

HEY LEP Board

Report to the Board, 16th June 2021
Report from Teresa Chalmers, COO and the LEP Team.
Paper B – COO update

1. Summary

- 1.1. The LEP is continuing to progress in terms of governance, staff recruitment and forward planning.
- 1.2. The LEP team continue to deliver on various areas of work, some of which are on the agenda today for the board's information and review. Other areas are covered briefly in this report.

2. Recommendations

- 2.1. The board to discuss areas of interest and progress made in the last 8 weeks.
- 2.2. The board to agree delegation of sign off by the chair for the Assurance Framework following the July meeting.

3. Report

3.1. **The Assurance Framework.** Following the interim arrangements agreed by this board the new HEY LEP Assurance Framework is in development and will be presented as an advanced draft to the board in July for discussion and agreement with final sign off by the Chair. BEIS colleagues will be carrying out a desk based audit exercise in June for all LEPs to ensure websites meets transparency requirements aligned to the National Assurance Framework.

3.2. **Sub-board and panel recruitment.** The four of the LEP sub-board chairs have been appointed following discussions with the chair, these are:

- Stephen Parnaby – Infrastructure Board
- Susan Lea – Innovation and Transformation Board
- Jayne Adamson – Employment and Skills Board
- Gill Alton – Business Support Board

Terms of reference will be developed with the chairs and be presented for initial review by the Audit, Finance and Governance Panel prior to adoption by the main board.

3.3. Applications have opened up on the LEP website for the first three sub-boards with the Innovation and Transformation Board to follow in the near future.

<https://heylep.com/about-the-humber-lep/sub-board-recruitment/>

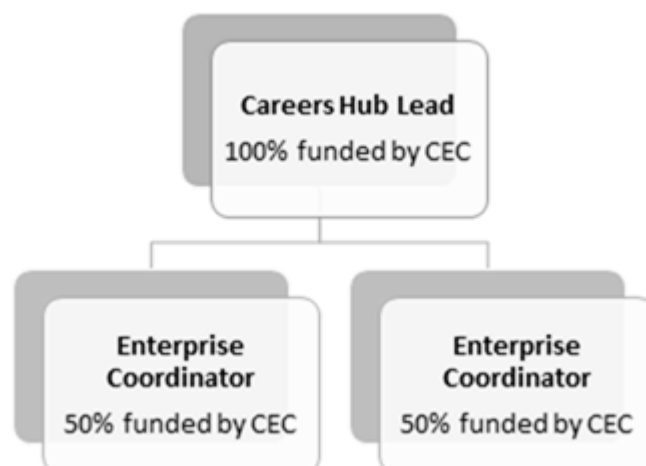
3.4. A Nominations Panel of the chairs of each sub-board, JHN and TC will then review applications with decisions on the three sub-boards made by 30 June. Following which, the dates of the sub-boards will be agreed and published on the LEP website. Sub-board papers will be published a week in advance of the meetings.

3.5. The Chair of the Audit, Finance and Governance Panel has being recruited and is Stephen Savage, former partner Wilkin Chapman, who will be joined by three other members. The first role of this panel will be to review the updated LEP policies and the new Assurance Framework to ensure sound governance is demonstrated throughout all business. The panel is likely to meet quarterly in the first year of the LEP, followed by three times per year or as business demands following.

4. Careers and Enterprise Company contract and plans

4.1. In 2018, the Humber Local Enterprise Partnership (LEP) was successful in securing one of the first Careers and Enterprise Company’s twenty (CEC) Careers Hubs. The national model for the CEC is to locate Careers Hubs in LEPs and Careers Hubs follow the geography of a LEP. Over the past three years, the Hub has performed well in supporting schools and colleges, and good outcomes can be seen from the self-evaluation reports Careers Leaders complete monthly (using the Compass framework). There are currently 26 schools in the Humber Careers Hub, however there are 68 schools in total engaged with the CEC contract in the Humber.

4.2. The CEC operates under a national model, with KPIs being tailored to meet local needs. This arrangement fully funds the Careers Hub Lead post, but requires local partnerships to match fund Enterprise Coordinators (EC) to the sum of 50% annually (currently £25,000), as illustrated below :



- 4.3. For the academic year 2020-2021, The Humber Outreach Programme (HOP) offered the match funding needed to support the current Careers Hub Enterprise Coordinator. The match funding for the other Enterprise Coordinator came from Hull City Council and East Riding Council.
- 4.4. Given the timing in the academic year of the closing of the Humber LEP, and in order to cause the minimal amount of disruption to schools and to honour the existing Grant Funding agreement from CEC, an agreement was put in place for the HEY LEP to deliver the existing Humber contract until 31 August 2021.
- 4.5. From 1 September 2021, funding has been requested from the CEC for the HEY LEP to develop a Careers Hub that would work with the 35 schools from across the Hull and East Riding who are already engaged with the Humber CEC contract. CEC are only able to agree one further year of funding at this stage due to a one year comprehensive spending review; thereafter it is anticipated the agreements will be for 3 years. The outcome of this expression of interest will be known at the end of June/beginning of July 2021. The plans would be in the academic year 2022/23 to provide full coverage of schools and colleges in the HEY LEP geography (currently 51).

5. Norther Powerhouse Investment Fund (NPIF) activity

- 5.1. NPIF continues to perform well across the NP11 region and is currently ahead of plan having deployed £227.2m against a plan of £212.7m which equates to 1,029 investments/loans made to 783 SMEs. Overall NPIF is above profile although debt lending is slightly below plan but all indications suggest it will catch up to plan (other lending mechanisms from government have displaced some of the lending from the NPIF route).
- 5.2. The largest number of borrowing applications have been from manufacturers followed closely by IT & communications related companies. In terms of ERDF economic outputs the scheme is again performing strongly with outputs largely on or ahead of plan. Direct enquiries by businesses represents the highest enquiry rate followed by referrals from Corporate Finance, Local Accountants and Banks.
- 5.3. More specifically in the Humber region £12.22m of funds were lent levered in a further £13.98m of private sector investment resulting in a total investment of £26.2m at the quarter end to Dec 2020. This compares favourably to the original £5.7m LEP contribution to the scheme.

6. Trade and Export

- 6.1. Work has continued to develop the Export Communications Strategy, the following activities are contributing to the awareness raising strand of the export plan:

- Export case study videos* - The first tranche of seven videos published across social media through May/June, also featuring in DIT trade mission events and presentations. A second tranche is being commissioned and will be published in the autumn. LEP press release issued in relation to the videos.
- Humber Biz Week Investment/Export event (Wed 9th June), highlighting export opportunities across the Tech sector.
- Yorkshire Post – the LEP column will focus on export (June edition)
- Export Partnerships Manager is actively engaging with the UK Minister for Export via export-related posts on LinkedIn.
- A digital export awareness-raising campaign will run between July and August, which will drive traffic to the Growth Hub website and encourage subscriptions to the new HEY Export! e-newsletter, which will launch at the end of summer.
- Exporting webpage being embedded within the Growth Hub website and restyled/updated.
- As part of the export research findings KADA research will deliver a final written report and findings on 10th June, which will feed into the developing Export Plan. The LEP proposes to host a joint webinar with KADA over the summer period, where the research findings will be published and discussed with the wider business community. The research findings will be presented to the HEY LEP Board, together with a HEY Export Plan report, prior to any wider circulation. Active engagement continues with a range of DIT sector specialists (Tech, Food and Drink, Chemicals) who will feed into the sector plans as they develop to form part of the overall Export Plan.

*All export case study videos can be viewed via the HEY LEP's YouTube channel and will appear as they are published -

<https://www.youtube.com/channel/UCgviwM2InLJEde1RHjkEq1g> Contributors include: AGENCIA, Marine Rescue Technologies (MRT), Boston Energy, Tech Week Humber, University of Hull, Hull and Humber Chamber of Commerce, Export Megamix compilation.

7. Local Digital Skills Partnership update

- 7.1. Following the submission to the government department of Digital, Culture, Media and Sport (DCMS) of an initial first year report on the activity of the Humber Local Digital Skills Partnership independent pilot, a discussion was held with the Head of Stakeholder Engagement - Local Digital Skills Partnership, Digital Skills and Inclusion, Digital, & Tech Policy at DCMS.
- 7.2. DCMS acknowledged the value of the strategic input and significant resulting outputs of the independent Humber Partnership to date and keenly voiced strong support for the continuation of the partnership's great work to help strengthen the Humber's reputation as one of the fastest growing digital clusters in the country.

7.3. The Humber's role as a major contributor towards the UK's renewable energy infrastructure and the government's decarbonisation agenda, will require the development of relevant digital skills locally to support this sector.

8. Staffing updates

8.1. The Employment and Skills Manager, Chris Howell (formerly of Hull City Council) will start work with the LEP on 14th June 2021 and be responsible at senior officer level for the support of the new Employment and Skills Board, ensuring all requirements of the national Skills Advisory Panel are carried out by this board. Chris comes to the LEP with significant experience of skills related activities and will be managing the Employment and Skills Team.

8.2. Recruitment of the position of Senior Policy and Business Manager is ongoing; the interview panel have agreed their preferred candidate prior to references and the conclusion of the process as per Accountable Body guidance. The Board will be informed of the successful candidate in due course.

8.3. The LEP has an upcoming vacancy which is part of both of the Growth Hub and Employment and Skills Team joint resource following the resignation of a former colleague to a national role. This role is the Workforce Development Coordinator which works with business organisations to maximise the Apprenticeship Levy, promote T-levels and the offer of work experience for HEY residents.

8.4. Current PA support which has been provided by an ERYCC secondment will come to an end in late July as per the contractual arrangements. The Office Manager role includes exec support to the Chair and COO in addition to the secretariat role for the main board. The Service Support Assistant role also includes minute taking at board and working group meetings, undertaking any follow up actions as required. Thanks go to Karen Philipson for providing additional PA support over the LEP transition period.

8.5. As we move into the delivery and support of the new LEP sub-boards we will need to monitor the workflow to ensure efficient and appropriate levels of support are available. This includes the support of the Business Engagement board as per the agreement of both chairs.

9. Financial and resource implications

9.1. LEP secondments, if not match funded by any other programme are considered suitable match to meet BEIS requirements of £250k. The PA position match therefore will be demonstrated by other LEP functions such as the sub-board activities and working groups with the combined total taking the LEP over the threshold needed.