF Funding Agreement

Appendix 3 – SSLEP Apportionment of BGP outputs

01/07/16