

## BOARD AGENDA AND BOARD PAPERS

**DATE AND TIME:** 13<sup>th</sup> May 2014, 15:00-17:30

**VENUE:** Alconbury Enterprise Zone, The Incubator, Alconbury Airfield, Huntingdon, PE28 4WX

Item	Brief description	Time allocated	Access/circulation prior to board meeting
1. Minutes and actions from previous board meeting	Minutes from board meeting held on 7 <sup>th</sup> April 2014.	15:00 10 mins	Board & Corporate Members
2. Update on progress by business area	Team and sub-group updates (GN).	15:10 15 mins	Board & Corporate Members
3. Local Growth Strategy and European Funding Strategy	Review of the priority lists to be submitted to Government by 13 <sup>th</sup> May.  Update of ESIF Funding (AC).	15:25 60 mins	Board & Corporate Members
4. An overview of the East of England Brussels Office	Presentation from Sarah Murray.	16.25 30 mins	Board & Corporate Members
5. Finance	For information - Update on 2013/14 Core Funding Annual Report (GN).	16.55 5 mins	Board Members
6. AOB		17:00	

## LEP Board Meeting

Minutes from the meeting held on

7<sup>th</sup> April 2014 from 15.00 to 17.30

Held at The Incubator, Alconbury Weald Enterprise Campus

### Members Present

Mark Reeve (MR)	Chairman
Grahame Nix (GN)	Chief Executive
John Bridge (JB)	
Allan Arnott (AA)	
Cllr Terry King (TK)	
Cllr Tim Bick (TB)	
Claire Higgins (CH)	
Prof Mike Thorne (MT)	
Cllr Martin Curtis (MCu)	

### Apologies

Trevor Ellis (TE)	
Robert Swann (RS)	
Prof Sir Richard Friend (RF)	
Cllr Marco Cereste (MC)	
Cllr Jason Ablewhite (JA)	

### Also in attendance

Neil Darwin (ND)	Board Advisor
Graham Hughes (GH)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Head of Communications & Connectivity
Mark Cooper (MCo)	Skills & Business Growth Lead
Michael Tolond (MTo)	Company Secretary

<b>1.</b>	<b>Minutes and actions from previous board meetings</b>	
	MR welcomed the Board and welcomed Michael Tolond, LEP Company Secretary, to the meeting.  The Board approved the minutes from the last meeting (10 <sup>th</sup> March 2014) with no amendments.	

	<p><b>Actions</b> Noted as per the report with the following additional updates.</p> <p><b>BDUK</b> GN informed the Board that he had had two responses from local authorities to date regarding the BDUK allocations. GN to chase for feedback again and then draft a letter based on Board feedback.</p> <p><b>Leaders Committee</b> ND and GH have drafted the Terms of Reference for the Leaders Committee. An updated copy will be shared with the Board this week and then be taken to the Leaders Committee for approval.</p> <p><b>Sixth Form Funding</b> GN noted that he had been in touch with Hills Road Sixth Form following on from the last Board meeting and they would be sending a briefing note shortly.</p> <p>The Board then discussed how this fitted into the overall priority plan for the LEP. GN to pass on information from Hills Road once received to AA. AA to then review the information and decide upon next steps.</p> <p><b>Enterprise Manager</b> GN provided the Board with a verbal update. Peterborough City Council has offered to provide a seconded member of staff to cover this role.</p> <p>The Board discussed the nature of the offer and clarified that this secondees would not form part of any Local Authority contribution. The option to include the Enterprise Zone Lead in this role was open, but GN was waiting for HDC feedback before determining finalising this.</p> <p>The Board then agreed to allow any decisions relating to this role to be made by the LEP Executive.</p>	<p>GN</p> <p>ND</p> <p>GN AA</p>
<b>2.</b>	<b>Update on progress by business area</b>	
	<p>MR introduced the paper and asked the Board for any specific queries they had.</p> <p>GN noted that the papers included the new standard reports that the LEP Team were completing every month. Going forward the Board reports will just include the highlights, with the full reports available as required.</p> <p><b>Board recruitment</b></p>	

	<p>MR noted that the closing date has now passed and confirmed that the LEP had received four applications. A date is set in May for the Nominations Committee to meet with the potential candidates.</p> <p><b>Communications &amp; Engagement</b> MR noted the Local MP Briefing event would be taking place tomorrow in Westminster.</p> <p><b>Agri-Tech Programme</b> GN provided a brief overview of the report, and noted that the first Programme Delivery Board meeting would review the two bids received for Innovation Centre funding. The Board will be provided with further information about the grant application pipeline and more detailed targets at the next meeting.</p> <p>The Board discussed the importance of delivering good outcomes, rather than just spending the money.</p> <p><b>Enterprise Zone</b> The Board noted the report. MR informed the Board that the A14 consultation had launched today and that the Department for Transport had sent out a letter with draft contracts committing the LEPs and Local Authorities to funding profiles. GN to revisit the EZ business rates receipt forecast before responding.</p> <p><b>Growing Places Funding</b> Noting the paper, the Board requested a list of applications was distributed after the Board to all members. LWH to distribute item as commercial in confidence.</p> <p>A recommendation for Round Two of GPF will be brought to the June Board meeting.</p> <p><b>Skills</b> At the last Board meeting issues relating to Skills were raised, therefore MR invited AA and Mark Cooper (MCo) to provide a fuller briefing at this meeting.</p> <p>AA provided an introduction to the Board, outlining the work undertaken to date to create the Skills Strategy, which included significant business and education/ training provider engagement.</p> <p>One element of the Skills Strategy is the Local Skills Teams, with two pilot schemes approved for the north of the LEP area. The two pilot schemes have now been merged into one with the team recruited and due to officially launch in May. AA noted that good progress had</p>	<p>GN</p> <p>GN</p> <p>LWH</p> <p>GN</p>
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<p>also been made with data collection and the Skills Survey, the results of which will be brought to a future Board meeting.</p> <p>Beyond these core projects results have been mixed due to prioritisation, resources and the requirement for MCo to take on additional work, such as working on elements of the Strategic Economic Plan and ESIF Strategy.</p> <p>MR noted that the paper submitted showed the magnitude of the task compared to the resources available, and stated that prioritisation is key.</p> <p>MCu left the meeting.</p> <p>MCo then provided an overview of the paper, noting that the priority list of 12 workstreams was presented in priority order. MCo noted that he had managed to secure two people from DWP to work on the EU workstream, and noted his thanks to Julia Nix from DWP.</p> <p>MCo acknowledged that there still remained a lot of work to do, even with part time support on the SFA workstream from Julie Drummond and support for the creation of the FE Strategy kindly provided by Angela Joyce and her team at Peterborough Regional College.</p> <p>MR noted his concerns about the level of work. MCo reassured the Board that he was rationalising the workstreams, and that some projects may need to be cut. However resources were tight.</p> <p>The Board then had a detailed discussion about the paper focusing on the level of work, resources and the importance of maximising the connections between different workstreams both within the Skills agenda and outside of it. The Board acknowledged the challenges of new workstreams that are being brought forward by Government and the need to remain focused on the LEP's priorities.</p> <p>MR summarised that a proposal needed to be brought back to the next Board meeting outlining the tasks that the LEP must or wanted to deliver, with an associated resource plan to allow the Board to make a clear judgement on what is required (and possible within the funding constraints) to enable the LEP to succeed, starting with skills.</p> <p>The Board were also keen to see an overview of how other LEPs were managing their responsibilities to look for other opportunities to gain support and increased resources.</p> <p>GN to bring a paper back to the next Board meeting outlining the resources required to deliver the current tasks of the LEP,</p>	<p>GN</p>
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	acknowledging that further guidance from Government was required before we can fully understand the future scope of the LEP's workload.	
<b>3.</b>	<b>Finance</b>	
	<p>MR noted that the Board was now down to seven LEP Directors and therefore was no longer quorate meaning any decisions made by the Board would need to be ratified under separate cover outside of the meeting.</p> <p>GN then introduced the Finance paper, noting that the LEP had a slightly more positive cash flow position at present.</p> <p>The Board agreed to allow the Local Transport Board funding to be taken from the Growing Places Fund account.</p> <p>GN outlined the challenges with securing funding from the EU, who do not currently recognise LEPs and therefore will not pay them Technical Assistance (TA) funding. GN is working with Norfolk County Council, alongside Cambridgeshire County Council and Peterborough City Council, to gain access to TA funding to allow the LEP to take on staff to manage the EU project pipeline.</p> <p>The Board were happy to support the use of around £50,000 of LEP funding to secure three members of staff, subject to TA being accessed. GN to progress.</p> <p>The Board then discussed the issue of VAT registration. GN confirmed that it was not possible for the LEP to become VAT registered until they had an income, something he has asked LWH to review. TK suggested asking the local authorities if they had any headroom in their partial exemption that the LEP could use. GH offered the support of Ian Smith to review this option with GN.</p>	<p>GN</p> <p>GN</p>
<b>4.</b>	<b>Local Growth Strategy and European Funding Strategy</b>	
	<p>MR provided the Board with feedback from the LEP Network Conference that stated the Growth Fund was three times over-subscribed.</p> <p>AC provided a verbal update to the Board, confirming that the Strategic Economic Plan (SEP) had been submitted on time. Since the last Board meeting the SEP had been updated following Ministerial feedback that there should be a clear plan for 2015/16 with individual projects listed. Following further research the individual projects increased the overall amount the LEP bid for.</p>	

	<p>Now the SEPs are submitted representatives from BIS Local and the Cabinet Office will have half an hour with Ministers to brief them on each SEP and gain early feedback. This is due to take place this week.</p> <p>BIS Local representatives have also been asked by Government to review the SEP against the local picture, and Government departments to review the SEP against their national priorities.</p> <p>AC noted that there is limited revenue funding available, which could prove challenging for the digital and skills elements of the plan.</p> <p>Government issued a prospectus regarding Housing Revenue accounts that had been passed on to Cambridge City and South Cambridgeshire District Councils to review. CLG were happy that the SEP included a strong enough hook for this work.</p> <p>AC noted that whilst the SEP had been submitted there is still a lot of work to do, including working with partners to try and strengthen project proposals further.</p> <p>AC then provided an update on the ESIF Strategy. Government had provided an action plan of tasks to be done to our LEP, similar to the plan received by NALEP and Herts LEP. The team are therefore working closely with NALEP and Herts LEP to respond.</p> <p>Amendments to the Strategy must be submitted to Government by the end of May with the review going on until the end of the year. Much of the work relating to the ESIF now relies on further information being brought forward by Government.</p> <p>GN recorded his thanks to the team for their work on the SEP, particularly on the last day. He also thanked local authority colleagues who had contributed to the SEP, particularly around the digital and transport elements, for their work too.</p> <p>GN said that he hoped the LEP were well positioned for negotiations, but the Governments focus on Capital funding rather than Revenue restrictions were concerning as many important projects required revenue funding.</p> <p>GN also noted that the earliest that we might be able to drawdown funding from the ESIF is now 2015.</p> <p>MT left the meeting at 4.30pm.</p>	
<b>5.</b>	<b>LEP Prize Challenge</b>	

	<p>CH provided the Board with an overview of the projects supported by the LEP Prize Challenge to date, noting the proposed soft launch of the Prize Challenge Round Two in May and the need to make it clearer how the projects link back into the overall LEP priorities.</p> <p>It was also noted that the Prince’s Trust project should be asked to be asked to resubmit its proposal in Round Two due to delays in securing a project partner.</p> <p>The Board discussed progress to date and requested a cost per job analysis to be brought back to a future Board meeting.</p> <p>TK requested a geographic breakdown of projects from LWH, which is provided below:</p> <ul style="list-style-type: none"> <li>• Axiom Crossroads Care – Peterborough and Cambridgeshire</li> <li>• CHS Group – Cambridgeshire</li> <li>• Cross Keys Homes – Peterborough</li> <li>• Future Business – Ely, Fenland and one other location TBC</li> <li>• Groundworks – Huntingdon</li> <li>• Living Sport – Cambridgeshire and Peterborough</li> <li>• Prince’s Trust – TBC</li> <li>• Wintercomfort for the homeless – Cambridge</li> </ul> <p>The Board requested further information about jobs and work readiness outcomes. CH to ensure she is satisfied with these figures before progressing to Round Two.</p>	<p>CH</p> <p>LWH</p>
<p><b>6.</b></p>	<p><b>Any other business</b></p>	
	<p>GN noted that the Greater Cambridge City Deal had been announced in the Budget, with approval to sign the document gained from the majority of the Board via email.</p> <p>MR noted that a new LEP Network has been formed by the 39 LEPs with nine regions each represented by one LEP Chair. MR is to be the Chair representative from our region. The LEP Network has appointed a Chief Executive and will now start to look at common challenges facing LEPs.</p> <p>The meeting closed at 16.50.</p>	

## SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

<b>Action no.</b>	<b>Action</b>	<b>LEAD</b>	<b>ACTIONED Y/N? / STATUS</b>
<b>1</b>	<b>BDUK</b> – The LEP to write to BDUK, cross-referencing Local Authority letters, regarding funding allocations.	<b>GN/ AC</b>	Y - Letter has been sent to BDUK.
<b>2</b>	<b>Leaders Committee</b> – Revised ToR to be taken to LA Leaders Committee.	<b>ND/ GH</b>	Y - Revised draft for consideration included in the pack following discussions at LA Leaders Committee.
<b>3</b>	<b>Sixth Form Funding</b> – GN to pass papers from Hills Road to AA. AA to review and decide way forward.	<b>GN/AA</b>	Y – Papers sent to AA. AA has reviewed these and provided guidance
<b>4</b>	<b>Agri-Tech</b> – Update on grant application pipeline and targets at next meeting.	<b>GN</b>	Y – See Item 2.
<b>5</b>	<b>Enterprise Zone</b> – GN to revisit EZ business rates receipts profile before responding.	<b>GN</b>	Y – Negotiation position on A14 contract being coordinated by CCC. EZ rates receipts reviewed at last EZ steering group meeting.
<b>6</b>	<b>Growing Places Funding</b> – List of applicants distributed to the Board.  Recommendation for funding to be brought to the June Board meeting.	<b>LWH</b>  <b>GN</b>	Y – Distributed with the minutes.
<b>7</b>	<b>Resources</b> – GN to bring paper to May Meeting outlining resources required to deliver current tasks. Due to other significant items requiring more time on the agenda this item will be taken at the June Board meeting.	<b>GN</b>	Y – Item to be taken at the June meeting.
<b>8</b>	<b>EU Technical Assistance Funding</b> – GN to pursue opportunity to secure additional resource through use of TA funding.	<b>GN</b>	Agreement reached to extend existing New Anglia / Norfolk CC project. LEP cash match and Cambs CC

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**LEP Prize Challenge** – Additional cost per job analysis required specification.

**CH**

staff time match identified. Awaiting similar from Peterborough CC.

N – Being addressed through VSE Sub Group Meeting and will be brought back to Board at a future date.

# **DRAFT: Greater Cambridge Greater Peterborough Enterprise Partnership Local Authority Leaders Committee**

## **Procedure Rules of Greater Cambridge Greater Peterborough Enterprise Partnership's (GCGP EP) Leader's Committee**

The following sets out the terms of reference for the GCGP Leader's Committee.

### **General Terms**

- (1) The following terms shall mean respectively:  
GCGP EP Leader's Committee comprises the 13 Local Council's of Cambridge, Cambridgeshire, East Cambridgeshire, Fenland, Forest Heath, Huntingdonshire, King's Lynn and North Hertfordshire, Peterborough, Rutland, St Edmundsbury, South Cambridgeshire, Uttlesford.
- (2) The Accountable body for GCGP EP is Cambridgeshire County Council.

### **Roles and responsibilities**

#### **1. GCGPEP**

GCGP EP is responsible for the development of economic and infrastructure strategy in line with its acknowledged remit set out by Central Government. The GCGP EP will develop these plans and associated delivery documents in consultation with the Leader's Committee and the views of the Committee will be made available to the Board as part of their deliberations.

#### **2. Leader's Committee**

The Leader's Committee will:

- a) support GCGP EP, as the area's Local Enterprise Partnership
- b) act as a sounding board for the GCGP EP in the development of its plans and strategies
- c) monitor the expenditure of public money by the GCGP EP
- d) review performance against agreed plans where local government agencies are key contributors to projects.

The Leader's Committee will review GCGP EP activities, strategic direction and performance matters relating to the Local Enterprise Partnership and the effective use of monies deployed by GCGP EP and views of the committee will be reported formally to the Board

#### **3. Operating framework**

Within this framework, GCGP EP will:

- Operate as a high level, business-led strategic body bringing together local Leaders and businesses;

- Shape strategic priorities within GCGP EP area by leading the development of a strategic plan, including as part of this an investment strategy for EU Structural and Investment Funds;
- Consult with all relevant local actors in compiling their Strategic Plan – including local businesses, local business groups, Universities, Further Education Colleges and Local Community Groups;
- Strengthen links with their Constituent local authorities and work in partnership to deliver the Strategic Economic Plan and EU Investment Strategy; and
- Retain the right to review their boundaries in light of experience and the increased responsibilities that are placed on them by Government.

Local Authorities, individually and collectively will:

- Prioritise growth alongside service delivery;
- Provide a democratic overview of the work of the GCGP EP and its expenditure of public money.
- Support GCGP EP and demonstrate commitment to making collective strategic decisions, including delivering the agreed investment plans and efficiencies;
- Account for the localised funding deployed by the GCGP EP through binding and long lived decision making structures; and
- Collect and report publicly on key economic development metrics and conduct evaluations.

The Leader's Committee will be the meeting of both GCGP EP and its constituent Local Authority partners. The Committee will:

- Support the GCGP EP as the areas Local Enterprise Partnership
- Provide input into the GCGP EP's strategic direction
- Review GCGP EP activities, performance and the effective use of monies deployed by the LEP
- Support where possible the work of the GCGP EP through the Local Authorities core work
- Provide a conduit to assist the GCGP EP Board in interpreting and influencing government policies and priorities

#### **4. Meetings**

(1) Annual Meeting

The Committee shall hold an Annual Meeting which shall be the first meeting after the annual meetings of the Constituent Councils.

(2) Ordinary Meetings

The Committee shall, between each Annual Meeting, hold Ordinary Meetings on such day and at such time and place as they may determine. The meeting will be Chaired by the LEP Chair.

- (3) **Special Meetings**  
A Special Meeting of the Committee shall be convened at any time subject to a requisition addressed to the LEP Chair being submitted. Any such requisition shall be made in writing, signed by three members of the Committee. The requisition shall also confirm the business to be transacted at the meeting.
- (4) The LEP Chair, or his representative, will give notice of the time and place of any meeting. At least five days' notice will be given before each meeting. Notification will be sent to each Committee member. The Notice shall give the date, time and place of the meeting and specify the business to be transacted, and shall be accompanied by such reports as are available.
- (5) **Conduct of Business**  
A member of the Committee may require an item of business to be discussed at an Ordinary Meeting of the Committee subject to at least 10 clear working days' notice of such intention being given.
- (6) **Membership**  
Each Committee member shall be Leader of each Constituent Council and shall continue to hold office whilst remaining Leader or their authority ceases to be a member of GCGP EP.
- Each Council may send a substitute to meetings who will be permitted to act on behalf of their Council.
- (7) **Leader's Committee Chair**  
At each meeting of the Committee, the GCGP EP Chair shall preside, if present. If the Chair is absent from a meeting, the Members of the Committee shall elect a deputy Chair to preside.
- (8) **Quorum**  
No business shall be transacted at any meeting of the Committee unless seven members are present.

## ITEM 2: PROGRESS IN CORE BUSINESS AREAS

### FOR INFORMATION

Board members are asked to note the progress in the following areas of core business and to raise any queries or points of clarification at the board meeting.

### RECRUITMENT

The advertisement for the Business Board member closed on 31<sup>st</sup> March 2014.

MR to provide a verbal update at the Board meeting.

### COMMUNICATIONS AND ENGAGEMENT

Communications & engagement highlights:

Twitter Followers  
**+56** to 1766

LinkedIn Group  
Members  
**+3** to 462

[www.gcgp.co.uk](http://www.gcgp.co.uk) received **2092** visitors during the last month. **70.8%** of the traffic came from new visitors.

#### MEDIA COVERAGE

The Hunts Post, Cambridge Network Newsletter, Steve Barclay blog, Peterborough Telegraph, East Anglian Daily Times, Rutland Radio, Cambridge News, the Memo, Ely Standard, Ely Weekly News, BBC Radio Cambridgeshire, Hunts Community Radio, Eastern Daily Press and Connected Magazine.

#### ENGAGEMENT

We held a successful briefing event for local MPs at the House of Commons on 8<sup>th</sup> April to gain their active support for our Strategic Economic Plan. In addition to this event, we also exhibited at the Huntingdonshire Business Fair on 3<sup>rd</sup> April and identified a number of leads for Grants4Growth and our Agri-Tech project.

### FORWARD LOOK:

- Board Members are invited to attend the following events. Links to the online booking systems for both can be found below:
  - HS2 Procurement Event (funded by HS2 team) – 26<sup>th</sup> May at the Moller Centre, Cambridge
  - Skills Service Launch – 14<sup>th</sup> May in Peterborough (being led by the Skills Service Team)

## RGF AGRI-TECH

### PROGRAMME REPORT:

<b>Project Name</b>	Eastern Agri-Tech Growth Initiative
<b>Project Manager</b>	Martin Lutman, GCGP Enterprise Partnership
<b>Accountable Body</b>	Cambridgeshire County Council
<b>Programme Start Date</b>	15 July 2013
<b>Programme End Date</b>	31 March 2014
<b>Output Target</b>	291 jobs created and 74 jobs protected up to 2017/18
<b>Overall Scheme Status</b>	

### SIGNIFICANT CHANGES SINCE LAST REPORT

- The Eastern Agri-Tech Programme Delivery Board held its first meeting on 22 April. The main business was to consider and decide which of the two Agri-Tech Innovation Centre bids should be supported from our Agri-Tech scheme. Both bidders presented to the Board. The bids had very different elements and emphasis. The Board considered that the bid from East Cambridgeshire (Agri Gate Research Hub) was stronger than the one from Fenland. An announcement was made through a press release which we issued on 2 May. Overall, the project will create 77 new jobs, 15 apprenticeships and safeguard 148 jobs, with further growth across the industry as a result of the research undertaken at the Hub. Work is due to start on the project in July and finish before the end of the year.

### CRITICAL ISSUES AND DECISIONS REQUIRED

- Board to note.

### REPORT ON PROGRESS

- For the Growth and R&D funds we have received three further applications from SMEs making a total of five. We are developing and managing a growing pipeline of potential investment projects. Expressions of interest and requests for more information continue to be received from businesses and consultants. The table on the following page sets out the latest position.

Enquiries To Date	No of Pre- Qualification Questionnaires Received to Date	No of Eligible Applicants Invited to Apply	Applications Received for Growth Fund	Applications Received for R&D Fund
73	24	22	2	3

- Of the 22 eligible applicants who have been invited to apply, 10 have indicated they will be applying for a grant from our Growth Fund and 16 are interested in our R&D fund. At present, the combined value of the grants likely to be sought from each fund are just over **£1.1m** for Growth and **£681k** for R&D. Four businesses may apply for funding from both funds.
- The table in Annex 1 to this Report shows the pipeline of the current 22 businesses (includes the five applicants) that we consider to be our strongest candidates for grant support. The table also shows which of the two Funds they are interested in and how much funding they require. **Please note the commercial sensitivity of the information.**
- Each of the remaining 17 that have yet to complete an application have been contacted regularly to discuss their current thinking. All remain interested in the scheme, but are at different stages of progress. They will continue to be contacted and offered help to complete their applications.
- The chart in Annex 2 to this Report shows how many enquiries and subsequent applications will be needed over the remaining programme period to deliver the jobs and expenditure targets. The Project Manager will constantly review and adjust in reaction to the number of applications received/approved and the amount of grant awarded.
- We are promoting the Eastern Agri-Tech Growth Initiative through a combination of direct marketing activities and through a concerted engagement plan with our network of local authority economic development teams, business consultants and other key intermediaries such as banks and accountants. We will attend Agri-Tech related events such as CEREALS 2014.

## ANNEX 1

### R&D Fund Value - £540,000

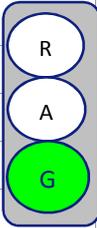
	Enquiries Needed	Applications Required
May-14	30	3
Jun-14	35	6
Jul-14	40	5
Aug-14	45	4
Sep-14	50	6
Oct-14	15	3
Nov-14	10	2
Dec-14	0	1
Jan-15	0	0
Feb-15	0	0
Mar-15	0	0

### Growth Fund Value - £2m

	Enquiries Needed	Applications Required
May-14	30	3
Jun-14	35	3
Jul-14	40	4
Aug-14	45	5
Sep-14	50	6
Oct-14	15	3
Nov-14	10	2
Dec-14	0	1
Jan-15	0	0
Feb-15	0	0
Mar-15	0	0

## ENTERPRISE ZONE

### PROJECT REPORT

<b>Project Name</b>	Enterprise Zone	
<b>Project Manager/Lead</b>	Sue Bedlow/Rebecca Britton	
<b>Accountable Body</b>	HDC	
<b>Date approved</b>		
<b>Estimated completion date</b>	Ongoing	

### CURRENT STATUS

#### Report on progress since last review

- All but two of the units in The Incubator are now let or under negotiation.
- Property investor Terrace Hill Group PLC is to acquire U&C in a reverse takeover and be renamed Urban&Civic PLC. Nigel Hugill will be Executive Chairman, Robin Butler Managing Director and there will be no management changes within the Alconbury team. Urban&Civic confirm this is good news and will secure additional investment for Alconbury Weald.
- U&C have decided to withdraw from the Local Infrastructure Funding for the Southern access road because of technical challenges making it hard to complete the necessary infrastructure required by the LIF target date of 31 March. They will continue to progress with the same focus and with their own funding with the aim of construction starting later this year.
- Building for Future Growth Capital Grant Application £5m – agreed in principle by DCLG. State Aid issues still to be addressed.
- Joint marketing of the EZ with HDC and other local authorities under the Think Cambridge brand at the NEC week long manufacturing exhibition – resulted in good profile raising, links with potential partners including Cranfield university and a few hot leads on potential tenants.

#### Decisions made by the Project Manager/Steering Group

- To investigate, develop and implement the mechanisms for transferring of EZ NNDR receipts to LEP.

#### Significant changes to plan that have occurred

- None.

#### Updated plan (if applicable)

- N/A

### CRITICAL ISSUES AND DECISIONS REQUIRED

### Description

- Problems in getting CCC Highways approval for the Southern Access road

### Suggested course of action

- Meetings to continue between Graham Hughes and County officers and Tim Leathes (U&C) to explore all options
- LEP Board lobbying/pressure for a solution to be found if required.

### Decisions required from LEP Board / Accountable Body

- N/A

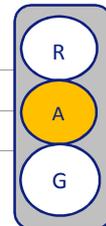
### RISKS / ISSUES AND MITIGATION MEASURES

#### Risk / Issue

Nothing significant to note at this time

### REVIEW HISTORY — LOG OF PREVIOUS REPORTS BY DATE

Date	N/A
Report	N/A



### GROWING PLACES FUND

A detailed Growing Places Fund report will be sent out under separate cover.

### SKILLS WORK PROGRAMME 2014

#### April 2014 Monthly Report

Project Name	Skills Programme
Project Manager	Mark Cooper

### CURRENT STATUS

#### REPORT ON CURRENT STATUS

- Some projects at risk or have issues due to lack of resource
- Progress being made on planning and finding gratis resource

### GLOBAL DECISIONS MADE BY THE PROJECT MANAGER

- Workload to be reduced (subject to outcome of April board meeting) to allow an effective performance on priority projects

<b>WORKSTREAMS Project Name</b>	<b>Skills Strategy</b>	
<b>Issues</b>	None	R
<b>Key Outputs to be Completed</b>	FE Strategy, Apprenticeship Strategy	A
<b>Next Milestone</b>	7 May - Briefing meeting for FE Strategy	G
<b>Priority</b>	High	
<b>Project Name</b>	<b>Skills Strategy Group</b>	
<b>Issues</b>	Resource impacting on actions	R
<b>Key Outputs to be Completed</b>	Preparation for next Policy Committee	A
<b>Next Milestone</b>	5 June - Policy Committee meeting	G
<b>Priority</b>	High	
<b>Project Name</b>	<b>The Skills Service (Local Skills Teams)</b>	
<b>Issues</b>	Resource impacting on MHC oversight	R
<b>Key Outputs to be Completed</b>	Ensure team understands vision and objectives	A
<b>Next Milestone</b>	14 May Re-launch in Peterborough	G
<b>Priority</b>	High	
<b>Project Name</b>	<b>Data Project</b>	
<b>Issues</b>	Resource impacting on completion	R
<b>Key Outputs to be Completed</b>	Production of completed project	A
<b>Next Milestone</b>	12 May - Time booked to complete in diary by end May	G
<b>Priority</b>	High	

<b>Project Name</b>	<b>EZ SFA Project</b>	R
<b>Issues</b>	Finances for additional resource end by September	A
<b>Key Outputs to be Completed</b>	Financial & Budget Report	G
<b>Next Milestone</b>	6 May - Next partnership meeting	
<b>Priority</b>	Medium	
<b>Project Name</b>	<b>Strategic Economic Plan</b>	R
<b>Issues</b>	Unknown what level of resource needed going forward	A
<b>Key Outputs to be Completed</b>	Awaiting response from government	G
<b>Next Milestone</b>	TBC	
<b>Priority</b>	High	
<b>Project Name</b>	<b>European Social Funding</b>	R
<b>Issues</b>	Unknown what level of resource needed going forward	A
<b>Key Outputs to be Completed</b>	Updated Submission, project pipeline	G
<b>Next Milestone</b>	7 May - Meeting with NA; shared areas	
<b>Priority</b>	High	
<b>Project Name</b>	<b>IXION Skills in the Workplace (current ESF project)</b>	R
<b>Issues</b>	Contract underperforming, £461k reduction	A
<b>Key Outputs to be Completed</b>	Reports from IXION on increased performance	G
<b>Next Milestone</b>	Governance at 5 June SSG Policy Committee meeting	
<b>Priority</b>	Low	
<b>Project Name</b>	<b>Web Project</b>	R
<b>Issues</b>	Resource causing time issues to complete	A
<b>Key Outputs to be Completed</b>	Create content and downloads	G
<b>Next Milestone</b>	11 June - Time booked in diary to complete by end June	
<b>Priority</b>	High	
<b>Project Name</b>	<b>Policy</b>	R
<b>Issues</b>	Time resource causing issues	A
<b>Key Outputs to be Completed</b>	Response to changes in Statutory Guidance for Careers advice in schools. Effects key strategy areas and ESF	G
<b>Next Milestone</b>	5 June, paper needed for next SSG Policy Committee	
<b>Priority</b>	High	
<b>Project Name</b>	<b>Support Programme</b>	R
<b>Issues</b>	DWP reduced their offer to 2.5 days for one person and 1 day for other	A
<b>Key Outputs to be Completed</b>	Put out brief to make up the resource deficit with partners	G
<b>Next Milestone</b>	8 May - Meeting with Claire Higgins regarding VSE	
<b>Priority</b>	High	

<b>Project Name</b>	<b>Engagement/Development</b>	
<b>Issues</b>	Difficulties managing volume of requests; strict 'fit with strategy' not enough anymore	R A G
<b>Key Outputs to be Completed</b>	Create priority list for type of engagement	
<b>Next Milestone</b>	15 May - Meeting with MD of Glebe Flour in Huntingdon	
<b>Priority</b>	Medium	
<b>Project Name</b>	<b>Internal Activities</b>	
<b>Issues</b>	General resource issue causing poor customer support on incoming emails and actions from meetings	R A G
<b>Key Outputs to be Completed</b>	Brief admin team more clearly to cut down on traffic	
<b>Next Milestone</b>	1 May - Team media training	
<b>Priority</b>	Medium	

### **SUBGROUPS - BANKING**

No group meeting set up. Group awaiting outcome of the LEP's sub group review.

### **SUBGROUPS - SKILLS STRATEGY**

Included in Skills Update, on previous page.

### **SUBGROUPS - SIIC**

Meeting held on 28<sup>th</sup> April. Minutes attached for information.

### **SUBGROUPS – GREATER CAMBRIDGE**

The next meeting is scheduled for 21<sup>st</sup> May 2014.

### **SUBGROUPS – VSE**

The VSE Sub Group meeting is scheduled for Tuesday 13<sup>th</sup> May.

## **ITEM 4: East of England Brussels Office Overview**

**For info:** A report will be provided in advance of the meeting and distributed under separate cover to the Board. Sarah will then provide a presentation at the meeting.

