



LLEP BOARD OF DIRECTORS

Council Room 1, Fielding Johnson, University of Leicester, University Road, Leicester, LE1 7RH

3.00pm, 14 JUNE 2022

AGENDA

TIME		ITEM	REPORT	DECISION / INFORMATION	LEAD
15:00	1.	Welcome and Apologies			Chair
	2.	Declarations of Interest			All
15.05	3.	Minutes and actions LLEP Board Meeting 12 April 2022	Paper A	Decision	Chair
15.10	4.	County deal / Integration paper	Appendix B	Discussion	Chair Sue Tilley
15.30	5.	LLEP Ltd Company Accounts	Paper C	Decision	Elizabeth Botmeh
15.35	6.	Delivery Plan	Paper D	Information	Stewart Smith
15.45	7.	LLEP Team report	Paper E	Information	Sue Tilley
16.00	8.	Sub-Group Updates	Verbal	Information	All
16.15	9.	Comms Update	Verbal	Information	George Oliver
16.30	10.	AOB			

Paper A



LLEP Board of Directors

3pm, Tuesday, 12 April 2022

Face to Face meeting: MIRA Technology Institute

Organiser: Sharif Chowdhury

Chair: Kevin Harris (KH)

Directors: Emma Anderson (EA), Peter Bedford (PB), Chas Bishop (BP), Lorraine Boorman (LB), Nishan Canagarajah (NC), Verity Hancock (VH), Dr Nik Kotecha OBE (NK), Ajmer Kaur Mahal (AKM), Anil Majithia (AM), Neil McGhee (NM), Cllr Jaspal Singh Minhas (JSM), Cllr Danny Myers (DM), Andy Reed OBE (AR)

In Attendance: Elizabeth Botmeh (EB) Sharif Chowdhury (SC), Alison Greenhill (AG), Cheryl Maguire (CM), Colin Sharpe (CS), Sue Tilley (ST), Jo Dexter (JD)

Apologies: Sonia Baigent (SB), Anne-Marie Hunt (AH), Clare James (CJ), Jonathon Morgan (JM), Cllr Terry Richardson (TR), Stewart Smith (SS)

Minutes Taken By: Sharif Chowdhury (SC)

CC To: All

MINUTES

1.	<u>Welcome and Apologies</u>	
1.1	KH welcomed those present at the meeting.	
1.2	Apologies received from SB, AH, JM, TR, SS and CJ.	
2.	<u>Declarations of Interest</u>	
2.1	There were no Declarations of Interest.	

Minute		Action
3.	<u>Minutes and Actions LLEP Board of Directors Meeting Held on 17th February 2022</u>	
3.1	Action Point 5.7 is part of the agenda item 5, where the LEP Review and Levelling White Paper will be discussed referring to paper C. CB circulated a paper on the Midlands Engine 10-point plan as part of Action 6.8.	
3.2	Decision: The Minutes of the Meeting held on 17th February 2022 were agreed as a true and accurate record.	
4.	Chair and Vice-Chair Appointments	
4.1	KH reminded the Board that the roles of Chair and Deputy Chair had reached the end of their respective terms as he outlined his decision to step down after his first term of office.	
4.2	The Board were asked to note the outline recruitment process for a replacement Chair.	
4.3	AR confirmed that he wishes to stand again as the Deputy Chair and that he would be happy to act as an interim chair whilst leading on the recruitment of a replacement Chair.	
4.4	Action: AM requested for a clear roadmap including a timeline and action plan of the transition to an interim and new chair appointment in the AGM in October 2022.	AR/All
4.5	AR reiterated a formal appointment process will be conducted where the skills, attributes and characteristics required for new members will be considered.	
4.6	The Board AGREED that AR should be elected for a further 3 years as Deputy Chair and that he should be granted delegated authority to act as an interim Chair, whilst leading on the recruitment process for a replacement Chair.	
4.7	The Board noted that several members were reaching the end of the initial 3-year term of office, with the process for re-election due at the next Annual General Meeting.	
4.8	The Board AGREED to delegate authority to the interim Chair and authorise him to speak to each of the Directors to determine appetite to extend their board membership.	AR

<u>Minute</u>		<u>Action</u>
5.	LEP Review – Levelling Up White Paper	
5.1	KH initiated a discussion on what the directors believe the LLEP’s key role should be going forward, and how the business and private sector voice can be best represented.	
5.2	KH highlighted the only other formal voice of business is the East Midlands Chamber (EMC) so it is important that the LLEP take responsibility for ensuring all key stakeholders are included as part of the debate.	
5.3	KH informed that organisations within the Nottinghamshire and Derbyshire have contacted the EMC, Scott Knowles the CEO of EMC believes the same should be done with organisations within the Leicester and Leicestershire region.	
5.4	PB informed that very high-level discussions have been held with government, however no details have been discussed until there is clearer feedback from the government on where the LLEP can support.	
5.5	PB updated the board that Nick Rushton is open to having discussions with the LLEP surrounding the devolution deal.	
5.6	ACTION: It was noted that Sir Peter Soulsby and Nick Rushton are willing to work together and have discussions with the LLEP. KH noted that a meeting between the City, County and LLEP would be beneficial. The discussion should include key stakeholders from the LLEP to discuss which areas can be worked on together.	AR
5.7	NK voiced concerns of the Leicestershire region’s 42,000 SMEs being disadvantaged by having a Level 2 frame rather than Level 3 as Nottinghamshire and Derbyshire are combining efforts for a level 3 within their region.	
5.8	NK noted that the Levelling Up white paper expresses this should be private sector led and the importance of engaging businesses and academics on the course of action.	
5.9	KH added further that SMEs naturally do not get involved with politics, so it is vital the LLEP voice the concerns and offer a voice for businesses by bringing the universities to engage those within the business sector who do not understand it. Along with the East Midlands Chamber who represent 5000 businesses, the role is also to create a forum and ensure there is engagement with the business sector.	

<u>Minute</u>		<u>Action</u>
5.10	JD reiterated that the LLEP will be within the framework of either Level 1, 2 or 3 and the levels are rigid with no room for example a 2.5.	
5.11	AR echoed that a few years' time period would be required before any legislation is in place. Therefore, it is important emphasis is on the priorities of Leicestershire by focusing on the strategic objectives such as previously the Local Industrial Strategy and now the Economic Growth Strategy, despite political restructures and deals.	
5.12	DM agreed with AR and noted that there is a general election due so further changes can happen so the LLEP should not be reactive to shifts in the political situation.	
5.13	DM provided the perspective that Leicestershire's political landscape is not more complicated than other regions as geographies across the country are political and not looked at in a pure economic way.	
5.14	AG summarised that the government asked for submissions in a county deal, with bids being expected before laying out a framework. AG noted the real priority and focus should be the amount of money which comes into the region, and not whether there is a level 2 or 3 deal within the framework.	
5.15	AG shared the viewpoint that the LLEP should be providing evidence of works including the growth hub to influence why the devolution money should come into the area and propose better ways of value.	
5.16	ST provided the LLEP operational team perspective. Preparatory work for the LLEP Delivery Plan 2022-2023, which has to be published before the 30 th of June 2022, has already commenced. The plan will align to the four pillars of the LLEP Economic Growth Strategy and the Levelling Up White Paper.	
6.	LLEP Operational Budget Report	
6.1	CS referred to Paper D in the agenda pack which informs the Board of the LLEP Operational Budget for 2022/2023.	
6.2	CS reported that the outturn is expected to be in line with the budget for 2021/22 and the new 2022/23 is based on the best available information.	
6.3	It was noted that there had been a reduction in funding for the Core team and Growth Hub due to the national LEP review and spending pressures	

<u>Minute</u>	<u>Action</u>
<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<p>in BEIS. This had been accommodated by deleting vacant posts and a reduction in delivery costs associated with the Growth Hub.</p> <p>It should be noted that the Core funding is dependant on a successful business case being submitted to BEIS, to reflect the LEP revised role and function.</p> <p>CS reported that the budget balanced for the year, in part due to the repayment of the GPF loan for the Gresham development.</p> <p>CS noted that the LLEP has significantly reduced the numbers of staff associated with the Core funding from 18 in 21/22 to 13 in 22/23. This has enabled the budget to balance whilst maintaining the reserves to deal with future uncertainties. The reserves are expected to be £1.7m at the end of the year.</p> <p>It was noted that the Accountable Body costs have reduced slightly due to the team moving to a hybrid working model with a small desk allocation at City Hall.</p> <p>Decision: The Board AGREED with the recommendation to approve the operational budget for 2022/23 noting the inherent risks and uncertainties.</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Chief Executive Report (LLEP Team Report)</u></p> <p>KH noted that Mandip Rai left the LLEP from March 2022 by mutual agreement, and that this was unrelated to any ongoing uncertainty surrounding the recent Levelling Up and LEP Review. KH expressed thanks to Mandip for the contribution he had made to the LLEP over a number of years.</p> <p>KH introduced Sue Tilley, Head of Business and Innovation, who is taking temporary lead and responsibility for the LLEP Senior Management Team. ST reported on Paper E, the LLEP Team Report advising that the report had been provided to the board to give an overview of the range of varied and complex work the LLEP team delivers. ST went on to reference some of the specific activities.</p> <p>ST updated on the launch of Charnwood Molecular’s new Research Facility on Charnwood Campus which had taken place on 7th April which she had attended on behalf of the LLEP. The important addition to campus had been part-funded by £3.4m of EZ Retained Business Rates from the LLEP. which has and will continue to create large numbers of highly skilled jobs.</p>

<u>Minute</u>		<u>Action</u>
7.4	ST noted key deliverables of the Business Gateway Growth Hub where a range of business support offers have been provided, including the Peer Networks programme which had seen in excess of 300 businesses access the program. Despite the cut in finances, operations are still in progress and key partnerships with key stakeholders are continuing to achieve key outputs.	
7.5	ST responded to LB's question on the status of peer networks going forward, with plans to engage the Peer Networks alumni via ongoing events and workshops. There are plans to re-introduce the popular LLEP/Business Gateway business breakfasts, where budget allows.	
7.6	ST highlighted the successful developments on the Innovation Board, led by Dr Nik Kotecha who have been focussed on how best to engage and providing support the SME community which make up the 97% of businesses within the region.	
7.7	ST provided an update on the Made Smarter Initiative, where a collaborative bid with partners from the East Midlands cluster has been made to BEIS. The activity had worked well and local manufacturing businesses representation at the presentation. If successful, the bid could see potentially up to £7.5m funding for digital adoption for the manufacturing sector across the East Midlands.	
7.8	ST noted that two key members of the Communications team at the LLEP have left in recent months. The LLEP had taken the strategic decision to appoint George Oliver, a previous editor at the Leicester Mercury to amplify activities and to promote and provide exposure of the work of the LLEP. ST asked the Board to note the statistics that were already illustrating the positive impact the new approach was delivering.	
7.9	LB and AM acknowledged the significant improvement in Communications via various channels in the last few weeks and the importance of representing business and getting key information into the media.	
7.10	AM emphasised the difficult circumstances the LLEP Team have been working under in the previous months and will continue to do so given the uncertainty. AM highlighted the importance of providing clear direction to the team.	
7.11	AM requested ST to email the board five brief high level bullet points on the main strategic priorities of the LLEP to provide a framework to make decisions.	ST

<u>Minute</u>		<u>Action</u>
7.12	LB raised concerns on the number of staff reductions and asked about the staff morale at the LLEP given the uncertainties.	
7.13	ST updated that the LLEP SMT are redeploying staff across the LLEP to work smarter, repositioning priorities and some work programmes are reducing naturally.	
7.14	ST informed the Board of a recent team away day to prepare for the 2022/2023 Delivery Plan. Kevin Harris and Andy Reed attended part of the meeting and spoke with the staff which was very well received by the team.	
7.15	NC thanked the team for the report which had been very informative and encouraged the Board to take three key points from the Team Report to crystallise a message and present to the County how without the LLEP and the key stakeholder relationships the organisation has, these activities cannot be achieved.	
7.16	AG expressed the importance for the LLEP to provide visibility on the works carried out in a visual format to get across key deliverables which has not always been present.	ST/AR
7.17	AG and NK thanked the LLEP Team for their efforts and successes over the last few months.	
8.	<u>Enterprise Zone Update</u>	
8.1	CM reported on Paper F which highlights the key achievements of the Enterprise Zones over the last ten years for MIRA Technology Park and last five years for the Loughborough and Leicester Science and Innovation Enterprise Zone.	
8.2	CM summarised that positive progress had been made on all sites despite the challenges faced, which included uncertainty over Brexit, the Covid-19 pandemic, and managing expectations around funding availability.	
8.3	CM updated that a completion date for the Forward Funding Agreement contract between HBBC and LLEP had been set for 13 th April 2022. This would enable grant funding of £8.75m from EZ Retained Business Rates for two projects at MIRA Technology Park.	
8.4	CM expressed particular thanks to Mark Noble and the legal team at the accountable body for their work on delivering the contract.	

<u>Minute</u>		<u>Action</u>
8.5	CM thanked NK, CB and AR for their continued engagement on the EZ Steering Groups and their support for the programme.	
8.6	The LLEP Board noted the report.	
9.	<u>AOB</u>	
9.1	The Board expressed thanks to KH on as the LLEP Chair and gave well wishes in the future.	
9.2	KH provided a statement on his eight years as the LLEP Chair.	
9.3	KH highlighted key successes including the Regional Growth Fund being recognised at a national level, prompting an invitation to the House of Commons.	
9.4	Other key objectives met included the LEP's role in serving the community, developing even stronger partnerships with key stakeholders, identifying, and delivering impactful projects across the city and county to impact the wider community for years to come and resolving challenges surrounding the Enterprise Zones.	
9.5	KH shared that the LLEP has created a legacy and a solid foundation for the community by developing the Local Industrial Strategy and the Economic Growth Strategy despite challenges with Brexit and the Covid-19 pandemic.	
9.6	KH thanked the LLEP Board, the LLEP Team and all the partners for the support and commitment to the LLEP cause.	
	The meeting closed at 16.50	



INTEGRATION PLAN TEMPLATE

INTRODUCTION AND GUIDANCE

The Levelling Up White Paper set out the UK Government's ambition for more integrated, better aligned and empowered local institutions with the tools they need to unlock economic growth and 'level up' at a local level. To that end, the Government is encouraging the integration of LEPs and their business boards into mayoral combined authorities (MCAs), the GLA and institutions with devolved powers for the purpose of hosting a county deal.

This document is intended to provide an illustrative template for those developing integration plans. It should be read in parallel with the guidance published on Local Enterprise Partnership integration on 31 March 2022, available at the following link:

<https://www.gov.uk/government/publications/local-enterprise-partnerships-integration-guidance>

The precise blend of LEP services and functions to be integrated will differ depending on local circumstances. Those leading the integration planning process are therefore asked to complete only those sections below which apply in their case.

The document is structured around the following key themes:

- SECTION 1: CORE INFORMATION
- SECTION 2: GEOGRAPHY & GOVERNANCE
- SECTION 3: BUSINESS VOICE
- SECTION 4: PROJECTS, PROGRAMMES AND SERVICES
- SECTION 5: FINANCE & ASSETS
- SECTION 6: STAFFING
- SECTION 7: TIMESCALES & DELIVERY

It is recognised that many of the issues covered in this template will require further development and testing ahead of any formal integration. Those completing the document are therefore encouraged to share as much detail as possible, including any emerging solutions where plans are yet to be finalised.

Any commercially sensitive information may be submitted in parallel to the main integration plan. The use of annexes is also recommended for non-sensitive issues where more detail is required.

Completed plans should be sent to the central LEP Integration inbox (LEP.Integration@levellingup.gov.uk) and copied to the relevant Area Lead in the Cities and Local Growth Unit.

The first deadline for submission of plans to government is 23:59hrs on Friday 29 July 2022. Where more time is needed, areas will have until Friday 27 January 2023 to submit their integration plans.

SECTION 1: CORE INFORMATION

Core Details & Current Arrangements	
1.1 Name of authority into which LEP role and functions are being integrated.	<i>[Insert authority name here]</i>
1.2 Current relationship with the LEP	<i>[Please outline the current relationship between the MCA or equivalent body and local LEP(s). For example, does the LEP currently have the right to nominate a member and attend combined authority meetings?]</i>
1.3 Name of LEP(s) which is to be integrated.	<i>[Insert answer here]</i>
1.4 LEP geography	<i>[Please describe the current LEP geography including any overlaps with neighbouring LEPs].</i>
Integration Leads	
1.5 Contact details for integration leads	<i>[Please provide contact details for both senior/political- and working-level contacts for both the existing LEP(s) and the body that is taking on LEP functions].</i>

SECTION 2: GEOGRAPHY & GOVERNANCE

Geography		
2.1 (a) Is the local LEP geography coterminous with the (M)CA boundary or the area over which a devolution deal is being negotiated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1 (b) If not, does the area situated outside the MCA or devolution deal geography constitute a functional economic area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide a short explanation for the above answer with reference to the size of population and any other drivers of the local economy]</i>		
2.2 (a) Is it viable to maintain a separate LEP for the outstanding area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide further details as required]</i>		
2.2 (b) If not, please describe the proposed solution for maintaining relevant LEP functions in the area that will remain outside the (M)CA boundary or devolution deal geography.		

[This should include details of any agreed governance arrangements and/or services that will be provided to the outstanding area by the body into which LEP functions are being integrated.]

SECTION 3: BUSINESS VOICE

Current and Future Activity

Please set out how you intend to embed a strong and independent local business voice in the (M)CA or institution with devolved powers for the purpose of hosting a county deal.

Answers should cover the following points:

- (a) Proposed Model** (e.g. a business board or sub-board);
- (b) Expected Role** (e.g. how will members be meaningfully involved in decision making?);
- (c) Membership** (including the mix and balance of independent business members and other partners drawn from outside of the business community);
- (d) Future Recruitment** (including details of how you will ensure business members are openly recruited and politically independent);
- (e) Continuing Partnerships** (e.g. will the business board or equivalent structure continue playing a role in any existing partnerships such as Town Deal Boards?).

[Please insert answer here]

SECTION 4: PROJECTS, PROGRAMMES AND SERVICES

Current and Future Activity

4.1 Please list the key projects, programmes and services currently delivered by the local LEP.

In each case you should indicate whether, subject to receiving equivalent funding, the (M)CA or institution with devolved powers for the purpose of hosting a county deal would continue to undertake each activity. Where a different set of functions/services is being delivered for a neighbouring area you should repeat the exercise for each individual area.

Title	Short Description (1-2 sentences)	Will the activity continue once the LEP is integrated?	
		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5: FINANCE & ASSETS N.B. Please submit any commercially sensitive information in parallel to the main integration plan, where appropriate.

Contracts and Liabilities		
5.1 Please list any key existing LEP contracts or liabilities		
<ul style="list-style-type: none"> • <i>[Insert item here]</i> • <i>Etc</i> • <i>Etc</i> 		
Novation & Assignment		
5.2 Has agreement been reached on which contracts will need to be transferred ahead of any integration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide further details as required]</i>		
Assets		
5.3 Please list any significant assets owned by the LEP. (For example, does the LEP own any buildings or intellectual property? Are there any significant capital underspends?)		
<ul style="list-style-type: none"> • <i>[Insert item here]</i> • <i>Etc</i> • <i>Etc</i> 		
5.4 Has agreement been reached on how assets will be transferred or divided, where necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide further details as required]</i>		

DRAFT

SECTION 6: STAFFING – N.B. This section should be treated with the upmost sensitivity. Please submit any sensitive information in parallel to the main integration plan, where appropriate.

Current Personnel
6.1 Please outline the current structure and composition of LEP staff? (For example, listing the number of FTE posts, by pay band and business area).
<i>[Please provide further details as required]</i>
<i>Future staffing implications</i>
Are existing LEP staff expected to transfer over to a new entity (e.g. an MCA) as part of the integration? Answers should cover whether the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations will apply? And if so, when and how will staff be consulted?
<i>[Please provide further details as required]</i>

SECTION 7: TIMESCALES & DELIVERY

Proposed Timescale		
7.1 Please set out the ideal timescale for integrating LEP role and functions.		
<i>[Answer here]</i>		
Local Elections		
7.2 Please list the date of any upcoming local elections.		
<i>[Answer here]</i>		
Governance of the Integration Process		
7.3 (a) What mechanisms will be in place to manage the integration process at the local level?		
<i>[Answer here]</i>		
7.3 (b) Is the local LEP intending to formally wind down its operations once functions have been fully integrated into local democratic institutions? If so, who will be responsible for managing the transition and any legacy issues?		
<i>[Answer here]</i>		
Knowledge Management		
7.4 Is there a plan in place to review records ahead of any formal integration to ensure relevant documents are maintained and individuals can continue to access records for continuing work?		
<i>[Answer here]</i>		
Approvals		
7.5 Has this integration plan been agreed by the relevant boards in both the local LEP(s) and MCA (or institution with devolved powers for the purpose of hosting a county deal)? Please attach a signed letter from the Chair of the local LEP(s) by way of confirmation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide further details as required]</i>		



LLEP BOARD OF DIRECTORS

14 JUNE 2022

Decision Paper

LEICESTER AND LEICESTERSHIRE ENTERPRISE PARTNERSHIP LTD COMPANY ACCOUNTS

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:

- i. seek board approval of the Leicester and Leicestershire Enterprise Partnership Ltd. Company accounts 2021/22 for submission to Companies House.

2. RECOMMENDATION

2.1 The LLEP Board is recommended to:

- i. approve the Leicester and Leicestershire Enterprise Partnership Ltd. Company accounts 2021/22 for submission to Companies House and;
- ii. present to company members at the Annual General Meeting (AGM).

3. BACKGROUND INFORMATION

3.1 Following the Strengthening LEPs policy paper and the recommendation that all LEPs become incorporated, the members Leicester and Leicestershire Enterprise Partnership incorporated as a private company limited by guarantee without share capital on 8th of April 2019.

3.2 Last year's financial accounts were submitted to Companies House on 5th July 2021, following the presentation to members at the AGM on 29th June 2021.

4. COMPANY ACCOUNTS

- 4.1 Following completion of the company's third financial year, the board is required to approve the accounts for submission.
- 4.2 Despite being a dormant company, the LLEP is still required to file a simplified form of accounts with Companies House, to ensure compliance with the Companies Act 2006. The deadline for submission to Companies House is 31st December 2022.
- 4.3 Once approved by the Board, the accounts will be emailed to all of the company members no later than the date of submission to Companies House in line with the requirements of the Companies Act 2006.

Summary of appendices

1. Leicester and Leicestershire Enterprise Partnership Ltd Company Accounts

For further information please contact:

Elizabeth Botmeh
Head of Delivery & Governance
Tel: 0116 4542925
E-mail: Elizabeth.botmeh@llep.org.uk

Company Registered Number 11932434 (England and Wales)

Leicester and Leicestershire Enterprise Partnership
Limited

Unaudited Dormant Accounts

For the period ended 31 March 2022

Balance Sheet as at 31 March 2022

	31.03.2022
	£
Fixed Assets	0
Current Assets	0
Current Liabilities	0
Total Assets less Liabilities	0
Capital and Reserves	0

For the financial period ending 31 March 2022 the company was entitled to exemption from audit under s480 of the Companies Act 2006 relating to dormant companies.

The members have not required the company to obtain an audit of its accounts for the period in question in accordance with s476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

These accounts were approved by the Board of directors and authorised for issue on 14th June 2022

And signed on their behalf by:

Andy Reed Director

Leicester and Leicestershire Enterprise Partnership Limited

Notes to the accounts

For the period ended 31 March 2022

1. Accounting policies

Company information

Leicester and Leicestershire Enterprise Partnership Limited is a private company limited by guarantee without shares incorporated in England and Wales. The registered office is 23, Halford Street, Leicester, United Kingdom LE11JA.

Accounting convention

These financial statements have been prepared in accordance with FRS 102 section 1A "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006, including the provisions of the Small Companies (Accounts and Reports) Regulations 2008, and in pounds sterling and under the historical cost convention.

2. Income statement

The company has not traded during the period. During this time the company received no income and incurred no expenditure and therefore no income statement is presented in these financial statements



LLEP BOARD OF DIRECTORS
14 June 2022
Information paper

LLEP DELIVERY PLAN

1. Purpose of the Report

To share the 2022-23 LLEP Delivery Report with Board members.

2. Background and Context

The letter from government received by LEPs in March 2022 included the requirement for all LEPs to publish a Delivery Plan on the LEP website by June 30 2022. The plan does not have to be officially submitted to government.

Due to the timing of both the request and publication date, the LLEP Delivery Plan is firmly based on existing work and commitments. However, the letter to LEPs did specify several areas of work that LEPs were expected to prioritise. These areas include Growth Hubs, Careers Hubs, Digital Skills Partnerships, Local Intelligence and working towards the governments new Levelling Up agenda. Although work was already taking place in these areas, the Delivery Plan clearly states how the LLEP will meet these expectations. The plan also references areas of the Shared Prosperity Fund (UKSPF) that the LLEP can support.

(UKSPF is the replacement for European Union funded programmes which will be provided at district level and to Leicester city).

The LEP letter also specifies the requirement for a more in-depth Delivery Plan to be completed in draft form by the end of November 2022 to cover the period 2023-24. This is expected to be a more detailed document which will include Key Performance Indicators. The KPIs are expected to be drawn from a long list provided by the government as an annex to the Levelling Up White paper.

For further information please contact:

Stewart Smith
Head of Employment and Skills
Tel: 0116 4541447
E-mail: Stewart.Smith@llep.org.uk

LLEP Board
14 June 2022



LLEP Team Report

- **Purpose of the Report**

To update Board members on emerging issues not covered by the agenda, PR and comms work and future agenda items

LLEP update

The writing of this report follows six weeks after the previous board meeting. During this period, significant management and team time has been spent on the implications of the UK Shared Prosperity Fund (UKSPF) - how current LLEP work aligns to ambitions of district partners and how this may be funded. LLEP officers have been meeting with local partners to support the UKSPF process, and meetings have ranged from District Chief Executive officers to operational delivery partners.

The boards preference for an 'Infographic style report' was acknowledged. Although this report is not infographic based, efforts have been made to be more concise and include only recent updates. Future reports will make further attempts to be easy to read and digest.

A selection of LLEP work, focussed on the previous six week period, is provided below:

Enterprise Zones

- The Forward Funding Agreement and Grant contracts for the two projects at MIRA Technology Park, the Low Carbon Innovation Hub and Infrastructure Phase 1, have been completed. Press releases will be issued in conjunction with MIRA and HBBC.
- The Implementation Plan refresh timetable has been revised due to delays with partner information. It is now expected the refreshed plans will be presented to Board for endorsement in August.
- Working with the LLEP Employment and Skills team, the development of employment information guides for the EZ (Enterprise Zones) sites has started. These will support both young people and adults in understanding the opportunities each site offers.
- The four April Enterprise Zone Steering groups have all taken place. The next ones are due end July/beginning August.

Business Gateway Growth Hub (BGGH)

Growth Hub summary 2021/22

- **12** different business support programmes 2021/22
- Supported **198** businesses via Business support programmes 2021/22 and **172** via SUBs (start up business support)
- **1,149** Growth Hub enquiries in 2021/22 year
- Funded with **£408,000** of programme funding (BEIS £347,000 and ERDF £61,216)
- **211** workshops & webinars in 2021/22, supporting **1519** businesses

Moving forward, the Growth Hub team will be looking to work with the 7 District Councils and City Council to provide programme procurement and management services for their business support needs under UKSPF. We will also provide data and information services as part of this collaborative working. Proposals are in development to provide a dedicated programme of support at district level and grant programmes.

Careers Hub and Enterprise Adviser Network

- Grant Offer for 2022/23 received from the Careers and Enterprise Company (CEC) with funding to maintain existing staffing levels. Offer includes a Central Hub Fund to support the Hubs careers education work with schools and colleges.
- Parental engagement bid submitted to CECs Hub Innovation Projects (HIPs) fund. Successfully through to final interview stage. It is a collaborative proposal with the Careers Hub in Hull and East Yorkshire LEP. Outcome expected June 2022.
- Hub Team launched a 'Skills and Careers Curriculum' accessible to all schools in the region and developed in partnership with Schools Development Support Agency (SDSA).
- Presentation to all County Secondary Heads on the progress of the Careers Hub and the future support offer around intensive support model for meeting Gatsby Benchmark 1 – A Stable Careers Programme.



Richard Copson from Access Ratings and Enterprise Adviser for Ashfield Academy being filmed by CEC for his work with.

An Enterprise Coordinator from the Careers Hub leading a Careers Evaluation Group at Homefield College.



Economic Performance and Business Intelligence

Providing local economic intelligence is a key function of LEPs as highlighted in the recent government review.

As well as publishing monthly Economic Intelligence Updates, the LLEP will produce three new sources of local intelligence in the forthcoming period:

- i) On-line Job Posting data has now been expanded to include job titles in demand in the LLEP area and district level. Available at: [Job Postings | Tableau Public](#)
- ii) Demographic research examining the future workforce of the LLEP area to be published mid-June (undertaken by De Montfort University)
- iii) Leicestershire Economy analysis – graphical examination of Skills, Occupations and Sectors in the local economy

Programmes

Getting Building Fund

The LLEP received £20m from the Getting Building Fund programme to deliver jobs, skills and infrastructure to target economic challenges as a result of the pandemic.

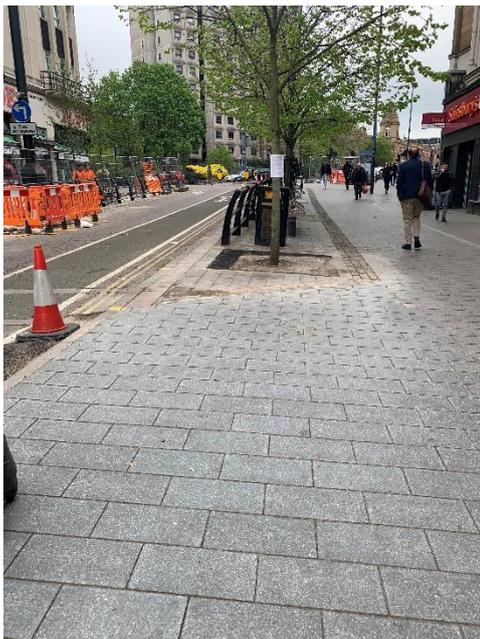
Junction 23 M1 / A512 Access Improvements - Project completed





St. Margaret's Gateway – Grant defrayal completed in May 2022; control of the bus station was handed back to LCC at the end of May.

SportPark Pavilion 4 – Project ongoing and progressing well, with anticipated completion date of December 2022.



Granby Street and St. George's Street Regeneration Gateway- work has started on St Georges Street which will see the formation of a series of rainwater gardens created along the edges of the street which, along with new tree planting, will help make the area more attractive to visitors and provide better natural drainage. A new terraced lawn area will be created at the junction with St George's Way where the existing retaining wall will be lowered to help open up the area and create a more inviting approach. Work is expected to complete within 4 months.

Business Rates Pooling

£4,000,000 of the BRP funds have been utilised as match towards Leicester City Council ambitious £71 million citywide programme of investment in sustainable transport.

Notable achievements to date

- 3.5metre wide footbridge which will run parallel to the existing road bridge across the River Soar on Abbey Park Road.
- A new shared 3m cycleway on the south footway between Buckminster Road and Avebury Avenue (meets with existing shared cycleway on the footway in front of English Martyrs School)



Growing Places Fund (GPF)

There are now only two outstanding loans on the GPF, Haywood Estates LLP (UK), who have indicated that the final plot of land is currently proceeding to sale shortly, and Norton Motorcycles / Donnington Hall Estates which is still subject to ongoing court proceedings.

The Gresham loan has now been fully repaid, which gives us a balance of £10million to enable a further call to be launched later in the year.



Inclusivity and Skills

Digital Skills Partnership:

- The LLEP has joined Microsoft's Get On network which makes employability resources available to local providers including skills training, AI interview preparation tools and the Microsoft volunteer network.
- The first LLEP funded digital poverty projects are now delivering and submitting claims.
- The business facing element of the DSP will now move to the Growth Hub to deliver, using the allocated repurposed Growing Places Fund

Other:

- The LLEP funded NEET prevention project has completed phase 1. Recruitment was below target (9/15) but all participants have moved on to training courses.
- A project will commence in the forthcoming period to use data from the Local Skills Improvement Plan (a government pilot scheme that recently ran in Leicestershire) to provide skills information for schools. £10,000 was awarded by the Department for Education to fund this.
- The Skills Advisory Panel will use the June meeting to engage directly with local employers opportunity to discuss emerging local skills issues with the Panel.

Innovation

The Innovation Board took place on 8th June with the main body of the meeting being devoted to the findings of the Innovation Away Day. Martin Coats presented the findings from the day which will provide the basis for the Innovation Action plan to be developed.

The purpose of the plan;

- To can showcase our innovation assets
- To help to make more improvements for a greater number of companies
- To help to secure funding from central government

A number of aspects that were discussed that could be areas of the plan;

- Language and communication
- Advocates – Who are the advocates we could use who would promote services/ initiatives to the SME market
- Exemplars – Who are the exemplar companies that we could engage to promote their successes to the market place.

Exemplars and case studies would ideally include:

- High tech businesses
- Low tech businesses
- Companies embracing digitisation
- Companies embracing Net zero
- General businesses that ‘continually improve’
- Collaborations with Universities - Create simple value propositions that will attract more companies
 - What do they do, how do they do it, the types of companies they want to work with, the benefits to such companies
- The Innovation Festival – how do we get more companies and people involved in the week’s activities
- The Innovation Awards – How do we get more companies to engage and apply for the awards
- Business support programmes – what types of business support programmes do we need to create and deliver in the future? Suggestions included:
 - Growth / scale up

- Productivity
- Manufacturing specific
- Innovation
- Start Up
- Access to finance
- Promote innovation assets – we need to be able to promote our innovation assets and their engagements / partnerships / collaborations with local SMEs
 - Universities
 - Horiba Mira
 - Space Park
 - Life Science Park
- Key points were taken from the Innovation discussion which will be written into an action plan that will be written by Alison Cavey. This will be completed by the end of July and will inform the work of the Innovation Steering Group
- Innovation steering Group meetings are to be re-established, with additional new members to help to deliver these important initiative forward through task and finish groups

Midlands Engine Investment Fund

- As Kevin Harris has now stood down as LLEP Chair he is no longer able to represent the LLEP on the Midlands Engine Investment Fund Strategic Oversight Board. Ann-Marie Hall has kindly agreed to take responsibility for representing the LLEP on this Board and Lorraine Boorman will now represent the LLEP on the Regional Advisory Board meeting.

Productivity /Made Smarter

- We are still awaiting a decision from BEIS with our partners for the East Midlands Cluster.

Sustainability

- Establishing the pilot digital platform “Zellar” for businesses to manage their carbon footprint – 95 businesses have signed-up so far against a target of 100.
- Promoting and advising local businesses on how they can de-carbonise as well as provide information on the types of grants available via local events (e.g. at partner Business Breakfast events)
- The first Local Hydrogen Intelligence meeting was held on 1st April at Horiba Mira, to talk with a range of partners involved in the hydrogen agenda including local businesses based in and around Horiba, our three local Universities and Local Authorities as well as the energy companies. Chaired by Chas Bishop, this has helped us better understand the needs and potential opportunities hydrogen could bring to Leicester and Leicestershire. A further meeting is planned later in the year.
- We are in the process of procuring consultants in partnership with Midlands Connect to produce a feasibility study into de-carbonising our logistics sector and creating an East Midlands Transport Hub near East Midlands Airport and the Freeport. This piece of work is expected to be completed by the end of the year.

Communications

- George Oliver has now been engaged by the LLEP until March 2023
- New Comms Strategy has now started
- 2 press releases per month commissioned
- Graduate Intern support will see social media and branding improve over the coming months

LLEP media coverage (May 2022)

HEADLINES	OUTLET	REACH
County Deal & UK Shared Prosperity Fund reaction	Love Business	1,130
East Midlands Business Masters: 'Success is synonymous with giving back'	TheBusinessDesk.com - TheBusinessDesk.com (Yorkshire)	43,802
Could You Chair Leicester and Leicestershire Enterprise Partnership?	UK Today News	8,018
Could you chair Leicester and Leicestershire Enterprise Partnership?	Business Live	124,706
LLEP reaffirms support for partners as region moves towards next stage of County Deal negotiations	East Midlands Business Link	8,463
Job advert goes live in search for new LLEP Chair	Love Business	1,130
People: Intoware; Leicestershire Business Voice	TheBusinessDesk.com - TheBusinessDesk.com (Yorkshire)	43,802
Leicestershire Business Voice appoints Sandra Wiggins as new board member	Love Business	1,130
New research: Beanz Meanz ... – a healthier diet, a cleaner environment, and an innovative approach to UK food production	University of Hull	67,830

LLEP BITLY LINK REFERRALS FROM PR

Link	Purpose	March 29	April 29	May 31
https://bit.ly/LLEPnewsletter	Subscribe to LLEP newsletters	338	467	585
https://bit.ly/LLEPHome	Visit the LLEP website	45	71	84
https://bit.ly/LLEPBizGateway	Visit the Business Gateway Growth Hub	368	511	669
https://bit.ly/LLEPevents	Book for LLEP events	341	477	620
https://bit.ly/LLEPgrowthstrategy	View the Growth Strategy 21-30	460	591	791
https://bit.ly/LLEPWorldOfWork	View the World of Work report	168	195	210
https://bit.ly/LeicsInnovation22	View the Leicestershire Innovation Festival schedule	63	88	100
https://bit.ly/LLEPApprenticeAmbassadors	Learn about becoming an apprentice ambassador	135	171	190
https://bit.ly/LLEPBusinessTracker	View Wave 3 Business tracker survey	45	72	84

https://bit.ly/LLEPApprenticeStrategy	View Apprentice strategy	76	110	127
https://bit.ly/3sNj5dd	Derby University Net Zero fleet scheme	N/A	N/A	7
https://bit.ly/LLEPChair	LLEP Chair job description	N/A	N/A	157
	Total clicks	2039	2753	3624

