

Hull and East Yorkshire LEP Board

Paper A - Minutes of the Board meeting held on Wednesday 21st July via Microsoft Teams

<p>Attendance</p> <p>Board Members</p> <p>James Newman OBE (Chair) Stephen Parnaby OBE (Deputy Chair) Diana Taylor David Hall Dafydd Williams Gill Alton Professor Susan Lea Councillor Jonathan Owen Councillor Hester Bridges</p>	<p>Observers</p> <p>Alan Menzies - East Riding of Yorkshire Council Mark Jones - Hull City Council Andrew Battarbee - BEIS</p> <p>Executive Team and Secretariat</p> <p>Teresa Chalmers - COO Caroline Sansam - Secretariat</p> <p>Guests</p> <p>Thomas Martin - Chair of Business Engagement Board Graeme Smith - Hull City Council Andrew Hewitt - HEY LEP Laura Barley - HEY LEP Karen Oliver-Spry - HEY LEP Charis Scott-Holm - HEY LEP Chris Howell - HEY LEP</p>
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1. Welcome & Introductions

JHN introduced and welcomed several new people to the meeting: Andrew Battarbee from BEIS, Thomas Martin, Chair of the Business Engagement Board, Andrew Hewitt, the LEP's Senior Policy and Business Growth Manager, Chris Howell, the LEP's Employment and Skills Manager and Graeme Smith from Hull City Council. In addition, he explained that several members of the LEP team would be attending the meeting to present reports to the Board.

2. Apologies

Apologies were submitted by:

Caroline Lacey
Matt Jukes
Catherine Bishop
Madge Moor
Councillor Daren Hale
Jayne Adamson

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the meeting held on the 16th June and Matters Arising

The minutes of the meeting held on the 16th June were approved as accurate.

Matters arising:

- CS reported that Directors Indemnity Liability Insurance is now in place.
- DT informed the Board that a decision on the COP26 amber long list is expected mid-August. DT explained that several platforms have been secured for COP26 film and several events for the vision for a better Hull. DT is working with HEY LEP and GLLEP to build on the opportunities for the Humber.
- DT updated on the proposed Ministerial visit which may take place in September. There are several meetings taking place with University of Hull, Hull City Council and Reckitt and wider business engagement is continuing.
- The Careers and Enterprise Company grant offer has now been received.
- JHN thanked JO for sending him a copy of the letter sent to the Minister of State Luke Hall MP and reported that there have been subsequent discussions on how to proceed.

5. Chair's Update

JHN briefed the Board on a successful and constructive meeting with Local Authority Leaders, CEOs' and Directors, several issues were discussed including better coordination on comms, collaboration, joint scrutiny, devolution, funding, pan Humber issues, Freeport and collaboration with

Greater Lincolnshire LEP. The next meeting will take place in September.

JHN briefed the Board on the LEP Review, and it was noted that progress was slow and remains behind schedule. Pressure is mounting on the government and civil servants to move the agenda forward and a decision is expected after the summer recess. JHN reported that all LEP's core funding has been withheld by government and therefore Hull City Council and East Riding of Yorkshire Council are supporting HEY LEP at risk until it is received. AB indicated that the government should be a position to write to all LEPs on funding soon. AB explained that the delays with the LEP Review is tied up in with the Spending Review and the white paper on the levelling up.

JHN reported on several other meetings and events he had attended:

- Regular meeting with Greater Lincolnshire LEP which focus on Pan Humber matters and joint projects.
- First Audit, Finance and Governance Panel meeting where the Panel considered and reviewed several important policy documents including making recommendations to the board to accept these.
- NP11 meeting which included a presentation on innovation which JHN will feedback too SL.
- Great Yorkshire Show, JHN met with a variety of people from rural network organisations and food manufacturers which gave a useful insight, particularly as the rural economy will have a big part to play in the region's economy.
- Hull City Council's official opening of a housing development in Hull which was partly funded through the LEP's Local Growth Deal.

JHN reported that discussions with a significant amount of other organisations are continuing and the LEP is gaining recognition across the region.

6. Pan Humber Issues

SP reported that Kishor Tailor has returned to part-time work after a period of absence and in his new role he will focus on Pan Humber issues through the Freeport linked to carbon capture and decarbonisation.

SP reported that the Freeport Outline Business Case would be signed off shortly, and that governance would be finalised and in place by the Autumn. To address the financial gap and all parties have agreed a 50/50 split between the beneficiaries, the four local authorities and the two LEPs. In

addition, the four local authorities have agreed to the pooling and retention of business rates.

JHN stated that there needs to be more coordination on the net zero/decarbonisation agenda, and this is now being considered by the Pan Humber LEP Working Group.

7. Local Authority Updates

JO briefed the Board on behalf of East Riding of Yorkshire Council:

- On devolution a response has been received from the Minister Luke Hall MP which welcomed the opportunity to meet and discuss.
- A letter received from Minister Robert Jenrick MP regarding Combined Authorities and Devolution Deals, the letter outlines the freedom of choice and flexibilities available for each area with the aim of ensuring full devolution across the UK. JO indicated that he would push the Minister for a meeting to discuss.

Councillor Hester Bridges updated the Board on behalf of Hull City Council:

- Unemployment numbers are falling, and Furlough number are also falling.
- Universal credit numbers in employment are rising.
- Final investment decision from Siemens expected soon.
- Reckitt rebrand is complete.
- ResQ recently opened a new contact centre in the city centre.
- The Stoneferry/Priory Road programme is progressing.
- Hull Employment Hub recognised as most of a successful kickstart in UK.
- Ongoing discussions are taking place with the new owner of Princess Quay.
- Micro business start - up grants are opening soon.
- Economic Development Strategy has been adopted after 300 responses to the consultation.
- Work is progressing on bespoke business centre.
- Arco and Rix head offices are now open in the city centre which are good signs of city centre regeneration.

8. Business Engagement Board

TM explained there are 28 companies on the BEB including several membership organisations such as CBI, FSB and FEO. The BEB is working on producing some data sets highlighting the Board's influence and reach such as numbers employed, jobs created and GVA etc. Bill Walker, the Vice Chair of the BEB is leading on collating this information. In addition, the BEB

represents several important sectors, such as rural, manufacturing, communications etc. The BEB members have a lot of expertise and knowledge which will enable them to deal with a range of officials on behalf of the LEP. TM outlined the areas of focus for the Board:

- Private Sector investment into the region and retaining businesses.
- Ensuring we have a compelling story.
- Ensuring we have the skilled workforce for the next decade.
- Linking elected leaders to business leaders.
- Dealing with government officials and Ministers.
- Enterprise Zone and business rates, is there a pot of money available?
- Local Authority Leaders and MPs. It is important to have the MPs on board and for them to be positive about our journey.
- How can we use the media to get the positive devolution message out?

TM is establishing a subgroup of the BEB to comment on the latest devolution proposal.

JHN thanked TM for attending the meeting and agreed that these are strong messages from a powerful group of people that are committed to the region. The BEB will be an important part of the LEP's work going forward.

9. HEY LEP Communications Strategy

CSH explained the LEP's Communications Strategy is currently in development and the draft mission, vision and values were presented to the Board for feedback. CSH reported that this was part of a much larger piece of work undertaken through consultation with the LEP team and is now distilled into the one-page summary presented to the Board. This groundwork will support the creation of the HEY LEP's communications strategy. The Communications Strategy will be developed alongside the Economic Strategy. CSH reported that an event is being arranged to launch the Economic Strategy in November which will also be a celebration of the Humber LEP and the official launch of the HEY LEP.

JHN gave thanks and suggested any detailed feedback should be sent direct to CSH.

Comments from the Board:

- A good approach, mission is good, but the vision is lacking something to make it unique to the area.
- The BEB will also feed into this work.
- DT congratulated CSH and agreed it is the right approach.
- DT suggested it needs some work to build the HEY LEP brand to ensure we have one voice as there is currently a separation between

Growth Hub and HEY LEP brand. Tone of voice is key as the brand then starts to become recognisable.

- DT suggested that when your key asset is your team then you need to ensure they have the right tools and training.
- Is Comms a priority, is it top of the LEP agenda?
- We have the content to share so we just need the brand in place.
- SL echoed others and stated that this is a terrific piece of work and the approach is right, the vision needs more work in order to capture the essence of what we are. SL agreed to send CSH further information via email.
- Need to make the language simpler, less corporate, using fewer generic words.
- Need to draw a distinctive between our key role and social change and well-being but recognising that economic activity is the prime focus.
- The mission is missing the people element regarding investment in the workforce, training, development etc. e.g., kickstart and employment hubs.

On the skills agenda, GA reported that the bid to the Pan Humber Strategic Development Fund was successful, and the Humber has been awarded £5.4M . The fund will provide transformational training, with a focus on ports and logistics, green skills and net zero. This will be a big investment into the region and all funds must be spent by March 2022. GA explained that TC was instrumental in this work and this is the first time there has been an approach like this. JHN thanked GA for leading on this work from a board perspective.

10. Humber LEP Outturn 20.21

GS updated the Board on the Funding position of those funds where Hull City Council is the Accountable Body for the financial year to 31st March 2021. GS explained that the figures relates to the predecessor LEP, the Humber LEP. Balances from the Humber LEP roll forward to HEY LEP.

GS reported that BEIS has not released the Core Funding of £500,000 for 2021/22. This means that the HEY LEP is presently operating at risk and operations are in effect bankrolled by HCC as Accountable Body with a risk sharing agreement with ERYCC.

GS briefed the Board on the contract variations for Local Growth Fund Projects as set out in appendix 2c and Getting Building Fund projects as set out in appendix 3c. GS stated that the use of the reserves could be amended if required.

DT suggested that a decision on reserves should be made when we have the Communications Strategy in place. TC explained that a decision on

funding the secondment to the Local Digital Skills Partnership Manager role and the continued funding of Kishor Tailor's role was required immediately. MJ agreed that these roles should be supported as per the recommendations within the report including providing additional administrative support for the LEP in terms of ongoing Humber requirements.

The Board agreed:

- **To note the year-end position.**
- **To affirm commitments against Reserves, as previously approved by the Humber LEP Board as set out in section 9.**
- **To approve the contract variations for Local Growth Fund Projects as set out in appendix 2c and Getting Building Fund projects as set out in appendix 3c.**
- **To delegate authority to the Chair and COO to finalise the use of the reserves.**

11. HEY LEP Growth and Wellbeing Economic Strategy

The Board received a presentation from AH regarding the development of the LEP's Growth and Wellbeing Economic Strategy. AH reported on the draft evidence based which will inform the strategy, and the development of the framework which will form the structure of the consultation draft and outlined the proposed timeline. The Board discussed the possibility of developing one overall strategy for the region in future, including both LAs. AH agreed to circulate some questions relating to the strategy development and requested that any comments or feedback were sent to him via email.

The Board agreed:

- **To note the draft evidence base produced for the strategy.**
- **To approve the strategy framework in order for consultation draft of the strategy to be produced.**
- **To support the updated timeline.**

12. Draft Board Terms of Reference

JHN presented the draft LEP Board Terms of Reference (TOR) to the Board and sought approval from the Board.

The Board agreed to approve the LEP Board TOR.

13. Business Loan Fund Strategic Review

KOS asked the Board to approve a strategic review of the Growing Places Fund and associated Business Loan Fund legacy programme with the aim of enabling an approved use of the funds for the HEY LEP.

The Board agreed:

- **For the executive Investment Programmes Team to undertake a strategic review of the Growing Places Fund utilisation and Business Loan Fund programme, resulting in a new investment programme proposal and development for the HEY LEP.**
- **To delegate oversight of the review as a work package to the Business Support Board.**
- **To place a hold with immediate effect on the current Business Loan Fund programme to entail no further acceptance of expressions of interest, and an imposed deadline of 31st October 2021 for receipt of outstanding applications.**

14. Assurance Framework

LB reported that the HEY LEP Assurance Framework has been developed and it was presented to the Board for approval. The document was previously presented to the Audit, Finance and Governance Panel (AFG) and the Panel recommended it for approval.

The Board agreed:

- **To accept the recommendation of the AFG and approve the first edition of the HEY LEP Assurance Framework**

15. Chief Operating Officer Update

TC asked the Board to note the information contained within her report and approve the two recommendations.

The Board agreed to:

- **Approve the sign off regarding the Freeport Memorandum of Understanding.**
- **Accept the recommendation of the Audit, Finance and Governance (AFG) Panel for the Terms of Reference for the AFG**

itself as an independent Panel, the two Sub-Boards, the required policies and the Scheme of Delegation outlined in the Assurance Framework.

16. Employment and Skills Report

CH reported the Department for Education (DfE) have confirmed that they will grant fund Skills Advisory Panels (SAPs) £75k in the Financial Year 2021-22. A business case has been submitted to the Department of Digital, Culture, Media and Sport (DCMS) seeking potential financial support for the Humber Local Digital Skills Partnership independent pilot.

The Board agreed to note the report.

Any other business

There was no other business.

Signed:

James Newman
Chair