

D2N2 LOCAL ENTERPRISE PARTNERSHIP BOARD – AGENDA

Date: Thursday, 7 March, 2024 (10am – 12 noon)

Venue: Biocity, Pennyfoot St Nottingham NG1 1GF
(and hybrid using Teams link as circulated)

1.1	Welcome and Introductions	Elizabeth Fagan	Verbal	10.00
1.2	Declarations of Interest	Elizabeth Fagan	Verbal	10.03
1.3	Minutes from 07/12/23 and matters arising	Elizabeth Fagan	Paper for decision	10.05
2.	Strategic discussion			
2.1	Chair's Report <ul style="list-style-type: none"> • Deep dive on the Careers Hub • Supporting the Combined Authority's skills and business agendas • UKREIIF preparations 	Elizabeth Fagan	Paper for discussion	10.10
2.2	EXEMPT PAPER Finance Update Report	Sarah Wainwright	Paper for information	10.25
2.3	Future of D2N2 <ul style="list-style-type: none"> • LA Leaders' meeting on 29th January • Transition of LEP staff • Transition of LEP assets • Closure of D2N2 	Will Morlidge	Paper for decision	10.30
2.4	EXEMPT PAPER Key Account Management programme update	Kiran Biring	Paper for information	11.15
2.5	Chief Executive's Report <ul style="list-style-type: none"> • Further successes on skills funding • Progress on Made Smarter and SMDH • Hydrogen • Staff pay 	Will Morlidge	Paper for information	11.35
3.	AOB	All	Verbal	11.50
4.	Date of next meeting: Wednesday, 12 June, 2024 (10am – 12 noon) Derbyshire County Council Matlock			

Item 1.3: DRAFT Key Decision/Action Points from Board

D2N2 LOCAL ENTERPRISE PARTNERSHIP BOARD MEETING

Thursday 7 December, 2023

Toyota Burnaston Derbyshire DE1 9TA (and via Teams)

Chair Elizabeth Fagan CBE

Minutes Sally Hallam

Present and Apologies

D2N2 Board Members in Attendance

Graham Cartledge	Chairman, Handley House Ltd
Dr Glenn Crocker MBE	Executive Director, The Pioneer Group
Cllr Chris Emmas-Williams	Leader, Amber Valley Borough Council
Tim Freeman	Deputy MD, Toyota Manufacturing UK
Natasha Johnson	Director of Partnerships, Global Entrepreneurs UK
Cllr Matt Relf	Portfolio Holder, Ashfield District Council
Cllr Carolyn Renwick	Portfolio Holder, Derbyshire County Council
Becky Rix	Marketing Director, Roadgas
Viv Russell	CEO, Minerals Products Qualifications Council
Cllr Baggy Shanker	Leader, Derby City Council
Tony Tinley	Regional Officer, Unite the Union

Apologies from Board Members

David Williams MBE	Deputy Chair D2N2 and Chair, Geldards
Scott Knowles	CEO, East Midlands Chamber
Cllr David Mellen	Leader, Nottingham City Council
Cllr Keith Girling	Portfolio holder, Nottinghamshire County Council
Prof Edward Peck CBE	VC and President, Nottingham Trent University
Mandie Stravino OBE	Principal and CEO, Derby College Group

Also in attendance

Katrina Crookdake	Area Lead Nottingham/Notts, DBT
Wayne Bexton	Director Green Growth Investment and Assets, Nottinghamshire County Council
Simon Gladwin	Executive Director Operations, Amber Valley BC
Philip Handley	Director, Audit and Assurance Services, HSKSG
Chris Henning	Executive Director Place, Derbyshire County Council

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Mark Kenyon	Director of Finance and ICT, Derbyshire County Council
Chris Pook	Economic Strategy Manager, Nottingham City Council
Jim Seymour	Asst Director, Regeneration and Major Projects, Derbyshire County Council
Sarah Wainwright	Senior Finance Officer, Derbyshire County Council

D2N2 Officer Support

Fiona Baker
Tom Goshawk
Lana Jay
Will Morlidge
Nicola Swaney

1.1 Welcome and Introductions

The Chair welcomed all to the meeting and recorded thanks to Board Member, Tim Freeman for kindly hosting the meeting and AGM following it.

1.2 Declarations of interest

The Chair reminded all Members that Declarations of Interest should be stated to be recorded where an interest arose.

No Declarations were made.

1.3 Minutes of last meeting and matters arising

The Minutes of the meeting on 31 August 2023 were confirmed as a true record and matters arising were covered elsewhere on the agenda.

2. Strategic Discussion Items

2.1 Accounts 2022-23

Will Morlidge introduced the item on draft Accounts for the year ending 31 March 2023 and invited Sarah Wainwright and Philip Handley to take Board through a short summary.

SW confirmed the reason for the accounts moving from surplus to deficit being due to the overall reduction in funding, notably core funding from Government. Corporation tax had also been paid on interest accrued to the held funds. Although our reserves are now being spent as the LEP moved towards closure at a date to be defined, the auditors were satisfied that the company remains a going concern. Board would be

required to consider at a future meeting what should happen to the remaining balance of general fund at company closure.

PH thanked SW for the AB work on managing the accounts, confirming only one minor change to the figures as now presented and echoed no concern as to the company's viability from an audit perspective. The LEP would be confirmed as a going concern for 12 months from the date of sign off (7 December 2023).

The Chair thanked both for their work, reiterating that the LEP remained in a good financial position due to careful management of funds. EF confirmed that future funding matters would be considered fully into the New Year, with a view to finalising transition plans with the new Mayor and ensuring that residual funds were carried forward for use in economic development.

Board **NOTED** the report and audited draft papers and **APPROVED** the draft financial accounts which would be taken forward to the AGM for a vote on adoption.

SW spoke to her supplementary finance update report and drew Board's attention to the request for approval to transfer £556,402.29 to Nottinghamshire County Council. This was the remainder of the HS2 Budget which D2N2 held on behalf of the region. Since the cancellation of the HS2 East programme, the region's HS2 Board had been issued a new mandate by DfT to focus on the redevelopment of key railway stations as the hubs for wider regeneration of their locales. Nottinghamshire County Council would be the accountable body for this work and was therefore the logical budget holder. The Board **APPROVED** the transfer of the remaining funds, subject to confirmation from Nottinghamshire County Council that that the funding would be ringfenced for the purposes intended by DfT.

2.2 Chair's Report

Elizabeth Fagan introduced her report updating Members briefly on devolution, more about which would be said at the AGM following the meeting, and summarising activity by the advisory boards.

In Prof Peck's absence, Fiona Baker reported under People and Skills that work was under way on a strategic skills plan for the Adult Education budget. The LEP was also part of a coalition to bid for the Fusion Skills Academy and a meeting was due to take place later in the day about this.

On Business Growth and Innovation, Glenn Crocker referred to previously expressed frustration that, despite good quality local universities and a strong employer base in cutting-edge sectors, this region seemed to remain at the bottom of the pile for innovation funding from Government.

WM reported that at a recent meeting with the UKRI regional manager, high level feedback had suggested that the region was not good at talking with one voice about shared innovation priorities. On the back of this, Tom Goshawk added that research

universities and business groups would be brought together with a view to aligning business strengths more closely with bids in the future. The Chair noted in answer to Cllr Renwick's query about including small businesses alongside the bigger regional players that the involvement of the universities was the way in which SMEs could also benefit.

ACTION: Tom Goshawk to convene a group drawn from universities, businesses and public sector partners to propose a new partnership approach to innovation for the LEP, with a view to shaping the innovation approach of the MCA.

For low carbon, Becky Rix reported that the last quarterly meeting had been postponed and a meeting was due to take place on 8 December. The Director of the Institute of Technology would be speaking on the subject of low carbon and the green offering.

A discussion took place on how best to work to promote and encourage upscaling of some good small-scale innovations to make a big impact regionally and beyond.

Board **NOTED** the report.

2.3 D2N2's role in inclusion

Natasha Johnson took Board through a slide presentation giving her overview on inclusion and highlighting two areas for attention, notably digital exclusion and the importance of STEM training to help more girls and women into those jobs. She also referred to the need for increased digital connectivity across the area.

The Board agreed that Option 1 (maintaining the status quo) was not appropriate. The majority were minded to agree to an inclusion board being created as per option 3, but felt that they needed to understand better what impact an inclusion board could have. Prioritisation of work for D2N2 LEP must demonstrate why we had a role and what we could achieve. Board members were in alignment that the output from an Inclusion Board should be both deliverable by the LEP organisation and that the outcomes/impact from these deliverables should be measurable. It was also agreed that through this review of options for governance it would be important to identify those elements of inclusion which the region should address but which sat outside our remit and/or capacity.

Board **NOTED** the report and **AGREED** that Natasha and Tony would bring back a revised paper with (1) clear, deliverable outcomes for the LEP, and a recommendation on the governance model we should adopt and (2) advice to the shadow MCA team on other priorities they may wish to consider.

2.4 EXEMPT Capital Programme Update

TG spoke to an exempt paper, updating Board members on the LEP's capital programmes, including the tender exercise for the Early Stage Angel Investment Fund (ESAIF) and Low Carbon Growth Fund.

Board **NOTED** the report and the written procedures papers that had been approved since the last meeting, including the approval of the Nuclear Skills Academy project and the adoption of the Hill Crest Business Park units onto the capital programme.

With regard to the recommendation in s6, Board **DEFERRED** a decision to write off the bad debt pending receipt of clarifying information and **AGREED** that the LEP Team would work with Newark and Sherwood District Council to ensure that, if our charge was transferred to them, they would still attempt to reclaim the maximum possible value for the public purse.

2.5 Chief Executive's Report

Will Morlidge introduced his report updating Board on matters not covered elsewhere on the agenda and referred Members to the detailed notes therein.

He drew attention in particular to the reported concern from the Education and Skills Funding Agency (ESFA) about the alleged fraud by Skills Bootcamp contractor, GBS Learning that had resulted in a request from DfE to return £50,265.15 that had been paid out.

WM informed Members of the audit scrutiny that had been requested from Derbyshire County Council as Accountable Body and their conclusion that at all times the LEP had been compliant with processes, and in fact had undertaken more assurance work than was required. Whether or not there had been any criminality or other inappropriate practice by the provider was currently being investigated by the ESFA's fraud team. Derbyshire County Council's legal team had advised the LEP to challenge the request for repayment on the basis that it had acted in good faith and been deceived.

Members discussed the need to ensure a robust paper trail for audit purposes going forward, which the executive team confirmed had already been strengthened further as a result of this matter. Board was happy for the LEP to pursue the legal route to resolution.

ACTION: LEP team, in discussion with Derbyshire CC and DfE, to consider if more robust approaches could be identified for future funding rounds.

Board **NOTED** the report.

3. Any Other Business

TG gave a verbal update on the Investment Zone, confirming that the whole of D2N2 had been IZ designated. £160m of flexible funding (60% capital, 40% revenue) had been granted to deliver on sites within the area.

Currently, there were 3 sites - Infinity Park Derby, the Centre of Excellence construction site at Bolsover-Bassetlaw and Hartington-Staveley, the latter now attracting a strong argument for support given the discontinuation of HS2 Toton.

All should be ready to progress by April, 2024 provided that the 5 gateway processes were completed successfully. The projects were therefore being lined up for the new EMMCCA to take on and progress thereafter.

4. Date of Next Meeting

Date of next meeting Thursday, 7 March 2024 (venue tbc).

ACTION – in the light of Nottingham City Council being unable to attend on Thursdays, the LEP team would canvas members on suitable alternative dates and notify them of any change, if applicable.

DATE	7 March 2024
REPORT LEAD	Elizabeth Fagan
AGENDA ITEM	2.1

TITLE	Chair's Report
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1. INTRODUCTION

1.1 This report updates on the following:

2. RECOMMENDATION

2.2 The Board is asked to **NOTE** the report

3. KEY HIGHLIGHTS

3.1 Key Highlights summary

- Deep dive on the Careers Hub
- Supporting the Combined Authority's skills and business agendas
- UKREIIF preparations

4. SKILLS AND EMPLOYMENT

- Meeting Date: 11th January 2024
- Chair: Tim Freeman
- Next Meeting Date: 16th April 2024

4.1 Attendance at the LEP People and Skills Board meeting was expanded to include FE Principals and University VCs to enable a single-issue discussion focusing on what a future East Midlands Skills Strategy should look like. The discussion followed presentations from Damien Dacey, East Midlands Combined County Authority (CCA) Director of Devolution, Richard Grice, CCA Director of Operations and Joe Battye from Derbyshire County Council, who chairs the skills devolution working group.

4.2 The meeting was well attended and there was agreement that the development of a regional skills strategy would be a key initial action by CCA, and the level of interest and engagement would positively drive this.

4.3 The CCA is developing the proposed staffing and governance model for skills and employment, and I will encourage them to keep work with Edward and the People and Skills Board to ensure the region builds on what works.

4.4 At the last Board I asked for a report on the progress being made by our **Careers Hub** and I am pleased to be able to set out a summary of achievements, demonstrating the impact which the Careers Hub has achieved over the last 18

months.

Gatsby Benchmark Achievement

The Gatsby Benchmarks are 8 measures of how well schools are prepared for the delivery of careers education and inspiration. They are used by OfSTED to rate careers provision.

Across the D2N2 Careers Hub there are an average of 5.8 Gatsby Benchmarks achieved across all institutions (national average 4.8). The fastest progress has been made by institutions with high levels of students qualifying for Free School Meals and serving the most disadvantaged young people including Special Schools and Alternative Provision.

96% of all institutions in the D2N2 Careers Hub are achieving at least 3 Gatsby Benchmarks. The target is 90% and the national average is 76%. This means progress is being made across all the Benchmarks: our team is not picking the easy wins.

For example, Gatsby Benchmark 1 relates to the school's careers strategy. Benchmark 1 is pivotal to the success of career provision within educational institutions, underpinning all areas needed for young people to leave at post-16 with necessary experiences, advice, and guidance. 83% of all D2N2 Carers Hub schools are meeting this Benchmark against a target of 80%. The national average is 60%.

Overall performance is strong and improving. I'm delighted to say that the progress has accelerated strongly since 2021, when the Board agreed to secure the match funding to move the whole of our programme (then called the "Enterprise Adviser Network" into the more intense and focused Careers Hub programme. The leadership from Fiona, Lana, Laura and Liam has been central to this success, as has the incredible passion and resilience shown by our team of Enterprise Coordinators.

Career Hub Expansion

From working with 158 institutions in April 2022 the Careers Hub has now works with all 173 institutions in scope and has full coverage of the geographical area. The Careers Hub now actively works with all 17 districts and boroughs to co-commission interventions which are targeted on improving the careers information available to young people across D2N2. Examples of this activity include:

- Getin2Diversity Careers event held in collaboration with SEGRO and Derby City Council at Pride Park reaching 320 young people.

- D2N2 Careers Hub has funded the creation of 17 district and 4 county and city authority website pages for young people to learn about local career opportunities and relevant supporting information to be 'work ready'.
- Launching the first collaborative Higher Education and Apprentice Technical awareness event in Bassetlaw.

Employer Engagement

The Careers Hub has established a large, diverse and effective network of employers across the region, including 48 Cornerstone Employers. These are key regional employers strategically focused on increasing Gatsby benchmarks and engaging in local skills plans. The Hub also has 155 business volunteers, known as Enterprise Advisers working directly with schools. Key successes include:

- Coca-Cola and Ideagen piloted their first Supported Insight schemes to support SEND young people.
- 24 Green Employers visiting secondary schools to develop knowledge surrounding the emerging sector.
- Delivering the first Apprenticeship Parental Engagement webinar which reached 7,100 participants in the East Midlands.
- Two employer-led Apprenticeships in the Community events piloted reaching 240 parents, young people, and job seekers looking for employment in the construction and health and social care sectors.
- Local employers working with 28 teaching staff to create curriculum resources linked to careers that we shared across the entire D2N2 network.
- There have been 220 one-to-one employer engagements with young people since August 2021 as part of Careers Hub funded programmes.
- Hospitality, Early Years, Hydrogen and Fusion employers have joined the Cornerstone group in the last ensuring that all sectors are represented.

Primary pilot programme

The 'Start Small Dream Big' pilot primary programme has meant that we can expand careers intervention to young people below secondary age, an intervention which is recognised as having a significant impact on career choices. We will complete the programme in March 24 where we will have 75 schools completing the career-related primary career development programme with each school linked to a local employer. This programme includes SEND institutions.

5. BUSINESS AND INNOVATION

- Meeting Date: 29th January 2024
- Chair: Tim Freeman
- Next Meeting Date: 16th April 2024

5.1 Learning from the success of the People and Skills Board, we used January's Business Growth and Innovation Board to gather views about the future of business and innovation in the region. Richard Grice (CCA Interim Strategy and Delivery Lead) and Joelle Davies (chair of the working group on business in devolution) attended to give an update on progress to date and open up the engagement to the business community utilising the network of contacts the LEP has established.

5.2 Topics discussed included:

- **Business Support**
 - What should be delivered, who should deliver it and how should the support be commissioned?
 - What works now, what doesn't work in present delivery and what could be changed?
- **Innovation, productivity and growth**
 - Does the area require a regional innovation strategy?
 - What specific markets/sectors should be focused on?
 - What role should the EMCCA play in innovation?
- **Inward Investment**
 - How do we co-ordinate and collaborate on inward investment?
 - Does inward investment require a 'single front door' approach?
 - Where should inward investment activity be delivered?

5.3 As well as the topics presented there was a clear message from the membership of the BGIAB that business voice was needed in both the strategic thinking of the EMCCA and the decision-making process for funding agreements. The group were keen to see that the business voice that has been previously represented by the LEP Board is not lost within the new structures.

5.4 As a result of the meeting there have been follow on meetings with subgroups of the BGIAB to ensure that more focused and topic-based discussions are taking place. The LEP has facilitated a meeting focused on the visitor economy and we will be leading a forthcoming discussion of access to business finance.

6. LOW CARBON

- Meeting Date: 8th December 2023
- Chair: Wayne Bexton and Becky Rix
- Next Meeting Date: 13th March 2024

6.1 Rachel Quinn, Director of the East Midlands Institute of Technology (EMIoT) presented on progress towards their start date of the 2024-25 academic year. The EMIoT will be a centre of excellence for skills delivery focusing on energy, net zero and digital, targeting the skills that businesses need, with 85% of courses aimed

above L3 and providing a lifelong pathway to learning in technical skill. We will continue to engage with the EMIoT to support curriculum development and employer engagement.

6.2 Gavin Fletcher from the Midlands Net Zero Hub introduced the East Midlands Super Hub project. It aims to accelerate net zero, innovation and sustainable economic growth at and around East Midlands Airport, by looking at energy use at the airport and transport use through logistics, infrastructure, freight and passenger travel. The Freeport is a key partner.

6.3 Wayne Bexton updated the group on the work to develop the CCA's approach to Net Zero. Existing programmes on retrofit and local area energy plans will continue to be priorities for the region. Other plans being developed for the CCA include waste disposal/recycling, local nature recovery, green/blue infrastructure planning and boosting the local circular and low carbon economy through skills and education.

7. INCLUSION

7.1 We have not progressed plans to put in place an inclusion subgroup and will now turn our attention to influencing the approach of the CCA to inclusion.

7.2 The Careers Hub now has 2 specialised delivery staff who lead on engagement and support for all Special Educational Needs and Disabilities (SEND) and Alternative Provision institutions. This decision was made in July 2023 based on feedback from our educational institutions that they felt they needed a service that supported their needs. Both staff are undergoing training surrounding Education and Health Care Plans (EHCPs), autism awareness and confidence, and spending time with local authorities' specialist teams, and will be key assets for the CCA on the inclusion agenda.

8. EXTERNAL AFFAIRS

8.1 As you would expect, a key focus of my external engagement since December has been on the devolution agenda. This has included a formal briefing session with the declared mayoral candidates to update or introduce them to the work of the LEP to ensure that we are making it clear that what we do is effective, valued by partners and something any mayor ought to consider supporting in the future. The meetings have also allowed me to sound out the various candidates over their likely policy platforms. I have been encouraged that the clear messages coming back from the candidates is that the mayoral role should be about place first and party second. Indeed, that is a phrase we are starting to hear at hustings events from all the candidates. A further set of meetings is planned for next week.

8.2 Planning is underway for the region's slots at UKREIIF in May. We hope that the new mayor will host a lunch with invited local business and political leaders on Weds 22 May, just over two weeks into their role. It will be followed by a presentation alongside the LEP, Freeport and DevCo chairs to an audience of potential investors.

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The intention is to demonstrate the range of assets and powers held by the region and to show “Team East Midlands” speaking with one voice. Will is also be presenting on behalf of East Midlands Hydrogen at the Invest in Nottingham evening reception. We are working with the CCA team to ensure all mayoral candidates are aware, supportive and fully briefed.

8.3 I continue to engage on other matters of interest to the LEP, including forthcoming meetings with partners in the energy sector on their plans for a transition to low carbon energy.

Elizabeth Fagan
7 March 2024

DATE	7 March 2024
REPORT LEAD	Will Morlidge
AGENDA ITEM	2.3

TITLE	Future of D2N2
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1. INTRODUCTION

- 1.1 This paper sets out options for the transition of LEP staff and assets into the emerging East Midlands Mayoral County Combined Authority (CCA).
- 1.2 As the Board has previously agreed against the LEP continuing as a standalone body, that option is not considered here. This paper focuses on how and when transition could take place.
- 1.3 The key contextual update since the December Board is that on 29 January the local authority leaders, sitting as the shadow board for the CCA agreed that they would like all LEP staff and programmes to transition into the CCA. Their preference is for the process to be completed by the end of October 2024.
- 1.4 I would like to put on record my thanks for the Chamber and shadow CCA team for their support.

2. SUMMARY OF LA LEADERS' PROPOSAL

- 2.1 The minutes of the Leaders' meeting are not public, but their team has kindly shared this extract which contains the key information for this item:

“The Board received the proposals on LEP integration. The Board noted the recommendations from due diligence to integrate LEP functions and staff in full, which were firmly supported. The Board agreed their priority was to integrate the staff into EMCCA as soon as possible after EMCCA is established and to the 1 April 2024 timeline indicated by Government policy, and to endorse the Integration Plan on that basis. The Board was content with the notion that transferred staff may have a time-limited role supporting the LEP close-down in the background once accountability for functions had transferred (which was for the LEP company and board to be responsible for). The Board also re-emphasised its position that LEP integration was not a “lift and shift”, as it was moving into a new organisation.”

- 2.2 The LEP Integration plan has been shared with Board members with these papers. It was authored by the shadow CCA but with significant input from me and from DCC as accountable body. I am content that it is an accurate and proportionate approach. It was signed off by the chair, as required by Government, at the end of January.

3. ACTIONS TO DATE

- 3.1 The Board previously agreed that the LEP team would only transfer into a fully established CCA. Until the shadow CCA becomes a formal CCA and has a fully functional HR team, it will be in no position to transfer any staff in. This is captured succinctly in another extract from the minutes of the LA Leaders' meeting:

“Mark Rogers reported that planning to execute staff transfers could begin immediately and might be complete by 1 April 2024, but EMCCA needed to be capable to receive the staff, so it was possible they might be completed after the inaugural mayoral election. There were details around pensions which needed to be worked through, which would take time to get right. There was regular engagement with the LEP Chair and Chief Executive to progress staff transfers – and a joint working group to drive progress was being established as part of the Programme Board.”

- 3.2 As the Board's requested in December informal discussions have been taking place between the LEP's senior team, East Midlands Chamber and the shadow CCA team to prepare for transition. These have included sharing job descriptions with the shadow CCA so that they can be revised and appraised against local authority model job descriptions. This will allow for informal discussions with staff about their potential future roles within the CCA so that we can then run a two-week formal consultation once the CCA is in a position to do so.
- 3.3 In parallel, we have been working for some time with the shadow CCA to map out all our programmes and contracts so that they can undertake the due diligence required before they could recommend that the CCA should indeed take on the LEP's assets. I understand that the recommendation has been that our programmes are in good shape and should be transferred.
- 3.4 Timings here are hard to predict precisely, for the reasons quoted above. However, I can confirm that weekly “LEP Transition” meetings are now taking place between the CCA and the LEP. Chamber will also be invited when appropriate.

4. RECOMMENDATION

- 4.1 Referring back to item 2.4 in the August 2023 Board, we identified two possible futures for the LEP team and assets. They were to transition into the CCA or to transition into one or more of the LAs. The decision of the leaders noted in section 3 above makes it clear that the only practicably option is for transition of the LEP team and assets into the CCA.

- 4.2 I therefore recommend that the Board authorises the CEO to:

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- a. Formalise discussions with the Combined Authority and East Midlands Chamber (as the LEP staff's legal employer) on the transfer of staff, with a view to enabling a TUPE process to be undertaken and for those staff who wish to transfer to the CCA to do so before the next LEP Board.
- b. In parallel agree a proposal for the transfer of assets to the CCA, for discussion at the June LEP Board.
- c. Develop a closure plan for the LEP for discussion at the June Board.
- d. Secure in the new job descriptions for LEP staff transferring into the CCA a clear role to support and report to the LEP Board through the closure of the Company, with the aim of closing the company before the end of the 24/25 financial year. The shadow team has indicated to me that they see this as a very reasonable request, given the support the LEP has given and continues to give to the devolution process.
- e. Work with Chamber HR to develop a severance package for staff for whom there is no role in the CCA and for those staff, if any, who do not wish to transfer.

4.3 I would also recommend that the Board agrees that, in order to get as close as we can to the leaders' proposed timetable, that you be prepared to take decisions relating to the transfer of staff by correspondence, rather than needing to call an additional Board meeting in March or April.

Will Morlidge

7 March, 2024

DATE	7 March 2024
REPORT LEAD	Will Morlidge
AGENDA ITEM	2.5

TITLE	New policy on Board Members' expenses
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INTRODUCTION

- 1.1 This paper sets out a proposed policy on Board members' expenses at the request of the Chair for the avoidance of any doubt over the process.

RECOMMENDATION

- 2.1 The Board is asked to **APPROVE** the new policy annexed to this paper.

BACKGROUND

- 3.1 While it has not been a regular occurrence, Board members have on occasion asked for expenses to be covered when on D2N2 business. This has always been for Board members who are from SMEs or the third sector whose parent organisations may be unable to cover costs and have been assessed by the CEO on a case-by-case basis.
- 3.2 While the LEP's Local Assurance Framework does allow for reasonable expenses to be paid, it does not go into detail. The Chair has therefore asked me to draw up a simple policy. Annexed to this paper is a stripped-down version of the East Midlands Chamber policy which applies to the LEP's executive team. Because we expect the team to undertake regular travel for business, the rules that apply to us are more detailed and cover issues such as overnight expenses that we do not being relevant to Board members.
- 3.3 A simple form to enable claims to be made has also been drafted, but is not shared here.
- 3.4 Any costs incurred under this policy will need to be added to our online register of expenses.

ANNEX: PROPOSED BOARD MEMBERS' EXPENSES POLICY

1. ABOUT THIS POLICY

This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality. It may be amended at any time at the request of the D2N2 Board.

2. REIMBURSEMENT OF EXPENSES

D2N2 will reimburse expenses properly incurred in accordance with this policy. Any attempt to claim expenses fraudulently or otherwise in breach of this policy may result in disciplinary action. Expenses will only be reimbursed if they are:

- Approved by the CEO in advance of being incurred.
- Submitted to the CEO by email within three months of being incurred.
- Supported by relevant documents (for example, VAT receipts, tickets, and credit or debit card slips).

Claims for authorised expenses submitted in accordance with this policy will be paid directly into your bank/building society and therefore bank/building society details will need to be shared with the CEO.

3. TRAVEL EXPENSES

D2N2 will reimburse the reasonable cost of necessary travel in connection activities approved in advance by the CEO as appropriate business for the Board member to undertake on behalf of D2N2. The most economic means of travel should be chosen if practicable and you should use existing travel cards or season tickets wherever possible. D2N2 operates a policy where meetings (other than Board meetings) should be done by videocall where possible to reduce cost and the impact on the environment.

The following are not treated as travel in connection with D2N2 business:

- Travel which is mainly for your own purposes.
- Travel which, while undertaken on our behalf, is similar or equivalent to travel between your home and your usual place of work.

3.1 Trains/trams

We will reimburse the cost of standard class travel on submission of a receipt with an expenses claim form.

3.2 Taxis

We do not expect you to take a taxi when there is public transport available, unless it is cost effective due to a significant saving of journey time or the number of Board members / staff travelling together. A receipt should be obtained. Exceptions may be made in exceptional circumstances, for example if a Board member is unable to drive due to an injury. Nonetheless, in these circumstances, the CEO may suggest that you attend the meeting by video if at all possible.

3.3 Car or motorcycle

Where it is cost effective for you to use your car for D2N2 board business travel, and you have been authorised to do so, you can claim a mileage allowance. Details of the current mileage rates are in line with HMRC mileage rates ([available here](#)). You can also claim for any necessary parking costs which must be supported by a receipt or the display ticket. We will not reimburse penalty fares or fines for parking or driving offences.

3.4 Air travel

No air travel is envisaged and none is expected to be authorised.

4. ACCOMMODATION

We do not anticipate asked Board members to undertake duties that require you to stay away overnight. If this happens in very exceptional circumstances, the Chamber's rules will be used, meaning hotel costs fo up to £150 (London) and £100 (elsewhere) would be covered.

5. ENTERTAINING

Board members should not incur expenses for entertaining LEP clients.

6. ATTENDANCE AT CHARGEABLE EVENTS

Attendance at chargeable events such as conferences may permitted with the prior consent of the CEO, who will need to ensure that Board member attendance is justified rather than attendance by a member of the LEP team. Any claimed expenditure incurred attending chargeable events must be accompanied by an itemised receipt for attendance.

7. USE OF COMPANY CREDIT CARD

The D2N2 company credit card is held by and in the name of the CEO and may not be lent out to other board or staff members.

8. EXPENSES REGISTER

As part of our commitment to transparency and accountability all expenses incurred by Board members will be added to the expenses register on the D2N2 website.

DATE	7 March 2024
REPORT LEAD	Will Morlidge
AGENDA ITEM	2.6

TITLE	Chief Executive's Report
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1. INTRODUCTION

- 1.1 This report updates on the following:
- Further successes on skills funding
 - Multiple innovation bids being supported
 - Continued growth in interest in Hydrogen
 - Staff pay

2. RECOMMENDATION

- 2.2 The Board is asked to **NOTE** the report

3. KEY HIGHLIGHTS

- 3.1 Key Highlights summary

4. SKILLS UPDATE

- 4.1 As per the Board's instructions, we continue to secure funds from which the transition of the LEP should not prevent the region from benefitting.

- 4.2 We have been granted a further £4,967,950 to deliver **Wave 5 of the Skills Bootcamp** programme in FY 2024-25. The Bootcamp Team is currently developing an invitation to tender which is expected to go out via the DCC portal at the end of March / early April.

- 4.3 We are board members of the newly-rebooted **Infinity Park Derby (IPD)** Board which is chaired by Rolls Royce. There is a very exciting confluence of initiatives taking place which means the time is right to refocus on IPD as a major regional asset. One is, of course, the designation of IPD as one of the Investment Zone sites. Alongside that, there is urgent interest from the Government in significantly expanding the UK's national nuclear skills training offer and to double the size of the nuclear workforce. Our co-investment in the Nuclear AMRC and the Nuclear Skills Academy have helped to put Derby squarely on the map as a key city for nuclear power. The IPD board is now working with colleagues in the CCA, Freeport and the UKAEA team leading on STEP Fusion in Bassetlaw to develop an East Midlands approach that pitches our region as the centre of future energy skills, innovation and jobs.

5. BUSINESS AND INNOVATION UPDATE

- 5.1 The review of **business support** activity continues in line with and in preparation for the transition to the EMCCA. The LEP team has been gauging

views on the current delivery and potential future delivery of business support. The stakeholders involved include but are not exclusive to our universities, local authority partners, East Midlands Chamber and other business representative bodies. I will be discussing with the CCA team what the ongoing resource needs of the Growth Hub will be after LEP transition, with a view to ringfencing some of our reserve to sustain and potentially grow the service in 2024/25.

- 5.2 There is a clear view emerging that a simplified business support landscape is needed. A postcode lottery has always existed to a degree, but since the ending of European-funded programmes, this has become more acute with a variety of different approaches and priorities across the region. While this is absolutely in line with the localism policies behind it, more recent devolution policy suggests that the CCA is well placed to bring regional coherence to this landscape. A regional approach might cover not just business support but also developing stronger regional working on **innovation, inward investment and investor development**.
- 5.3 As per the Board's discussion on innovation in December, we have re-convened our **Innovation Group** including our three universities, Biocity, UKRI and the Midlands Engine. The aim is to take a strategic local approach to developing a pipeline of innovation projects, ultimately resulting in increased innovation funding across the area. The group will look to build upon the strategic strengths of innovation in the area and learn from previous submissions which have not been successful. The CCA team will also be involved, so that this group can be transitioned into the CCA's governance, with whatever changes the CCA sees fit.
- 5.4 We are supporting NTU's resubmission of its Emerge **Place Based Impact Acceleration Account** (PBIAA) proposal. Originally based around MedTech, the focus has narrowed to rehabilitation, of both physical and mental health. The three potential workstreams are *connectivity*; an *impact accelerator*; and *patient and public involvement and engagement* (PPIE). We are also backing the University of Nottingham led PBIAA bid around hydrogen storage technologies. Both bids will go to EPSRC in March, seeking £2.5m each across four years, with a strong focus on growing the sub-sectors in our region.
- 5.5 We are also an active partner in the **Multi-Actor Research & Knowledge Exchange Teams** (MARKETs) initiative at NTU. In particular, they are exploring and establishing a Nottingham City Food Partnership. This is intended to bring strategic direction and coordination to the local food system, to strengthen the food community and build resilience into the response to food insecurity.
- 5.6 The **Smart Manufacturing Data Hub (SMDH)** programme is progressing well and we have been successful in getting local lighthouse funding in Derbyshire (won by Devtank). They will be contributing to getting more local businesses

signed up to providing data to the MDEP platform and engaging in sensor deployment. Further work is taking place to develop another lighthouse proposal focusing on skills with NTU as part of the Automated Distribution and Manufacturing Centre (ADMC) offer, strengthening the use of digital technologies for manufacturing. To date the following outputs have been delivered:

- 44 deals on the system (50 targeted for D2N2)
- 13 projects have been completed.
- 25 are in process.
- 6 potential projects are being worked upon

5.7 Delivery of webinars is ongoing around demonstrator funding opportunities and also engaging manufacturers in using data to improve productivity and insight on their delivery. We are working with other consortium members on rolling out the energy insights dashboard and delivering more data to the platform. As more manufacturers use the tool, benchmarking will become easier against SIC code or sq metres of production facility.

5.8 All areas of the **Made Smarter** programme are performing well, we will be over the target on Leadership and Management participants, road mapping is getting great feedback and engagement from businesses. The delivery of grants is currently behind profile, but we are anticipating that the profile will recover before year end with another grant panel scheduled in before the financial year finishes.

- 156 EOI's submitted for Made Smarter in D2N2
- 94 engaged (82 Large SME's & 12 micro-SME's)

5.9 Discussions are taking place between the Made Smarter team and D2N2 to align delivery of Made Smarter and SMDH. Both parties feel that collaboration could be stronger, and we can work better together and provide a better service to the beneficiaries and outcomes for Manufacturing locally. Discussions on a framework of how we can get advisers on the ground together to identify closer working relationships are taking place and how we develop sector cluster communities to improve innovation activity.

5.10 The **Early-Stage Angel Investment Fund** remains in procurement, and we expect to launch it by the end of the financial year.

6. INCLUSION

6.1 An application was submitted to extend Phase 1 of the **Connected Futures** Fund to February 2025 to allow further exploration of the issues identified and more time to test potential solutions. An additional £280K of funding has been secured together with an extension of the programme to March 2025.

6.2 Key to the project is the principle that it is driven by young people with learning difficulties and autistic spectrum disorders themselves. Through the creation of **Youth Ambassador** roles and the Young Person's Development Board the young people themselves have the agency to initiate change. Youth Futures Foundation believe that this is the first time this has been achieved nationally and the project continues to pique their interest.

7. LOW CARBON

7.1 The Board may remember that the only **Low Carbon Growth Fund** project that remains at a pre-contract stage relates to the development of hydrogen fuelling infrastructure and the purchase of hydrogen-powered buses for Derby and Derbyshire. As per the Board's previous instructions, if we cannot get this funding allocated in the 23/24 financial year, the funding offer will be withdrawn. However, all partners remain convinced this is a strong concept and we are attempting to turn the delay into a virtue. Because we have not yet committed the £1.5m funding to Derbyshire County Council, it is still available to use as match funding to the government's ZEBRA programme. ZEBRA funds zero-emission buses and recently opened for a new round of funding. Derbyshire, Trent Barton and D2N2 have therefore developed a bigger, more ambitious bid for additional buses. We understand that the LEP's local match will be a strong asset in the scoring process for ZEBRA. We hope to have positive news by the time of the Board or shortly after. If not, we will withdraw the funding offer.

7.2 The next regional **East Midlands Hydrogen** event takes place on 5th March. Interest in partnering with us continues to grow and we have now formally brought into the core team additional support from the University of Nottingham, the Energy Research Accelerator and the Manufacturing Technology Centre. As promised at our September launch we will be supporting bids from partners for hydrogen funding. The first is the PBIAA bid from Nottingham University mentioned in paragraph 5.4, and we are also in discussion with a number of private sector partners who are interested in co-development of bids to a number of funding rounds, including potential bids to the CCA for the development of hydrogen generation, storage, fuelling, skills, innovation and employment sites in the region.

7.3 Given the recent damage caused by multiple storms, the Environment Agency's regional team has asked the region to partner with them in bolstering our capacity to better understand, get ahead of and respond to flooding issues. I'm delighted that we have agreed to bring £50k from reserves which, together with £25k from Derby City Council, has secured initial match investment from the Agency's national head office of £150k for the **Better Business Flood Resilience** initiative. The funding also allows us to bid into the Agency for up to £7m of capital investment, an opportunity that would not have been open to the region without D2N2's support.

8. DEVOLUTION

- 8.1 As the Board is aware, the CCA is required to agree with the LEP Chair a transition plan. This is an administrative document rather than anything strategic, as it sets out the steps towards LEP transition so that ministers can satisfy themselves about progress, rather than being a paper which in itself sets out anything new or asks for any decisions. For example, it contains a list of the programmes currently managed by the LEP which we expect to be managed by the CCA in future. It has been signed off by the CHair and the CCA and has been submitted to ministers. A copy is annexed to this report for information, minus the introductory page of instructions on completion.

9. EXTERNAL AFFAIRS

- 9.1 We continue to lead the regional team effort for the UK Real Estate and Infrastructure Investment Forum (**UKREIIF**) in Leeds in May. The plans are now fixed for a lunch hosted by the mayor and their LA cabinet members which will be an invitation-only event targeting key investors and partners. That will be followed by the panel session featuring the Mayor and the chairs of the Freeport, DevCo and D2N2, demonstrating “Team East Midlands” acting in partnership. Work is underway to agree some key regional priorities that all will be able to sign up to, although the work to develop a strong, single team approach behind the scenes will of course take some time.
- 9.2 Thanks to colleagues at Notts County Council and Midlands Engine we will also be able to launch a web portal showcasing many of the region’s key investment assets, which should transfer and become a key tool for the CCA’s future inward investment approach.

10. TEAM AND CORPORATE

- 10.1 We are in the middle of our annual performance review with Government. We are the lowest risk category thanks to our robust performance and governance. We expect the results to be announced by the end of March, and will share them as soon as possible.
- 10.2 I will be working with Sarah to consider the annual pay review for staff before the end of March. Clearly this is complicated by the impending transition of staff to the CCA, so we will of course be working closely with Chamber HR and the CCA on developing a proposal that is fair and practicable for all partners.
- 10.3 We have had two leavers since the December Board. Richard Kirkland has taken his overdue retirement, while Lisa Brewer has taken up an exciting new role on innovation at the University of Nottingham. We wish them both well. I’m delighted that Bose John-Otukpe has been temporarily promoted into Richard’s

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role, and we will keep the resource demands of the Careers Hub team under review. Lisa's old role on SMDH is being advertised.

Will Morlidge
7 March 2024

ANNEX: LEP INTEGRATION TEMPLATE

SECTION 1: CORE INFORMATION

Core details and current arrangements	
1.1 Name of LEP which is to be integrated.	D2N2
1.2 Name(s) of upper tier authority or authorities into which LEP functions are being integrated.	EAST MIDLANDS MAYORAL COUNTY COMBINED AUTHORITY (EMCCA)
1.3 Current relationship with the LEP	<p>The LEP is co-terminus with the proposed East Midlands Combined County Authority area. The four constituent councils in the area (Derby, Derbyshire, Nottingham and Nottinghamshire) are all full members of the current LEP Board. Two district/borough councils are also full members, and the membership rotates between the 15 LAs, with one always representing its peers in Derbyshire and one representing Nottinghamshire.</p> <p>Derbyshire County Council is the accountable body for the LEP and Nottingham City Council is the accountable body for the D2N2 Growth Hub.</p> <p>The LEP is involved with the work to establish the emerging East Midlands Combined County Authority. The LEP is represented at the Programme Board that oversees the work. The LEP is specifically supporting work to ensure a smooth LEP transition of its functions and is involved with other relevant workstreams on investment zones, skills, business and low carbon.</p>
Integration leads	



1.4 Contact details for integration leads	D2N2: Will Morlidge , CEO (will.Morlidge@d2n2lep.org) EMCCA: Amanda Mays, Interim Operations and People Lead (amanda.mays@eastmidsdevo.org.uk) Jason Syers, Interim Finance & Investment Lead (jason.syers@eastmidsdevo.org.uk)
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SECTION 2: GEOGRAPHY

Geography
<p>2. Please set out the proposed geography for the delivery of LEP functions from April 2024.</p> <p>Answers should confirm whether the proposed geography is coterminous with the current LEP geography. If not, answers should confirm that the proposed geography constitutes a functional economic area (FEA), with reference to the size of population, local travel to work areas (TTWAs) and any other relevant drivers of the local economy.</p> <p>Where multiple upper tier local authorities operate across the proposed geography, you should confirm the governance arrangements and that service provision will be ensured across the whole geography – no authority should be left out and all parties should agree the arrangements.</p>
<p>The LEP geography is coterminous with the proposed EMCCA boundary.</p> <p>Proposed constituent members with two votes each on the EMCCA Board:</p> <ul style="list-style-type: none">• Derby City• Derbyshire County• Nottingham City• Nottinghamshire County

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Districts and Boroughs: there will be two voting members from each county, representing the interests of the other Districts and Boroughs:

- Amber Valley
- Ashfield
- Bassetlaw
- Bolsover
- Broxtowe
- Chesterfield
- Derbyshire Dales
- Erewash
- Gedling
- High Peak
- Mansfield
- Newark & Sherwood
- North East Derbyshire
- Rushcliffe
- South Derbyshire

SECTION 3: BUSINESS VOICE

Current and future activity

3. Please set out how you intend to embed a strong, independent, and diverse local business voice into local decision-making across the area. Answers should cover the following points:

- (a) Proposed model & governance structure** (e.g., a stand-alone business board, sub-board, or other structure)
- (b) Membership** (including the mix, balance and diversity of independent business members and any other partners drawn from outside of the business community)

The detail of EMCCA governance has not yet been agreed given where the programme is in its lifecycle. The Operating Model and Governance structure will be defined as work on the Constitution is set out in early 2024.

SECTION 4: PROJECTS, PROGRAMMES AND SERVICES

Current and future activity			
<p>4.1 Please list the projects, programmes and services currently delivered by the local LEP.</p> <p><i>In each case you should indicate whether, subject to receiving equivalent funding, the upper tier local authority/authorities would continue to undertake each activity.</i></p> <p><i>Where a different set of functions/services is being delivered for a neighbouring area, you should repeat the exercise for that area.</i></p> <p><i>You do not need to include LEP activity delivered in a private capacity.</i></p>			
Title	Short Description (1-2 sentences)	Will the activity continue once the LEP is integrated? (subject to future funding)	
		Yes	No
Economic Strategy	The LEP leads on a coherent economic levelling up strategy for the region, covering skills, employment, productivity, net zero, transport, housing and land use. This has been a core ask of the Upper Tier Leaders, without which the LEP believes the ability to achieve benefits of scale and robust commissioning of services would not be possible.	X	
Convening the business voice	The LEP ensures businesses are able to input regularly and with impact into the	X	

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	region’s economic and skills strategy.		
Convening business, schools and the skill systems	To better align aspirations, needs and demands. Some of this work is now expected to be delivered via the LSIP process and work is underway to make the join as seamless as possible.	X	
Convening the Innovation System	The LEP prevents needless competition and duplication to ensure that the region secures its fair share of public sector investment.	X	
Convening independent training providers	The LEP brings together the ITPs from the region with other skills and Government partners to ensure better joining up on the skills agenda, as well as on wider determinants of socio-economic success and public health	X	
Hydrogen Task Force	A specific group set up by the LEP to drive adoption by businesses of H2 tech, supply, skills, storage and adoption.	X	
Skills for Health and Care Group	Partnership between LEP, ICBs, FE, HE and Health Education England to focus on	X	

	<p>long-term system change to ensure skills supply into health and care, recognised as national best practice by HEE.</p>		
<p>Economic Intelligence and Insight</p>	<p>Maintaining the LEP's current role, including the Skills Advisory Panel work currently funded by DFE, but also encompassing the evidence base that underpins the LEP strategy. The LEP currently convenes a group of analysts from across the region's public, private, third and education sectors and anticipates maintaining a similar objective and evidence-driven approach to the EMCCA's work.</p>	<p>X</p>	
<p>Growth Hub</p>	<p>The LEP commissions the Growth Hub from East Midlands Chamber and it is anticipated that the EMCCA will want to ensure a similar economy of scale and equity of service is achieved by continuing to commission the Growth Hub. It is expected that the core government funding for the</p>	<p>X</p>	

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	<p>Growth Hub to transfer to the CCA. The LEP believes that other business support funding from Whitehall should be routed through the Growth Hub.</p>		
<p>Key Account Management (KAM)</p>	<p>This DIT programme is offering extremely high ROI in terms of the private sector investment secured for the outlay on the programme. It is expected to maintain and preferably significantly grow the KAM approach.</p>	<p>X</p>	
<p>Smart Manufacturing Data Hub</p>	<p>A new national three-year programme with academic and business partners, which D2N2 is a lead partner and host of the project manager. National partners would expect the CCA to continue to support the work, including taking on the budget that comes with it.</p>	<p>X</p>	
<p>4 x Enterprise Zones</p>	<p>The LEP expects that the EZs including the retained business</p>	<p>X</p>	

	rates to transfer to the EMCCA.		
Trade Strategy	The D2N2 LEP is the first in the Midlands to develop a Trade Strategy in partnership with DIT and expect the EMCCA to want to continue to lead on this work, with a view to also pulling in other elements of Whitehall’s work on trade to enable a comprehensive and joined up package of support.	X	
Careers Hubs	The LEP hosts and co-funds with the Careers and Enterprise Company the 4 Careers Hubs in the D2N2 geography and it is anticipated the Hubs and their staff transferring over to the EMCCA. The LEP would expect the match funding from the LEP core budget to cover some of the match locally but have already raised with BEIS and DFE the likely shortfall in the ability to cover these costs after the LEP	X	

	running costs were reduced.		
Skills Boot Camps	The LEP has been the most successful in the country in securing Skills Boot Camp funding and expects that the existing programmes and future ones (the LEP hopes to secure before 2024) to transfer over to the EMCCA, together with the programme and running costs budgets.	X	
Local Area Energy Planning	The LEP are co-funders of feasibility work into Local Area Energy Plans for the D2N2 region and would expect the strategic responsibility to transfer to the EMCCA, together with the ability to bid into Government for future funding support for LAEPs.	X	
Angel Investment Fund	The LEP is commissioning a £4m Angel Investment Fund and would expect the commissioning responsibility and accountability to	X	

	transfer to the EMCCA. Management of the fund is outsourced, so delivery should not be impacted by a change of commissioner.		
Low Carbon Growth Fund	The LEP is commissioning £6.5m of Capex spread across 7 projects on various elements of low carbon. This is monitored by their accountable body, and it is expected the monitoring role to transfer to the EMCCA.	X	
Residual Capital Funds	The LEP has projects from LGF, GBF and GPF which are still in delivery so would expect the monitoring role for their accountable body to transfer to the CCA, together with the any assets/liabilities and any future GPF income.	X	

SECTION 5: DELIVERY AND APPROVALS

Governance of the integration process
5.1 (a) What mechanisms will be in place to manage the integration process at the local level?
The Integration Plan confirms the transfer and integration of all current LEP functions inclusive of people, funding and operational programmes into the new EMCCA from 2024-25. To facilitate a smooth transition and manage business continuity with client and partner organisations provision will be given by EMCCA to support the LEP in discharging its legal and

operational obligations for a time-limited period to allow for the LEP company to be wound down.

It is understood that in transferring contractual and wider legal and funding undertakings it may not be helpful at this stage to specify exact timescales for completing integration. However, it would be reasonable to expect the transfer of all funding, programme contracts and TUPE transfers of staff to be completed as soon as possible on or after 1 April 2024 and with the aim of completing no later than the end of October 2024. Having some inbuilt flexibility in managing the transition programme will assist in the winding down process of the LEP and managing the practical elements of operationalising EMCCA on issues such as location, ICT set up, contract of employment, etc.

To oversee this programme of change, a joint working group of the EMCCA Programme Board will be established composed of EMCCA, constituent council and LEP staff to oversee the agreed transition. That group will need to *inter alia* collectively ensure the following is done:

- Agree and deliver a phased transition of people and functions from the LEP to EMCCA, in conjunction with the EMCCA’s start-up timescales.
- Novate all necessary contracts and Grant Funding Agreements as required and appropriate to the CCA from the LEP & undertake further legal due diligence on each contract as required to establish potential running liabilities
- Integrate all oversight governance processes for live and legacy funded programmes and projects into the CCA’s Investment governance, once established.
- Run a parallel winding down of the LEP’s activities in parallel with the phased transition of LEP personnel.
- The LEP Board to conclude all legal obligations and undertaking in conjunction with official Board business meetings and close the LEP as trading company.

5.1 (b) If the existing LEP is intending to formally cease operation and dissolve following its integration, who will be responsible for managing the transition and any legacy issues?

Transition is the responsibility of the LEP Board, legacy issues are to be determined.

Approvals

5.2 Has this integration plan been agreed by the relevant boards/persons in both the local LEP(s) and local authority/authorities?

Please copy all relevant parties (including the Chair of the local LEP(s)) when you submit this plan.

Yes

Yes

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[Please provide further details, as required, on who is supporting the plan]

The Integration Plan was agreed by the Shadow EMCCA Board on 29 January 2024, which includes the four constituent councils of the proposed EMCCA. The LEP Board could hold an extraordinary meeting as soon as is practicable after this date to agree to this Integration Plan.

The Integration Plan has been approved by the LEP chair.