

Thursday 19th November 2020

4pm-6pm

MS Teams Meeting with Dial In Option

AGENDA

Open Meeting			
Item	Subject	Lead	Report Status/Timing
1	Introductions	Alun Rogers	5 mins
2	Apologies		
3	Declarations of Interest		
4	Notes of the previous meeting and any matters arising		
5	Chairs Update and Delegated Decisions	Alun Rogers	5 mins
10 mins			
Strategy			
6	Emerging Implementation Plan incorporating Local Industrial Strategy, <u>Covid-19 Recovery</u> and International Trade <i>Covid-19 Task Force update verbal</i>	Alun Rogers	Information 5 mins
7	Skills Advisory Panel (SAP) Update: (i) Institute of Technology (ii) Kickstart Scheme – <i>verbal update</i>	Liz Barnes / Secretariat	Information 5 mins
8	Innovate UK: <i>Levelling up - presentation</i>	Trevor McMillan / Ewa Bloch (I-UK)	Information 10 mins
20 mins			
Delivery			
9	European Structural and Investment Funds (ESIF) Committee: <i>General update / programme overview</i>	James Leavesley / Nigel Senior	Information 10 mins
10	Transforming Cities Programme Group: <i>City Deal District Heat Network update</i> <i>Update: verbal</i>	Jon Rouse / Andrew Briggs	Information 20 mins
11	LEP Annual Conference: <i>Update: verbal</i>	Hannah Ault / Clare Abbotts	Information 5 mins
35 mins			
Governance			
12	Strategic Programme Management Group (SPMG) update: (i) Getting Building Fund (ii) Local Growth Fund – <i>verbal update</i>	James Leavesley / Secretariat	Information 10 mins
13	Audit & Finance Committee: (i) SSLEP - Outputs Dashboard (ii) Risk & Issue Log	Mohammed Ahmed / Simon Ablewhite	Discussion 20 mins

14	Growing Places Fund (GPF): General update / programme overview	Mo Ahmed / Sarah Simpson	Information 10 mins
15	Scrutiny Committee Arrangements for 2020/21: Update <i>Update: verbal</i>	Secretariat	Information 5 mins
16	Resourcing the LEP Secretariat <i>Covid-19 Resilience Planning</i>	Alun Rogers / Mark Parkinson	Decision 5 mins
17	Forward Plan	All	5 mins
			55 mins
18	Any Other Business	All	5 mins

Forward Plan

Executive Board		Meeting Date	17 December 2020	
Lead Board Member/ Officer:	Item Name:	Time:	Recommendation:	
A Rogers	Scrutiny debrief		Information	
A Rogers	Post Autumn Comprehensive Spending Review Discussion		Discussion	
A Rogers / Liz Barnes	5G Update		Information	
H Ault / Clare Abbotts	Marketing & Communications		Information	
A Rogers / Lucy Sefton	Delivery Plan		Decision	
A Rogers / Secretariat	Celebrating Success		Discussion	
S Williams / J Kemp	Equality & Diversity Champion: Update		Decision	
M Ahmed / S Palphreyman	Audit & Finance Committee: Risk Register		Decision	

Company Executive Board Meeting

Thursday 19 November 2020

Skills Advisory Panel: Institutes of Technology update

Purpose

1. To update the LEP Executive Board (the Board) on the latest situation with regards to the Institutes of Technology (IoT), wave 2 application process.

Recommendation

2. The Board acknowledge that the current advice provided to both the LEP Secretariat and Skills Advisory Panel officers from Department for Education (DfE) officials, is for wave 2 bids to enter a competitive process at this initial stage. The DfE have also advised that LEPs and SAPs are likely to have a greater role in shaping and influencing IoT projects in subsequent stages of the DfE process.
3. The Board endorse that any letters of support provided by the LEP Secretariat / LEP Chair to individual scheme promoters will be fairly generic / high level and not seeking to prioritise any one scheme over another. Letters of support c/o the LEP Secretariat will be provided on the condition that a copy of the IoT submission will be provided to the LEP Secretariat after the closing date, and will be considered commercially restricted.
4. The Board note that the LEP Network is in dialogue with the DfE around the role of LEPs in shaping IoT proposals, and the situation reported here may be subject to change.

Background

5. IoTs are government backed collaborations between further education (FE) providers, universities and employers. Details were provided in the agenda [item papers](#) considered at the Board meeting dated 15th October 2020.
6. The Board agreed at the October meeting that the LEP Secretariat and SAP technical officer(s) should ascertain the role of LEPs in the IoT process and report back to the Board. The LEP Chief Executive and a specialist technical officer from the SAP attended a LEP Network national roundtable session with DfE to discuss the matter. The DfE advised all meeting attendees through a 'question & answer' session that their intention is to allow promoters of IoT schemes to compete at this 'screening stage' without LEPs playing a formal role and that any letters of endorsement or otherwise will not significantly influence DfE assessments. Furthermore, DfE suggested that LEPs/SAPs

are likely to have a greater role in shaping and influencing any bids that make it through to subsequent stages.

7. It is understood that the LEP Network are continuing their dialogue with DfE officials and engaging relevant departmental Ministers and therefore it is possible the situation may be subject to a change from further events.

Contact Details

Report Commissioner: Mark Parkinson
Job Title: Chief Executive, SSLEP

Report content and recommendations also approved by:

Anthony Baines: Assistant Director for Skills & Employability, Staffordshire County Council c/o the SAP

Julie Obada: Strategic Manager Employment, Learning & Skills, Stoke-on-Trent City Council c/o the SAP

Company Executive Board Meeting

Thursday 19 November 2020

Update report on the ESIF Programme

Background

1. The European Structural Investment Funds (ESIF) Programme launched in March 2015 and since this time has delivered a wide range on activity across the LEP's geography.
2. Directors will recall that the ESIF Programme is made up of three funding streams, European Regional Development Fund (ERDF), European Social Fund (ESF) and European Agriculture Fund for Rural Development (EAFRD). These along with the LEP's allocation are highlighted in the table below. As a Transition Area Stoke-on-Trent and Staffordshire have a higher intervention rate of up to 60% across these three programmes.
3. The delivery programme has been steered via the LEP's ESIF Strategy (Feb 2016) and the EU Skills Investment Plan (Nov 2015). The following sections take each of the three funding streams in turn and provides an update as to its allocation and delivery.

ESIF Programme	Themes for Investment	LEP Allocation
European Regional Development Fund (ERDF)	Innovation, ICT, Business Support, Low Carbon, Flooding and Biodiversity	£90.84M
European Social Fund (ESF)	Unemployed, Economically Inactive, NEET, Skills Support for the Workforce	£73.16M
European Agriculture Fund for Rural Development (EAFRD) and LEADER	Rural Enterprise, Tourism, Food Sector	£5.10M

European Regional Development Fund

4. ERDF forms the largest element of the programme with £90M of EU funds available over the life of the programme. As with all three funding streams, they are managed through a National Programme which guides on eligibility and project management to ensure the successful delivery of the programme. Under ERDF there are a number of "Themes" which the funding can support. At the outset of the ERDF programme the total LEP allocation was split and fixed into these themes, these are as follows:

ERDF Theme	Notional Allocation	Allocated to Projects	% Contracted Allocations
Innovation	£25.17M	£24.37M	96.8%
Broadband and ICT	£0.53M	£0.50M	93.0%
Business Support	£46.14M	£39.88M	86.4%
Low Carbon	£15.01M	£14.57M	97.0%
Flood Mitigation	£0.94M	£0.94M	100%
Biodiversity	£3.06M	£2.61M	85.5%
Total	£90.84M	£82.88M	91.2%

5. The ERDF Programme underwent a final round of calls for projects in the Autumn of 2019, this led to the LEP being able to allocate £83.5M to Stoke-on-Trent and Staffordshire Projects, a summary of these are contained in Annex 1. This equates to 92% of the LEP's ERDF programme with a residual amount of £7.34M being returned to a National Reserve Fund.

National Reserve Fund

6. As noted in the above table, SSLEP were unable to allocate the full 100% of the ERDF Programme funds. The residual £7.34M remained with the Treasury and it was planned that a further National call could be made. However, with the outbreak of the pandemic Government took the decision to make direct awards utilising the National Reserve. To date we have seen Local Authorities benefiting from Re-opening the High Street Safely funding along with direct awards made to each Growth Hub, in the SSLEP's case, £2.1m to aid business recovery. It is likely that there will be further awards moving forward as an element of the National Reserve Fund still remains.

Output Delivery

7. Within the ERDF Programme, each project is contracted to deliver a range of outputs, depending upon what is being delivered. Each of the six themes has a key output which is used to monitor progress against the programme. The table below identifies the programme key output targets and the current total. As can be seen from the table four themes are likely to vastly exceed their targets, one is likely to fall just short and one is going to seriously underperform.

Theme Key Output	Programme Target based on funding allocation	Total Estimated based on project Business Cases	Delivered to date	Variance Based on profile
Innovation – enterprises receiving support	712	1316	579	93%
Broadband & ICT – enterprises receiving support	102	500	0	0%
Business Support – enterprises receiving support	4065	3831	1,448	78%
Low Carbon – Reduction in tonnes of Co2	6577	44660	1,186	114%
Flood Mitigation – Commercial properties with reduced flood risk	105	6	0	0%
Biodiversity – Hec with improved conservation status	55	133	14	54%

8. Although the key output for each theme aims to measure performance, clearly projects have within them a broader range of outputs which are delivered as a result of the specific project being implemented. Directors may be aware that the output regime for ERDF is stringent in comparison to other programmes. For example, for a business assist to be captured, 12 hours of support have to be delivered to that business and this results in a large number of potential outputs not being recorded.

European Social Fund

9. The SSLEP's European Social Fund Programme was launched back in 2015 and is built primarily on a co-financing model. With limited local public sector resource for employment and skills activity it was decided early in the programme that the offers of the requisite 40% match funding from national organisations would be seized.
10. The Department of Work and Pensions, The Education and Skills Funding Agency along with The National Lottery (formally the Big Lottery) all offered to provide the match funding both to maximise their own investment value and the broaden out their scope in terms of activity. The LEP then assisted in developing the specifications and also the monitoring of performance through tripartite meetings. Although this proved to be "testing" initially, projects have now been in delivery for 4 years with extensions confirmed for the ESFA and National Lottery projects until 2023. Two open calls have also been procured with contracts awarded to the Chamber of Commerce for the provision of a Skills Hub and also to Staffordshire University for the delivery of a Higher Skills programme. Unallocated funds have been returned to the National Reserve Fund which will now be utilised to deal with skills related COVID 19 activity, of which the LEP can apply if required.

ESF Theme	Notional Allocation	Allocated to Projects	% Contracted Allocations
Priority 1 – Support for the Unemployed, Economically Inactive and NEETs	£48.41M	£45.79M	94.5
Priority 2 – Support for those in Work	£24.75M	20.67M	83.5

11. The progressions below include progressions into volunteering (for those furthest from the labour market or who have multiple barriers to work, IP 1.1 and IP 1.4), progressions into education, traineeships or apprenticeships and progressions into employment or within employment.

Original Contracts 2016 - 2019	Starts Actual	Starts Target	% Delivered	Progressions Actual	Progressions Target	Percentage Delivered
1.1	5598	5941	94%	3665	1388	273%
1.2	4144	3852	108%	2412	1776	139%
1.4	3769	4237	89%	1165	1968	59%
2.1	6773	7952	85%	3703	6656	55%
Totals	20284	21982	92%	10945	11788	92%
New Contracts April 19-Aug 20	Starts Actual	Starts Target	% Delivered	Progressions Actual	Progressions Target	Percentage Delivered
1.1	1495	3116	48%	474	1558	30%
1.2	2621	4286	61%	975	2314	42%
1.4	287	815	35%	42	253	17%
2.1	1875	3679	51%	515	1472	35%
Totals	6278	11896	53%	2006	3763	53%

12. The performance of contracts has been impacted during 2020 with face-to-face delivery having to cease during lockdown, however providers ensured that learning and support continued where possible either on-line or over the telephone. Face-to-face delivery reopened in July and has been able to continue during lockdown 2.

European Agricultural Fund for Rural Development (EAFRD & LEADER)

13. Funding under the European Agricultural Fund for Rural Development is much smaller (3.2m) but provides support for businesses in rural areas across manufacturing, tourism and food and drink sectors EAFRD programme. This fund is largely committed and is supplemented by the LEADER programme (£1.9m) providing direct support to rural businesses across farming, tourism, forestry and food and drink sectors.

14. Through rounds 1 and 2 of EAFRD, 8 projects have been contracted across Staffordshire's rural areas with a value of £2.7m. Round 3 has differed from Round 1 and 2 as it is a national funding pot rather than a local allocation. The application window closed on 16th February 2020 and Nationally a significant number of applications were received including over 50 from Staffordshire applicants. The DEFRA/RPA Rural Delivery team are currently completing assessments and it is likely that with a number of projects being approved, the SSLEP area allocation will be exceeded.
15. In addition, the LEADER programme has supported 60 Staffordshire projects and has fully allocated £1.9m creating over 86 jobs and attracting £3.6m in private sector investment.

Summary

16. As can be seen from the data contained in the report, there has been significant effort by partners in developing and delivering a key programme across the LEP Geography. The previous EU programme totalled £12M, so the increase to £170M has been a significant challenge, particularly at a time of fiscal restrictions.
17. The breadth of support offered through the ESIF Programme, particularly around business support and employment and skills cannot be overemphasised and we head towards 2023, when the ESIF Programme ends, without any UK replacement funds in place.
18. It is hoped that the United Kingdom Shared Prosperity Fund will have a parallel scope and scale to enable the LEP continue to deliver on growth and its levelling up agenda and it is recommended that there is ongoing dialogue with Government on the establishment of UKSPF at the earliest opportunity.

Report prepared by:

Mark Connell: Strategic Funding and Partnerships Manager, Stoke-on-Trent City Council c/o the ESIF Committee

Nigel Senior: External Funding Manager, Staffordshire County Council Assistant c/o the ESIF Committee

Chris Read, ERDF Support officer, Staffordshire County Council c/o the ESIF Committee



European Union

European Regional
Development Fund

ANNEX 1

STOKE ON TRENT & STAFFORDSHIRE ESIF PROGRAMME 2014-2020				
KEY ERDF PROJECT & PROGRAMME INTERVENTIONS - DECEMBER 2020				
PROJECT NAME	APPLICANT	PROJECT/ACTIVITY DESCRIPTION	ERDF (£)	KEY OUTPUTS
PA1 INNOVATION				
The Smart Concept Fund (Including continuation to 2023)	University of Wolverhampton	Cross LEP Proof of Concept grant to support new product development	553,524	C1 - SMEs supported
Staffordshire Business Innovation & Incubation Support 3 (SBIS3) (Including continuation to 2023)	Staffordshire & Black Country Business Innovation Centre Ltd	Incubation support and advice with grant support to encourage innovation and innovative products	3,845,559	C1 - SMEs supported C2 - SMEs receiving grants C28 & C29 - SMEs supported to introduce new products to market C8 - Employment increased in SMEs
Keele Research & Innovation Gateway	Keele University	Supporting R&D in SMEs through access to University academic and research resources	1,351,708	C1 - SMEs supported C2 - SMEs receiving grants C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities
Keele University Science & Innovation Park Smart Innovation Hub (Continuation to 2023)	Keele University	New facility providing accommodation for the Keele Business School with incubation and grow on space for new & developing SMEs including Revenue support.	10,210,395	C1 - SMEs supported C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C8 - Employment increased in SMEs

Innovative Product Support Services	University of Wolverhampton	Cross LEP programme to develop new products and processes in SMEs	85,334	C1 - SMEs supported C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C8 - Employment increased in SMEs
EBRI: Business Investment in Research - Successor Project (Continuation to 2023)	Aston University	Cross LEP Bio energy R&D Institute and programme	603,880	C1 - SMEs supported C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C8 - Employment increased in SMEs
Staffordshire Digital Innovation Partnerships (Including continuation to 2023)	Staffordshire University	Developing digital platforms and supporting greater digital practice within SSLEP area SMEs through technological transformation data intelligence and academic research.	1,059,069	C1 - SMEs supported
Smart Factory Hub (SmartFub) Continuation	University of Birmingham	Cross LEP programme to support the development of new & improved products & processes via SmartFub Demonstrator & Facilities	735,791	C1 - SMEs supported C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C8 - Employment increased in SMEs
CALMERIC Composite and Additive Layer Materials Engineering	University of Wolverhampton	Cross LEP programme supporting Advanced Materials manufacturing for the Aerospace sector	278,103	C1 - SMEs supported C25 - Number of reserachers working in improved research facilities C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with

				research entities C8 - Employment increased in SMEs C4 - SMEs receiving non-financial support
MRDC Revenue Phase 3 (Business Bridge) (Continuation to 2023)	Keele University	Supporting capital & revenue investment supporting innovation led growth in SMEs from the medical technologies sector.	1,639,912	C1 - SMEs supported
Aerospace Unlocking Potential	University of Nottingham	Advanced manufacturing support for the Aerospace sector	1,385,528	C1 - SMEs supported C2 - SMEs receiving grants C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C8 - Employment increased in SMEs C4 - SMEs receiving non-financial support C6 - Private investment matching grant
Enhanced Export for Growth Project (EEGP)	West Midlands International Trade LLP	National Programme to support SME's growth through enhanced international trade opportunities & exporting.	95,400	C1 - SMEs supported
Staffordshire Advanced Manufacturing & Technology Prototyping & Innovation Demonstrator	Staffs University	Facility that will offer dedicated innovation support to the ceramics industry and other manufacturing areas, including energy generation, aerospace and automotive sectors.	1,022,177	C1 - SMEs supported C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C4 - SMEs

				receiving non-financial support C5 - Number of new SMEs supported
Science in Industry Research Centre (SIRC)	University of Wolverhampton	Cross LEP programme to support the Science in Industry Research Centre (SIRC) to support companies across in the West Midlands to develop new science based products.	168,851	C1 - SMEs supported C2 - SMEs receiving grants C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C4 - SMEs receiving non-financial support C5 - Number of new SMEs supported C25 - Number of reserachers working in improved research facilities C6 - Private investment matching grant
Advanced Materials Characterisation and Simulation Hub (AMCASH)	University of Birmingham	Cross-LEP programme providing specialist support for SMEs involved in advanced materials production	672,010	C1 - SMEs supported
Connected and Intelligent Mobility Innovation Accelerator (SCIMIA)	Staffordshire University	SME support programme involving academic experts & innovation consultants working with SMEs to develop new products in the intelligent mobility sector	1,286,337	C1 - SMEs supported

DEMAND Hub (Stoke-on-Trent and Staffordshire LEP)	University of Birmingham	Cross-LEP programme providing specialist support for medical & technological & digital SMEs introducing new systems including AI	389,210	C1 - SMEs supported
PA 2 ICT				
Information Technology Business Enhancement Programme (ITBEP)	Staffordshire County Council	Providing support from digital advisors & a digital health report to expand & enhance SME's digital capacity	500,000	C1 - SMEs supported
PA3 SME SUPPORT				
be inspired Staffordshire University + (biSU+)	Staffordshire University	Graduate into enterprise support & grants programme	1,600,039	C1 - SMEs supported C2 - SMEs receiving grants C5 - Number of new SMEs supported C8 - Employment increased in SMEs P11 - Potential entrepreneurs assisted to be enterprise ready
Stoke-on-Trent and Staffordshire Growth Hub (Including continuation to 2023)	Staffordshire County Council	Single point of contact for SME support services, events and small grants programme	4,359,265	C1 - SMEs supported C2 - SMEs receiving grants C4 - SMEs receiving non-financial support C6 - Private investment matching grant C8 - Employment increased in SMEs P13 -Enterprises receiving information diagnostic & brokerage support

Keele Institute for Entrepreneurship , Innovation & Leadership (KIEIL)	Keele University	Revenue support to develop innovation & leadership skills in SMEs across a wide range of growth sectors Addresses distinctive organisational and leadership challenges for innovation-led, knowledge-intensive businesses across the SSLEP area	826,051	C1 - SMEs supported C28 - SMEs supported to introduce new products to market C4 - SMEs receiving non-financial support C5 - Number of new SMEs supported C8 - Employment increased in SMEs P11 - Potential entrepreneurs assisted to be enterprise ready
SME International Growth Project	West Midlands International Trade LLP	National Programme to support SME's growth through enhanced international trade opportunities & exporting.	455,821	C1 - SMEs supported C2 - SMEs receiving grants C5 - Number of new SMEs supported C8 - Employment increased in SMEs C4 - SMEs receiving non-financial support
Better Off in Business (BOIB Stoke & Staffs) phase 3	Prince's Trust	Cross-LEP programme to support young people to start their own business	455,821	C1 - SMEs supported C5 - Number of new SMEs supported C8 - Employment increased in SMEs P11 - Potential entrepreneurs assisted to be enterprise ready
Business Growth Programme (BGP)	Birmingham City Council	Cross-LEP SME grant programme supporting business growth, innovation & supply chain opportunities	2,766,358	C1 - SMEs supported C2 - SMEs receiving grants C6 - Private investment matching grant C8 - Employment increased in SMEs

<p>Manufacturing Growth Programme ii (MGP) (Including continuation to 2023)</p>	<p>Oxford Innovation Services Ltd</p>	<p>Cross-LEP programme aimed at identifying & removing barriers to SME growth in the manufacturing sector</p>	<p>2,065,856</p>	<p>C1 - SMEs supported C2 - SMEs receiving grants C28 & C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C4 - SMEs receiving non-financial support C8 - Employment increased in SMEs C5 - Number of new SMEs supported C6 - Private investment matching grant</p>
<p>Stoke on Trent and Staffordshire Grants for Growth (Including continuation to 2023)</p>	<p>Stoke-on-Trent City Council</p>	<p>Larger grants programme supporting capital investment by SMEs for property, machiner & equipment</p>	<p>5,291,892</p>	<p>C1 - SMEs supported C2 - SMEs receiving grants C6 - Private investment matching grant C8 - Employment increased in SMEs</p>
<p>Midlands Engine Investment Fund (3)</p>	<p>Department for Business, Energy & Industrial Strategy</p>	<p>Contribution to £100m investment fund involving 4 separate equity & financial funds to accelerate & stimulate growth</p>	<p>10,000,000</p>	<p>C1 - SMEs supported C3 - Enterprises receiving financial support other than a grant C28 & C29 - SMEs supported to introduce new products to market C4 - SMEs receiving non-financial support C8 - Employment increased in SMEs C5 - Number of new SMEs supported C7 - Private investment matching public support to enterprises (non-grants)</p>

Midlands Engine Export Grant Scheme	Department for Business, Energy & Industrial Strategy	Specific grant programme for SMEs to identify & exploit new exporting opportunities	1,233,000	C1 - SMEs supported C2 - SMEs receiving grants C6 - Private investment matching grant C8 - Employment increased in SMEs
Mentoring Growth Service (Including continuation to 2023)	Staffordshire Chambers of Commerce & Industry Ltd	Mentoring & advisor support programme using local business professionals to help SMEs develop & grow	1,528,751	C1 - SMEs supported C5 - Number of new SMEs supported C8 - Employment increased in SMEs C4 - SMEs receiving non-financial support
Rural Enterprise Programme	Staffordshire County Council	New build & renovation grants for properties located across Staffordshire's rural areas to create new business space for SMEs	655,662	C1 - SMEs supported C2 - SMEs receiving grants C4 - SMEs receiving non-financial support C6 - Private investment matching grant C8 - Employment increased in SMEs
Staffordsheer Excellence	Staffordshire County Council	Bespoke support programme for tourism & visitor economy SMEs	507,570	C1 - SMEs supported C5 - Number of new SMEs supported C8 - Employment increased in SMEs C4 - SMEs receiving non-financial support
Innovation Centre Seven	Keele University	Creation of a 7th innovation centre at Keele University Science Park providing accommodation with support for SMEs from the AI, machine learning & digital sectors	7,952,996	C1 - SMEs supported
PA4 LOW CARBON				

Keele University Smart Energy Network Demonstrator (SEND)	Keele University	World class demonstrator for SMART Energy technologies accompanied by academic research & development	12,100,959.53	C1 - SMEs supported C2 - SMEs receiving grants C29 - SMEs supported to introduce new products to market C26 - SMEs co-operating with research entities C4 - SMEs receiving non-financial support C5 - Number of new SMEs supported C34 - Estimated annual decrease of GHG.
Low Carbon Business Evolution Programme - Continuation (LCBEP)	Staffordshire County Council	Diagnostic support & small grant intervention to help SMEs reduce their carbon use through energy efficient equipment processes & low carbon technologies	1,952,524	C1 - SMEs supported C34 - Estimated annual decrease of GHG.
PA5 CLIMATE CHANGE				
Fowlea Brook Regeneration Programme	Stoke-on-Trent City Council	Flood management scheme to protect & increase land supply in the ceramic valley enterprises	940,085	P6 - Businesses & Properties with reduced flood risk
PA6 ENVIRONMENT				
Trent Sunrise (Stoke & Urban Newcastle Rediscovering It's Secret Environment)	Stoke on Trent City Council	Extensive regeneration programme on key sites to re-introduce & increase biodiversity in the River Trent & it's tributaries across the North Staffs area	2,113,370	C22 - Total surface area of rehabilitated land C23 - Surface area of habitat supported in order to obtain better conservation status
Environmental Technologies and Resource Efficiency Support Service (EnTRESS) extension	University of Wolverhampton	Cross-LEP knowledge & expertise transfer between university & SMEs to support an increase resource efficiency & recycling	640,160	C23 - Surface area of habitat supported in order to obtain better conservation status

SPMG Report to SSLEP Executive Board – 19th November 2020

Getting Building Fund – programme update

Current position of the SSLEP Getting Building Fund 12 final list schemes:

Status	Scheme	Sponsor	GBF allocation
2 schemes have completed Funding Agreement contracts	Keele Innovation Centre 7	Keele University	£6,100,000
	Health Innovation Centre	Staffordshire University	£2,889,500
3 schemes have been approved in principle for funding by SPMG; subject to discharging conditions being met prior to contracting.	New Enterprise Collaboratory	Staffordshire University	£500,000
	Shire Hall Business Hub	Staffordshire County Council	£1,600,000
	Local Sustainable Transport Package	Staffordshire County Council	£651,000
3 Skills Equipment Fund schemes are being appraised by the Skills Capital Board and will then be independently reviewed; this approach was approved by SPMG. Approval for the 3 schemes is to be sought at SPMG 01/12/20	SEF C - Digital Skills Academy	South Staffordshire College	£550,375
	SEF F - Creative and Digital Industries project phase 2	Stoke on Trent College	£250,000
	SEF H - Construction Industry Digital Technologies (CIDT)	Stoke on Trent College	£120,000
2 other schemes have submitted business cases are currently undergoing independent appraisal. Approval to be sought at SPMG 01/12/20, subject to appraisal.	i54 Western Extension	Staffordshire County Council on behalf of a joint venture partnership (<i>Staffordshire County Council, City of Wolverhampton Council and South Staffordshire Council; with support of SSLEP and BCLEP</i>)	£3,000,000
	Powering Up Enterprise	Stoke On Trent City Council	£2,800,000
1 joint venture scheme is likely to be led by a neighbouring LEP – awaiting confirmation from D2N2 LEP that business case is approved	Drakelow Park	D2N2 (Nottingham/Derby)	£5,050,000 allocated in original SSLEP GBF bid; (<i>will be passported to D2N2 once business case is approved</i>)
1 scheme has now been withdrawn as alternative funding has been sourced. Contingency scheme options will be discussed by SPMG at the December meeting.	Corporation Street Economic Development	Tamworth Borough Council (withdrawal confirmed by LEP CEO 10/11/20)	(£190,000)

Summary of the current appraisal, approval and contracting position:

Funding agreement contracts completed	£8,989,500
Business cases approved, subject to conditions; pending contract	£2,751,000
Business cases pending appraisal/approval	£6,720,375
Drakelow Park - pending clarification/agreement of partnership funding approach	£5,050,000
To be reallocated - subject to a government RFC process and SPMG appraisal/approval	£189,125
Total SSLEP GBF allocation	£23,700,000

GBF Outputs

Submission of full business cases has led to some changes in output forecasting, as detailed in the table on the next page. The reasons for this are:

1. JOBS

- I54 Western Extension – 1,700 jobs and 250 construction jobs were included as outputs in the original GBF EOI. However 1,700 jobs represent the total outputs for the entire scheme; half of the outputs will be claimed by Black County LEP and the SSLEP portion of jobs (850) is already being claimed via the Local Growth Deal funding allocated to this scheme. We cannot double-count the outputs. BEIS are aware of this reduction in outputs.

2. COMMERCIAL FLOORSPACE

- Keele Innovation Centre 7 has reduced floorspace as the outputs forecast were reduced in line with a reduction in GBF grant allocated to this scheme in the final submission list.
- Floorspace for i54Western Extension cannot be included (see point 1, above).

3. Number of NEW LEARNERS

- The numbers have changed simply because of the way that the Key Performance Indicators for Skills schemes are reported. The revised forecast outputs are for KPIs recorded at September 2022 only. KPIs for learners are reported after one full academic year. KPIs will also be monitored and reported at 5 academic years.

Note: DRAKELOW PARK

- The SSLEP original submission included a forecast output of 2,000 houses against this scheme. However, the SSLEP GBF allocation for this scheme is likely to be passported directly to D2N2 (who will also claim the outputs); the grant offer letter does not include any outputs for this scheme and none have been forecast by SSLEP.

Current outputs forecast

The table below shows current outputs forecasting against original forecast as detailed in the CLGU Getting Building Fund Grant Offer letter. A baseline report which will include the revised outputs will be submitted to BEIS for review in November. BEIS is aware of the existing reporting arrangements with BCLEP via Local Growth Fund reporting for i54WE and is party to discussions regarding Drakelow Park.

Key Outputs (Grant Offer letter)	Original (Grant Offer letter)	Revised (business case)	Change
Direct Jobs created	2,440	901	Reduced by 1,539 (reduced by 1,700 jobs from i54WE and 10 from the withdrawn scheme but other schemes have increased slightly or Safeguarded jobs have been re-categorised)
Construction jobs created	440	44	Reduced by 250 from i54WE. Construction jobs have not been included in the business cases/appraisals for Keele IC7 or Health Innovation Centre, so are not included here but will be included as they are reported.
Jobs safeguarded	110	6	Reduction of 104 (re-categorised into Jobs Created).
Commercial space unlocked (sqm)	115,000	23,441	Reduction of 100,000sqm for i54WE; Keele IC7 has also reduced by 2,124. Shire Hall has increased by 10,800sqm
New learning space unlocked (sqm)	2,000	2,000	No change
New learners assisted	1,150	648	Revised total reflects KPIs reported at September 2022 only.
Businesses assisted	290	838	The increase is mainly due to this now being included in business case/appraisal for Keele Innovation Centre 7
Roads/cycle lanes/walkways unlocked	4.6	3.6	Reduced by 1km (i54WE)
R&D floorspace	30	30	No change

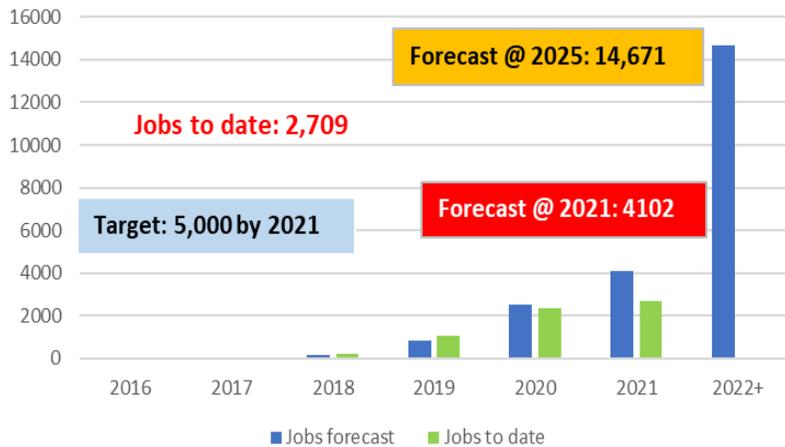
Revised Outputs by scheme are detailed on the next page

 Stoke-on-Trent & Staffordshire Enterprise Partnership Project Name	Getting Building Fund - position at 10/11/2020												
	Status	Total funding package	GBF Request	Jobs created Apprenticeships	Additional construction jobs	Jobs Safeguarded	Sqm commercial floorspace	Sqm R&D facilities floorspace	Number of businesses or institutions assisted/ or additional employers engaged	Km of roads, cycling lanes and walk ways maintained and built	Area of new or improved learning/ training floorspace	Number of new learners assisted	KG of CO2 emissions avoided
Corporation Street Economic Development	ON HOLD - likely to be withdrawn												
Drakelow Park <i>30ha of land SSLEP GBF allocation will be passported to D2N2 Outputs will be claimed by D2N2</i>	Awaiting D2N2 business case. SSLEP funding may be passported to D2N2.	£15,100,000	£5,050,000	0	0	0	0	0	0	0	0	0	0
Health Innovation Centre, Blackheath Lane, Stafford <i>Reduced local vacancy rates to professional health roles</i>	Business case approved by SPMG. Funding Agreement completed.	£5,779,000	£2,889,500	115	0	0	0	0	0	0	1,230	500	0
i54 Western Extension <i>SSLEP shares the outputs from this scheme with BCLEP. The SSLEP outputs from this scheme are already being claimed by SSLEP via LGF reporting to</i>	Business case received - currently being appraised	£38,500,000	£3,000,000	0	0	0	0	0	0	0	0	0	0
Innovation Centre Seven <i>GVA from employment impact of £17m per annum</i>	Business case approved by SPMG. Funding Agreement completed.	£14,400,000	£6,100,000	115	0	0	2,696	0	612	0	0	0	0
New Enterprise Collaboratory <i>Facilitate 10 new products developed by 2025 in target sectors</i>	Business case received . Approved by SPMG subject to conditions.	£721,600	£500,000	44	0	0	0	30	22	0	0	0	0
Powering Up Enterprise <i>New Businesses starts: yr 1 - 50, yr 2- 80</i>	Business case received - currently being appraised	£4,295,000	£2,800,000	420	30	0	8,745	0	130	0	0	0	0
SEF C - Digital Skills Academy (South Staffs College)	Appraisal approach signed off by SPMG. Skills Capital Board will conduct full appraisal; independent	£1,213,775	£550,375	57	0	0	0	0	43	0	600	32	0
SEF F - Creative and Digital Industries project phase 2 (Stoke on Trent College)	Appraisal approach signed off by SPMG. Skills Capital Board will conduct full appraisal; independent	£349,658	£250,000	30	0	5	0	0	5	0	170	66	0
SEF H - Construction Industry Digital Technologies (CIDT) (Stoke on Trent College)	Appraisal approach signed off by SPMG. Skills Capital Board will conduct full appraisal; independent	£165,000	£120,000	60	0	1	0	0	5	0	0	50	0
Shire Hall regeneration project <i>Historic town centre building brought back into economic use. The new use for the Shire Hall would act as a catalyst for the regeneration of Stafford Town</i>	Business case received . Approved by SPMG subject to conditions	£2,000,000	£1,600,000	60	14	0	12,000	0	21	0	0	0	0
Staffordshire Local Sustainable Transport Package <i>AMAT predicts that 500 new users would save approximately 93 tonnes of CO2 over the 10 year appraisal period</i>	Business case received . Approved by SPMG subject to conditions	£859,000	£651,000	0	0	0	0	0	0	3.6	0	0	93 tonnes of CO2 over the 10 year appraisal period.
Revised Totals		£83,383,033	£23,510,875	901	44	6	23441	30	838	3.6	2000	648	93 tonnes

Report author: Sharon Palphreyman, SSLEP Programme Manager

Date: 10/11/2020

Jobs forecast vs actual Q2 2020-21



LGF Outputs reported in Quarter 2 2020/21

Jobs + Apprenticeships: 353

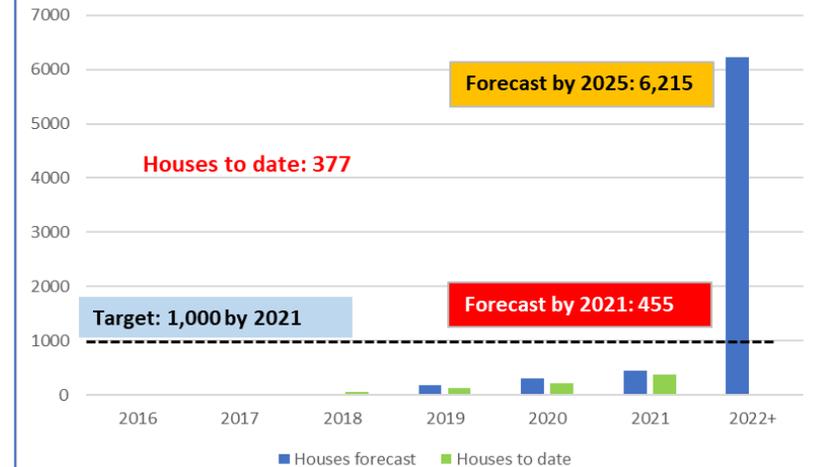
- Jobs: 54
- Apprenticeships: 299* (SEF 2)

(*Apprenticeships count towards the Jobs totals; these figures cover a 12m period to Sept 2020)

Housing units: 18

Number of learners assisted in courses leading to a full qualification: 1,528**
(**Figures cover a 12m period to Sept 2020)

Houses forecast vs actual Q2 2020-21



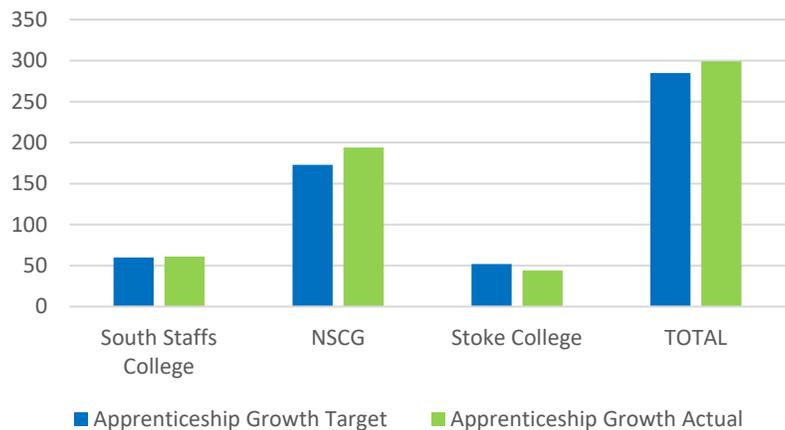
Delivered to date against target

Jobs (including apprenticeships): 2,709
54% of 5,000 target by March 2021

Housing units: 377
38% of 1,000 target by March 2021

It is acknowledged that outputs will be delivered later than anticipated but will exceed targets.

Skills Equipment Fund – Round 2 - Apprenticeships



Delivered to date against forecast

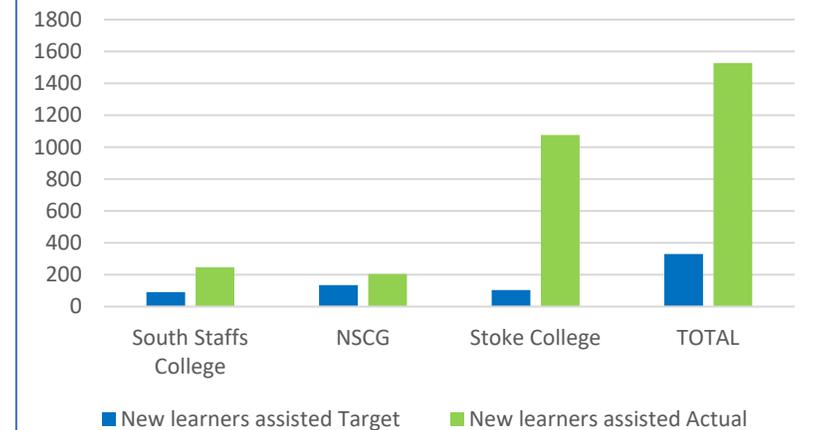
AME: 300 apprenticeships
100% of forecast

SEF 1: 1067 Apprenticeships
170% of forecast

SEF 2: 299
105% of forecast

Learners assisted to a qualification:
3559 learners

Skills Equipment Fund - Round 2 - New Learners assisted



Local Growth Fund programme

Local Growth Fund - Highlights

- Non-LGF match funding on projects to date: £94,452,632
- Leverage invested in Staffordshire to date as a result of LEP intervention: £178m
- 377 houses built to date (**18 in Q2**)
- 3,559 new learners supported (in courses leading to a qualification) (**1,528 in Q2**)
- 2,709 jobs (including apprenticeships) created or safeguarded (**353 in Q2**)
- 107,670 m2 commercial floorspace created
- 7,531 m2 of new or improved learning/training floorspace
- 5km of new roads built, 5km of road resurfaced
- 25km of new cycle paths
- 300,000m2 area of land, 114 residential and 159 commercial properties with reduced flood risk
- Private leverage invested as a result of works funded by LGF grants: £178.62 million

City Deal programme

CITY DEAL – achievements to date:

- **459** jobs created or safeguarded
- **1723** Businesses supported (IGISS and SSBSP)
- **209** National Business Growth
- Energy generated/CO2 savings – *reporting starts from year 2020*

There are 2 active City Deal schemes: Keele Smart Energy Network Demonstrator and the Stoke District Heat network. These will deliver energy and CO2 savings and some jobs.

Q2 LGF Highlights

- **Skills Equipment Fund 2** The KPI results from SEF Round 2 have now been reported and overall have met or exceeded targets, despite the concerns around the impact of Covid on the Colleges. **A total of 299 apprenticeships has been reported;** as these are included in the “Jobs” totals reported to BEIS, this has given a good boost to the Jobs outputs. In addition, SEF2 has delivered **1,528 learners** assisted to a qualification.
- **Etruria Valley Link Road** – after a delayed start this scheme is now progressing well. A ‘Sod Cutting’ Ceremony was held on 1st October 2020. **All LGF spend is complete.**
- **SME Expansion Programme:** The Hilton Garden Hotel has now completed and opened in October, creating 30 jobs.
- **Victoria Ground Phase 2** – River Diversion excavation works to date are on programme and estimated to be around 85% complete, despite adverse weather conditions.
- **Stafford Western Access Route** – Taylor Wimpey housing construction is under way on the Burleyfields development site, with 3 show homes built and the first house completions expected early next year.
- **i54WE** - Project is progressing on programme and on budget. LGF grant is fully spent. This scheme has the capacity to provide mitigation for further LGF underspend/slippage of other schemes.

Q2 LGF Lowlights, Risks and Mitigations

- There has still not been any progress regarding outputs for **the large infrastructure schemes** (Liberty Park, Meaford and Branston Locks commercial). A presentation was given to SPMG in September, explaining the various difficulties associated with these historic schemes.
- **Redhill:** a large warehouse has now been taken on but only 10 jobs have been reported to date as staffing intentions are unclear; staff may be flexibly used between several sites.
- **Blythe Park Extension scheme and Stoke Station Power Upgrade:** These two schemes have not yet progressed to contract due to external delays and/or failure of the schemes to provide key documentation. As the deadline for LGF spend is approaching (March 2021), SPMG have now given these schemes a deadline for completion; if not resolved, the LGF grant will be reallocated by SPMG (mitigations are in place).
- There has been some **slippage in LGF spend vs forecast for Q2** but mitigation is in place and SPMG is providing more detailed assurance to Audit & Finance Committee.

Housing	This Quarter	15-17	Financial Year					Total
			17-18	18-19	19-20	20-21	21-25	
Houses Completed	18	0	64	66	93	154	-	377
Forecast for year	232	-	64	66	93	232	5,760	6,215
Progress towards forecast	8%	-	100%	100%	100%	66%	-	6%

Jobs									
Jobs Created	54	0	185	537	265	56	-	-	1,043
Apprenticeships Created*	299	0	0	300	1,067	299	-	-	1,666
Jobs including Apprenticeships	353	0	185	837	1,332	355	-	-	2,709
Forecast for year (jobs + apprenticeships)	1,748	-	141	847	1,366	1,748	10,569	14,671	
Progress towards forecast	20%	-	131%	99%	98%	20%	0%	-	18%

* Apprenticeships included within jobs totals prior to 2017

Skills									
Area of new or improved floorspace (m2)	0	3,129	4,156	0	246	0	-	-	7,531
Forecast for year	0	3,129	4,156	0	246	0	0	-	7,531
Progress towards forecast	-	-	100%	-	100%	-	-	-	100%
Number of New Learners Assisted	1,528	0	0	1,165	866	1,528	-	-	3,559
Forecast for year	330	-	0	1,165	866	330	0	-	2,361
Progress towards forecast	463%	-	-	100%	100%	463%	-	-	151%

Transport									
Length of Road Resurfaced	0.0	2.0	2.0	1.0	0.0	0.0	-	-	5.0
Length of Newly Built Road	0.0	2.0	0.0	2.0	0.0	1.0	-	-	5.0
Length New Cycle Ways	0.0	4.0	0.0	18.0	3.0	0.0	-	-	25.0

European Social Fund:

Forecast job outcomes: 2332 (2022/23)
 Total to date: **3176**
 Apprenticeships: **275** (To date)
 Learners: **27,515** (To date)

Growing Places Fund:

- Leveraged over **£79m** of private investment
- **13** projects supported (interest free loans)
- **3** schemes funded by grants
- **480** jobs (including the indirect jobs profiled for Dunston Business Village)
- **221** homes
- *Jobs and Housing outputs from the schemes funded by LGF grants are/will be included in the LGF reporting to BEIS)*

Round 15: 3 projects have come forward, total GPF request £605K, £2.43M leverage, 70 FTE's including 2 specialised. Panel meeting 12th November.

ENTERPRISE ZONES - Ceramic Valley

Target is 3.7m sq ft of industrial space by 2025; 60% of this target has already been met within the first 4 years.

- **89** Ha of brownfield land regenerated
- **2,067** jobs created and pipeline (includes construction jobs)
- **687,550** sq ft of industrial space created
- GVA increase of **£18.85m**
- **20** new occupiers
- **£93.6m** of private investment
- **£82.0m** of public investment

154
 80 jobs (these are included in LGF outputs)

**European Regional Development Fund
 (including Growth Hub):**

From the latest set of ERDF figures that we have received this week regarding Progress against Output Performance, we have a total of **3918 enterprises receiving support** including all stages for Priority 3. This is **against a target of 4065** (including Growth Hub)

The cumulative outputs claimed to last quarter were **1435 against a target of 1786 (80% achieved)**. (Please see table on right for more information)

Small Grants Programme:

(from April 2016 – March 2019 ie.old programme):

- jobs created **106 fte**;
- firms given business support **757**
- private investment leverage **£679,051**
- grants approved **126**
- **Total £ of grants approved £835,111.91.**

From the new Small Grants Programme which now includes the Investment Readiness Programme (April 2019 to present):

- jobs created **80 fte**
- firms given business support **335**
- private investment leverage **£260,934**
- grants approved **107**
- **Total £ of grants approved £713,775.77**

(due to COVID putting a hold on monitoring, 80 fte is the number of jobs promised)

New Growth Hub SME Restart and Kickstarting Tourism Programme (September 2020 – present):

Jobs safeguarded **59 fte**
 firms given business support **26**
 grants approved **26**
 No match funding as intervention rate is 100%
 Instead of jobs created we are counting number of jobs safeguarded

Company Executive Board Meeting

Thursday 19 November 2020

Growing Places Fund - Delivery Report as at 9th November 2020

Overview

1. The Growing Places fund has seen the repayment of six project loans to date, amounting to £3.017M.
2. Two projects are currently progressing through the due diligence / contracting process, amounting to £1.55M loan.
3. Two projects defaulted on their repayment over the life of the scheme, one of which subsequently repaid in full, the other remains outstanding and was issued with a formal letter from legal services, notifying of potential action if the debt remains unsettled (correspondence issued 9.11.2020).
4. Both projects incurred default interest charges in accordance with the terms of their funding agreements. Such charges amount to £44,692 to date, to support the revenue costs and extend the longevity of the Growing Places fund. Although delayed, it is anticipated that the outstanding payment (£450,000 for London House) will be repaid to the fund.
5. A 1% administration fee has been applied from Round 13 projects. The charge is applied at the time of acceptance of the loan to avoid the ringfencing of funds for projects that do not progress. To date £14,000 has been received in respect of this.
6. There have been some delays on the part of the applicant in the contracting of Blythe Properties (also secured LGF). A deadline of 5th December 2020 has been imposed on the applicant for contracts to be in place and confirmation that the spend can be drawn down. If this condition fails to be met, advice will be sought from the LEP as to whether the offer of GPF loan will be withdrawn.

Original GPF Budget Allocation

Total GPF Allocation (allocated March 2012)	£11,462,668
Capital	£10,593,330
Revenue	£869,338 (currently stands at around £225,000)

Allocation awarded in grant

Etruria Valley	£2,400,000
Smithfield Hotel by Genr8	£2,960,000
Bericote Underwriting	£2,673,429
TOTAL	£8,033,429

Allocation awarded in loans

	Allocation	Funds Repaid	Funds Allocated Not Yet Repaid	Contracted Repayment date	Actual Repayment date
Dunston Business Village	£ 585,000	£ 585,000	£ -	30.09.2017	07.09.2017
Hellerman Tyton	£ 750,000	£ 750,000	£ -	30.07.2018	27.08.2018
London House phase 2	£ 1,062,500	£ 1,062,500	£ -	30.03.2018	21.12.2017
Oak House Residential Home	£ 220,000	£ 220,000	£ -	30.06.2018	11.06.2018
Omicron Training	£ 400,000	£ 400,000	£ -	21.08.2019	27.08.2019
Dunston Business Village (phase 2)	£ 246,899	£ -	£ 246,899	31.07.2019	06.03.2020
London House phase 3	£ 450,000	£ -	£ 450,000	30.12.2018	
Dunston Business Village (phase 3)	£ 483,101	£ -	£ 483,101	30.04.2022	
Middleport Pottery	£ 370,000	£ -	£ 370,000	30.04.2022	
Canalside Farm	£ 300,000	£ -	£ 300,000	30.09.2021	
Scott AM	£ 75,000	£ -	£ 75,000	31.01.2022	
Blythe Properties	£ 1,400,000	£ -	£ 1,400,000	under contracting	
Dog & Bone	£ 150,000	£ -	£ 150,000	under contracting	
TOTALS:	£ 6,492,500	£ 3,017,500	£ 3,475,000		

Headlines –

Total loan value awarded	£6,492,500 against a total loan budget of £2,559,901
Average loan awarded to date	£499,423
Total private sector match (loans only)	£79,436,667
Total jobs created / safeguarded	996**
Average cost per job	£6,519**
Floorspace created (sq ft)	Office = 295,000 Warehouse / Commercial = 900,000 Hotel Bedspace = 140
Housing	389

** includes estimate 450 indirect FTE Blythe Properties, excludes Etruria Valley and Bericote.

Good News Stories

Hilton Garden Hotel, Smithfield, Stoke on Trent

7. A decision was made on 3rd July 2017, for Stoke on Trent City Council to act as Accountable Body for The Hilton Hotel Smithfield development, Stoke on Trent city centre in relation to a £2.96m grant awarded from the Growing Places Fund.
8. Pochin's were duly appointed to construct the hotel and works commenced on site. However, GenR8 were notified of the Works Contractor's insolvency on Monday 5th August 2019. Work on site therefore ceased with immediate effect. Following the collapse of Pochin, GenR8 appointed Willmott Dixon to complete the project via Construction Management. The LEP agreed to a time extension to the original completion date of the hotel and despite a further additional slippage due to COVID-19 restrictions, the Hilton Garden Hotel is now operational and has recruited 30 FTEs.

Round 15

9. A call for bids was made on 1st September 2020, closing on 9th October 2020. A total of £280K was available in the Growing Places fund capital budget. Three projects have come forward to a total value of £605K, with the potential to create 70+ jobs including a graduate chemist and graduate material scientist. The three projects will be considered by the Growing Places Fund panel on 12th November 2020.

Contact Details

Report Commissioner: Sarah Simpson
Job Title: Lead LEP Secretariat support for Growing Places Fund

Company Executive Board Meeting

Thursday 19 November 2020

Scrutiny Committee Arrangements for 2020/21: Update

Purpose

1. To provide a [link](#) to the relevant committee details and papers to be published on Friday 13th November 2020.

Meeting

Stoke-on-Trent and Staffordshire Enterprise Partnership: Joint Scrutiny Session, Stoke-on-Trent City Council City Renewal Overview and Scrutiny Committee and Staffordshire County Council Corporate Review Committee

Monday, 23 November 2020 2.00 pm

Contact Details: Lucy Sefton
Project and Governance Officer, SSLEP

Report Commissioner: Mark Parkinson
Job Title: Chief Executive, SSLEP

Company Executive Board Meeting

Thursday 19 November 2020

Resourcing the LEP Secretariat - Covid-19 Resilience Planning

Background

1. A review of the LEP budget, staffing and spend commitments associated with resourcing the LEP Secretariat have confirmed that there remains a staff vacancy dating back to the start of the financial year (1st April 2020). An approved budget line of £33K for 'Sector/Project Officer post' is contained in the core fund. Recruitment to bolster the LEP Secretariat's capability and capacity was paused following the change in senior management within the LEP Secretariat in early Summer 2020.
2. With regards to this change in senior management of the LEP Secretariat, the LEP Recruitment Committee commenced an external recruitment process in late Summer/early Autumn 2020 to recruit to the position of LEP Chief Executive. It is anticipated that the appointment to this post will be confirmed by the end of January 2021 with a potential lead in time of 3 to 6 months before the successful applicant is in post (i.e. Spring 2021).
3. The LEP are currently experiencing a relatively high demand on their resources due to the ongoing Covid-19 pandemic situation, preparing for leaving the European Union and raft of emerging policy associated with the Central Government administration elected in December 2019. For example, the emerging Recovery and Devolution White Paper that was trailed throughout the Summer of 2020 and targeted policy inventions associated with the 'Levelling Up' agenda that include reinforcing the Growth Hub with extra staff via the Department for International Trade, the Peer Networks programme sponsored by the Department for Business, Energy & Industrial Strategy and the Getting Building Fund administered by the Ministry for Housing, Communities and Local Government. The short-term budget settlement associated with the ongoing Comprehensive Spending Review are also a contributing factor to the LEP Executive Board considering adopting a short-term flexible approach.

Proposed approach to improving the short-term resilience of the LEP Secretariat

4. The LEP Secretariat is likely to continue experiencing resource pressures over the remaining Quarter 4 2020/21 period and continuing up to at least Spring 2021 when the appointment process for the LEP Chief Executive will have concluded.
5. It is proposed that the incumbent/interim LEP Chief Executive utilises the available staff budget to bolster the LEP Secretariat through a number of short-

term (e.g. rolling or fixed monthly or quarterly agreements as appropriate) Service Level Agreements with partnering Local Authorities to secure the necessary capabilities and capacity. For example, it is envisaged that the LEP will need access to technical officers to support the LEP's Covid-19 Task Force (data analyst), a Local Industrial Strategy Implementation Plan Sub Group (e.g. economic development officer), and transition from EU funding programmes to the new UK Shared Prosperity Fund (external funding officer).

6. It is envisaged that the SLA's will secure officer time from across the LEPs Local Authority members based on modest time commitments per month (e.g. 2 to 4 days per month) and on a pro-rata cost basis so the SLA will cover their contribution (i.e. conventional approach of salary plus overheads). SLAs would be communicated (and if necessary, negotiated if there are a number of potential candidates) through the Stoke-on-Trent and Staffordshire Directors Group.
7. It is proposed that approximately four additional officers/SLAs will be in place at any one time with the budget profile capped at £9K per quarter (i.e. no carry over of unspent budget to next quarter). It is also proposed that Audit & Finance Committee receive updates at each of their meetings from the LEP Secretariat and Accountable Body finance officers, and also monitoring to ensure that there are no conflicts of interest. The SLA arrangements would naturally be subject to review once the Chief Executive appointment process is complete, and/or through annual budgets agreed at Executive Board, or otherwise will end by 31st March 2022. Any SLAs would commence from the point they are agreed/signed, and not back dated or eligible for any retrospective payments.
8. If any opportunities to secure additional staff resource via SLAs with other LEPs arise through our LEP Cluster working groups, these would be raised and discussed with the A&F Committee, LEP Chair and LEP Executive Board as appropriate.

Recommendations of the Chief Executive, Stoke-on-Trent & Staffordshire LEP

I recommend that:

- a) The Board is updated by the LEP Secretariat that an allocation of £33K to fund a staff post within the 2020/21 agreed budget remains unspent/uncommitted to date.
- b) The Board endorses the ability of the LEP Chief Executive to enter into discretionary short-term Service Level Agreements with the Local Authority Membership of the LEP in order to secure additional LEP Secretariat/technical officer resource. This will provide added resilience throughout the Covid-19 pandemic, exiting the European Union and shaping emerging policy and associated interventions.

- c) The principles of any SLAs will reflect the content of this board paper, i.e. to be aligned to cost recovery, a LEP budget quarterly spend profile of up to £9K per quarter, and time limited in order to exit such arrangements within reasonable timescales. The Assurance & Finance Committee will provide a monitoring role.

Reasons for Recommendations:

9. To ensure the Executive Board both discharge their responsibilities set out in the Assurance Framework and to seek opportunities to secure economic recovery and renewal throughout the Covid-19 pandemic.
10. To demonstrate to Central Government, that the LEP and its partners are capable are managing risk and contingency planning associated with short term policy.

Contact Details

Report Commissioner: Mark Parkinson
Job Title: Chief Executive, SSLEP