

BOARD AGENDA AND BOARD PAPERS

DATE AND TIME: 7th April 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 10 th March 2014.	15:00 10 mins	Board & Corporate Members
2. Update on progress by business area	Team and sub-group updates (GN).	15:10 55 mins	Board & Corporate Members
3. Finance	Update on 2013/14 Core Funding Annual Report (GN).	16:05 20 mins	Board Members
4. Local Growth Strategy and European Funding Strategy	A verbal update of the negotiations with Government and submission of the SEP. Update of ESIF Funding (AC).	16:25 30 mins	Board & Corporate Members
5. VSE Paper	Paper on progress on the Prize Challenge Fund and appraisal of plans for the 2 nd round of funding (CH).	16:55 30 mins	Board & Corporate Members
6. AOB		17.25	

DATE OF NEXT BOARD MEETING: 13th May 2014

SUMMARY OF AGREED ACTIONS AND PROGRESS TO DATE

Action no.	Action	LEAD	ACTIONED Y/N? / STATUS
1	BDUK – The LEP to write to BDUK, cross-referencing Local Authority letters, regarding funding allocations.	GN/ AC	In progress – LA’s contacted & letter to be drafted and sent out by 4 th April.
2	Leaders Committee – ND and GH to circulate updated version of the Terms of Reference.	ND/ GH	In progress – Verbal update from ND.
3	Board Recruitment – A verbal update will be provided at the meeting.	MR	Y – Verbal update under Item 2.
4	Agri-Tech – A full update was requested by Board.	GN	Y – See Item 2.
5	LEP Events – LEP Board Members should be invited to all LEP-led events.	LWH	Y – In Communications & Engagement Plan.
6	Inward Investment – ND and GH to create content for a one pager on the inward investment offer of the whole LEP area.	ND/ GH	In progress – Verbal update to be provided under Item 2.
7	Skills – MR to take feedback from last Board meeting back to AA.	MR	Y – MR meeting with AA this week.
8	Sixth Form Funding – GN collating relevant information. Additional information to be provided by Hills Road Sixth Form College this week. A letter will then be produced.	GN	In progress.
9	Enterprise Manager - Further information about the new role to be brought back to Board including clarity of costs and job specification.	GN	In progress – GN has been in discussions with MR and a verbal update will be provided at the meeting.
10	Strategic Economic Plan – AC to include feedback provided by Board into SEP.	AC	Complete.
11	Sub-groups review – MR and GN to carry	MR/ GN	To commence in May.

out a review of sub-groups work.

- 12** **Exporting Campaign** – ND to bring back an updated plan to the Board. **ND** Verbal update to be presented under Item 2.

LEP Board Meeting

**Minutes from the meeting held on
10th March 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)	
Cllr Marco Cereste (MC)	
Cllr Terry King (TK)	
Cllr Jason Ablewhite (JA)	
Claire Higgins (CH)	
Prof Mike Thorne (MT)	
Robert Swann (RS)	
Cllr Martin Curtis (MCu)	
Prof Sir Richard Friend (RF)	

Apologies

Trevor Ellis (TE)	
Allan Arnott (AA)	
Cllr Tim Bick (TB)	

Also in attendance

Neil Darwin (ND)	Board Advisor
Graham Hughes (GH)	Board Advisor
Adrian Cannard (AC)	Strategy & Planning Director
Laura Welham-Halstead (LWH)	Communications & Engagement Lead
Pete Northover (PN)	BIS Local
Tim Leathes (TL) – Item 5 only	Urban&Civic

1.	Minutes and actions from previous board meetings	
	<p>MR welcomed the Board and noted apologies from AA, TE and TB. MR also formally welcomed CH to the LEP Board.</p> <p>The Board approved the minutes from the last meeting (12th February 2014) with one minor amendment (adding the word 'outline' to comments regarding Alconbury Weald's planning permission status).</p>	

	<p>Actions Noted as per the report with the following additional updates.</p> <p>Communications & Engagement Strategy The Strategy has now been finalised and delivery will commence.</p> <p>Local Authority contributions Letters to all Local Authorities outlining the LEP's 2014-15 funding request have now been sent. MR noted his thanks to TK and colleagues who had managed the process.</p> <p>Recruitment MR and GN have resolved this.</p> <p>BDUK AC noted that BDUK had announced further funding to enable provision of rural broadband, with a small allocation for our area.</p> <p>The Board expressed concerns about the level of funding the area had been allocated and the basis upon which the decisions have been made by BDUK. The LEP will therefore write to BDUK, cross referencing to letters being written by Local Authorities on the matter.</p> <p>Local Authority Leaders Committee GN updated the Board on the meeting. He confirmed there had been general support for the funding requested.</p> <p>GN has written to all Local Authority Chief Executives to get approval on the Members Agreement by the end of March prior to the Annual Return being submitted to Companies House.</p> <p>The Leaders Committee are awaiting an updated version of the Terms of Reference, being drafted by GH and ND which will be brought back to the Board as well.</p>	<p>GN/ AC</p> <p>GH & ND</p>
2.	Update on progress by business area	
	<p>MR introduced the paper and asked the Board for any specific queries they had.</p> <p>Board recruitment MR asked the Board to help find strong candidates to apply. The Board discussed conversations they had had to date.</p> <p>Communications & Engagement GN informed the Board of the House of Commons MP briefing event</p>	<p>All</p>

	<p>the LEP is holding on 8th April. All Board Members were invited to attend, and to confirm their intentions to GN in advance.</p> <p>Board Members noted that they should receive invites to all LEP-led events.</p> <p>Agri-Tech A significant update will be brought to the April Board meeting.</p> <p>Growing Places Funding MR noted that the deadline for GPF applications closed at midnight on Friday and ten applications had been received, with seven from the private sector.</p> <p>The bids will now be reviewed and taken via the Investment Committee before coming back to the May Board meeting.</p> <p>Inward Investment ND and GH updated the Board on a recent meeting they had had to discuss Inward Investment (and other matters).</p> <p>GH noted that he had reviewed the Think Cambridge project and work to complete the website was ongoing, whilst plans for Inward Investment promotion more broadly were being developed alongside discussions with other organisations, such as Cambridge Ahead. GH noted there were financial constraints on this work, but was not making a specific request of the LEP at this stage.</p> <p>ND and GH to work together to create content for a one pager on the inward investment offer for the whole LEP area.</p> <p>Skills The Board discussed the Skills Survey and concerns they had about businesses being asked to complete too many surveys. GN noted that the whole LEP area had only been asked to complete one LEP Skills Survey to date, with an EZ specific one also taking place.</p> <p>The Board also discussed the last Skills Strategy Group meeting, with JB noting concerns raised to him by a couple of members about the process. Further information about the geographic spread of feedback from the Skills Survey was required, as was further insight into the continuing work streams.</p> <p>The Board also discussed the requirement for a Skills Survey and the data that already existed. GN noted that as outlined when the plan was agreed at Board the data did not exist in the detail required for our work, hence the need to collect the data directly.</p>	<p>All</p> <p>LWH</p> <p>GN</p> <p>ND/ GH</p>
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	<p>MR noted the feedback and will take it back to AA and Mark Cooper.</p> <p>VSE MR noted that CH was the new VSE Board Member, and that they had met prior to the Board meeting to discuss next steps. Focus is key going forward.</p> <p>An update on the LEP Prize Challenge was requested for the next Board meeting. Given the timings of the quarter end, a report will be tabled.</p> <p>Banking Next meeting date in the process of being set.</p> <p>SIIC RS noted that he would like to increase links with groups and Board leads with the SIIC group further and welcomed any feedback on how to enable this.</p> <p>Greater Cambridge GN updated the Board on the recent Greater Cambridge sub-group meeting. The group had noted a significant issue relating to schools and funding, in particular Sixth Form Colleges. GN noted that Hills Road College had agreed to draft an overview regarding the impact of the funding changes and share it with the group.</p> <p>The Board requested a letter expressing the LEP’s concerns on this matter be drafted.</p>	<p>MR</p> <p>LWH</p> <p>All</p> <p>MR/ GN</p>
3.	Finance	
	<p>GN introduced the paper and talked the Board through the information and tables within the report, which included the specific updates to the budget following on from the last Board meeting.</p> <p>GN has spoken to the Chief Executive of Huntingdonshire District Council about the Enterprise Zone Lead role, and shared a draft specification with her.</p> <p>JA noted that the LEP team should be using Local Authority wherever possible, and to keep focused on outcomes.</p> <p>GN welcomed the feedback and noted that the Enterprise Manager’s role was about engaging with businesses across the whole of the LEP area, and that there was provision in the budget to recruit such a role.</p>	

	<p>He also noted that the LEP had found it challenging to get full time, dedicated support from the Local Authorities to date, but was aware of the NewAnglia LEP model of recruiting whereby they offer their new roles to both external candidates and as secondments for Local Authority staff.</p> <p>The Board requested further information about the new role including clarity of costs and specification. GN to bring this back to a future meeting.</p> <p>The Board then approved the budget for 2014-2015.</p>	GN
4.	Local Growth Strategy and European Funding Strategy	
	<p>AC provided the Board with an update on progress to date.</p> <p>The European Funding Strategy has been conditionally approved, with some issues still being progressed whilst we await further Government guidance to allow us to finalise the document. The deadline for completing the document has now been extended by Government to the end of May 2014.</p> <p>Targets for ERDF have been queried and will be revised down as per the feedback. AC noted that the overall outcomes have been held up as a model example.</p> <p>Formal feedback on the Strategic Economic Plan (SEP) has been received via the Ministerial Challenge meeting. The focus of the meeting was very much on delivery in 2015-16, rather than the longer-term plan.</p> <p>Ministers were keen to see a stronger linkage to housing delivery. The JSPU are therefore working on this for the LEP. AC noted that Alan Carter from Cambridge City Council, on behalf of the Cambridge Sub-Region Housing Group, will also speak to CH about affordable housing.</p> <p>The other major piece of feedback from Government was that the SEP programmes need to be converted into individual projects. AC noted that work within the team and with partners was underway to facilitate this.</p> <p>MR noted that a letter had been sent to Ministers following on from the Challenge Meeting seeking assurances that decisions will be made on a fair and level playing field.</p> <p>The Board then discussed the feedback, including the issue of low superfast broadband take up rates in areas outside of the LEP</p>	

	<p>geography. Board Members were concerned that these lower rates were being communicated to Government, whilst take up rates across the LEP area were far higher, as well as the upload vs download speeds being delivered. AC noted the feedback and will include it as evidence for the digital element of the SEP.</p> <p>AC noted that as a part of the consultation process the LEP asked organisations to complete Project Forms, which provides us with a good basis for project concepts going forward. The Local Transport Board is also working on the transport element of the SEP further.</p> <p>A preview of an informal template for SEP projects has been received, with the LEP team awaiting the final version from Government as soon as possible to enable submission at the end of March.</p> <p>GN noted that he was meeting with civil servants to discuss the matter further that week.</p>	AC
5.	Alconbury Enterprise Zone	
	<p>MR welcomed Tim Leathes (TL) from Urban&Civic (U&C) to the meeting and thanked him for his time.</p> <p>TL delivered a presentation to the Board about the vision for the site, work carried out to date and progress on lettings.</p> <p>TL noted that the scale of the site is the key selling factor at the moment, with agent's perceptions changing following on from the successful Agent's Day held last year.</p> <p>Alconbury EZ has been shortlisted to receive £5m of Building Foundations for Growth funding from Government. Final confirmation of this funding is due before the end of March.</p> <p>£4.6m of loan funding has already been secured to enable work on the Southern Gateway of the site, which brings with it wider transport work and a potential speed limits change to a local road.</p> <p>To date around £20m to £25m has been spent on infrastructure across the Alconbury Weald site, with more than half of that on the EZ itself.</p> <p>TL requested the following support from the Board to help them secure more new tenants and raise the profile of the site:</p> <ul style="list-style-type: none"> • Introductions to leading businesses or representative organisations in target sectors • Holding meetings or events on site, which could include a Campus talk or tour • Lobbying for the Campus as a preferred location for key business infrastructure • Introductions to key businesses looking for space • Support to refine messaging and target audiences for sectors • Mentions in media work, speeches or other PR/ stakeholder opportunities 	

Following the presentation the Board then had a discussion with TL. The question of sector focus was raised, and how tenant enquiries that fell outside of the key sectors would be handled. TL assured the Board that they had no intention to move away from the original vision, but they would review each approach on its own merits. GH left the meeting at 4.30pm.

TL stated that if they had an opportunity to take on a tenant that moved them away from the original vision they would not make the decision in isolation, and they would be very mindful of carefully designing such tenants into the overall scheme. By having such a large site there are opportunities to ensure that the core cluster remains pure, whilst adding in other tenants around the fringes of the site. U&C focus remains on populating the first phase of the development, which is where they are keen to deliver their vision for a high quality development with the Incubator at its heart.

The Board and TL then discussed infrastructure requirements and commercial demands created by limited development opportunities in Cambridge. The requirement to create an environment within which people would choose to move to was discussed, with TL noting that he was talking to AC about a potential amenity building forming part of the SEP.

The Board also discussed learning from other developments and their experiences. TL noted that LWH, Sue Bedlow from Huntingdonshire District Council and Rebecca Britton from U&C attended EZ Project meetings across the country to learn more about different schemes, and U&C itself had experience of place making.

MCu left the meeting at 5.08pm.

MR asked what the bigger challenge was from U&C to the Board. TL stated that there was nothing more powerful than a non-U&C person feeling motivated about the scheme and sharing the news with other people. Funding for the amenity building and other potential gap funding was being discussed already with AC and otherwise the U&C team were focused on delivery.

MR noted that feedback from the meeting will go back to the EZ Steering Group for further discussion, including whether the Judge Business School may be able to assist with some research.

TL thanked the Board for their time and left the meeting.

6.	Any other business	
	There was no further business. The meeting closed at 17.16.	

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 close on 31st March 2014.

MR to provide a verbal update at the Board meeting.

COMMUNICATIONS AND ENGAGEMENT

Communications & engagement highlights:

Twitter Followers
+53 to 1710

LinkedIn Group
Members
+6 to 459

www.gcgp.co.uk received **2566** visitors during the last month. **73.5%** of the traffic came from new visitors.

MEDIA COVERAGE

Anglia News, Heart FM, Fabian Society essay, Construction News, Haverhill Echo, Cambs Times, BBC Online, Cambridge News, Hunts Eastern Daily Press, Ely Standard, Wisbech Standard, and BBC Radio Cambridgeshire.

ENGAGEMENT

Grahame Nix spoke at the East Cambridgeshire Top 30 Businesses Breakfast and the Travel for Work Partnership Awards in Alconbury, whilst Laura Welham-Halstead spoke at the PARCA Fiery Spirits event in Peterborough.

FORWARD LOOK:

- House of Commons Local MP's Briefing Event – 8th April
- Exhibiting at the Huntingdonshire Business Fair – 3rd April
- HS2 Procurement Event (funded by HS2 team) – 24th April
- Planned PR relating to SEP submission, House of Commons event, and EU visit

RGF AGRI-TECH

Project Name	Eastern Agri-Tech Growth Initiative	
Project Manager	Martin Lutman, GCGP Enterprise Partnership	
Accountable Body	Cambridgeshire County Council	
Programme Start Date	15 July 2013 (Funds launched 16 January 2015)	
Programme End Date	31 March 2014 (Final claim to DCLG 15 Feb 2015)	
Output Target	291 jobs created and 74 jobs protected up to 2017/18	

Report on Progress since last review

Since Martin Lutman was appointed as the Eastern Agri-Tech Project Manager on 9 December 2013 he has produced application documentation for applicants, responded to enquiries, finalised the composition of the Eastern Agri-Tech Programme Delivery Board and produced the Terms of Reference for the Programme Delivery Board.

Eastern Agri-Tech Innovation Centre: two bids have been received (both in Cambridgeshire) following competitive bidding. Both bids have been appraised and will be considered by the Programme Delivery Board for scrutiny and decision on which one, if either, should be supported. Following a change of direction by Government, we are no longer required to have a separate financial scrutiny body.

For the other two grant funds (Growth and R&D), we are developing a growing pipeline of potential investment projects; expressions of interest and requests for more information have been received from several businesses and consultants which should lead to completed applications (please see table on the following page). Cambridgeshire and Norfolk County Councils will share responsibility for appraising the applications depending on where the applicant is based. The programme is due to end in March 2015.

Of the 20 eligible businesses who have been invited to apply, 10 have indicated that they will be applying for a grant from our Growth Fund (worth a total of £1,144,150) and 14 interested in our R& D Fund (worth a total of £609,021). Four businesses are likely to apply for funding from both funds.

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
63	22	21	1	1

We are promoting the Eastern Agri-Tech Growth Initiative through a range of marketing activities including via PR, social media, printed materials and by using our network of local authority economic development teams, business consultants, and other key intermediaries to share details of the Fund. We have also attended some farming related events and will be exhibiting at Cereals 2014 in June.

We will have an agreed Delivery Plan in place which sets out how the Eastern Agri-Tech Growth Initiative will be delivered and which of the partners are responsible for various activities. The Delivery Plan also identifies what we consider to be the key risks and what action will be taken to mitigate against those risks. The Delivery Plan explains the Governance arrangements for overseeing the delivery and performance of the programme. The final draft Delivery Plan will be approved by the Programme Delivery Board. The table in the Annex to this Report sets out how many enquiries and subsequent applications will be needed to achieve both the expenditure and the jobs 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 held our first meeting with the Department for Communities and Local Government's East of England Growth Delivery Team (DCLG) on 3rd February. DCLG will be monitoring our performance and we will have regular dialogue with DCLG throughout the life of the programme.

CURRENT FINANCES

Innovation Centre Fund	£500,000
Amount Left to Award	£500,000
Growth Fund	£2,000,000
Amount Left to Award	£2,000,000
R&D Fund	£540,000
Amount Left to Award	£540,000

Governance Arrangements

The scheme will be overseen by the Eastern Agri-Tech Programme Delivery Board (chaired by Mark Reeve, GCGP Chairman, with representatives from the agriculture, food processing and research community). We anticipate holding monthly meetings depending on the volume of applications received; its first meeting will be on 22nd April.

Key Decisions Made by the Project Manager

None.

Significant Changes to Plan that have Occurred

None.

Critical Issues and Decisions Required

Board to note.

RISKS / ISSUES AND MITIGATION MEASURES

We are not anticipating any slippage to key milestones and deliverables. However, through strong and effective governance and project/programme management, combined with close co-operation between the key partners, any issues will be identified and remedial action taken as necessary. We have identified the following key risks:

Risk / Issue

- Lack of eligible businesses applying to the scheme.
- Lack of match funding meaning that businesses are unable to draw down funding.
- The jobs forecast cannot be met by grant recipient due to economic or other external influences.

Likelihood 

Impact 

Mitigation Measures

Early design of marketing and communications strategy, use of partner organisations and business representative groups. Creation and use of distinctive and simple brand association with food cluster.

All businesses will be assisted to identify match funding and have the funds required in place before approval of a grant is given.

Claw back will be issued if it is shown that the company has not undertaken reasonable steps to comply with their Grant Offer Letter and have not notified the monitoring team as soon as the issue arose.

Residual Risk 

REVIEW HISTORY — LOG OF PREVIOUS REPORTS BY DATE

Date	N/A
Report	N/A

ENTERPRISE ZONE

1. Project Summary

The former airfield at Alconbury is being transformed into the high quality low carbon Alconbury Enterprise Campus targeting advanced engineering, high value manufacturing, ICT, R&D and Low Carbon. The site was awarded Enterprise Zone status in 2011. The Campus will create about 8000 jobs and provide about 3 million square foot of commercial space. The 1425 acre development will also deliver 5000 homes, schools, health centres and community facilities, and provide 700 acres of green open space. The plans include significant investment in public transport, including a planned railway station on the East Coast Mainline, links to the Guided Busway and extensive cycle and footpath routes.

2 Planning

Progress continues to be made to finalise the Section 106 agreement which will bring forward Full Consent of the Outline Planning Application for Alconbury Weald. Urban&Civic continue to progress the next stage of applications for demolition, early infrastructure and landscaping to enhance phase 1 commercial delivery and facilitate phase 1 residential development in 2014.

3 Local Infrastructure Fund: Southern Access

Urban&Civic continue to develop design work and discussions with County Council and statutory partners. Design work, planning and procurement remain on track for start late Summer 2014.

4 Public funding streams

A Capital Grants Fund application (Building Foundations for Growth) of £5mIn has been made to bring forward infrastructure for commercial phase 1 with the creation of 48 net developable acres creating plots for 23 new buildings – 865,000 sq. ft. of commercial space. A DCLG Panel on 31 March, approved the application in principle, subject to final clarification on a few issues, and a letter offer is due during April. Work would start on site in May/June and the development platforms be completed by March 2015.

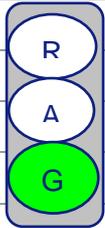
5 Tenants and Enquiries

There continues to be good interest in both the Incubator and new builds on the Campus, with detailed lease discussions with 5 companies. The Incubator has made a real difference to those discussions in cementing the quality and delivery of the Campus. 4 new tenants are signed up and moving into the Incubator during March/April – including the LEP - with lease negotiations continuing with a further 2 companies.

6 Marketing and Communications

While the official opening of the Incubator was postponed by DCLG – and will be rearranged for June - a number of launches and events have taken place on the Campus which have secured media coverage and stakeholder interest, including an Apprenticeship and Skills event, An Electric Vehicle and Travel for Work event, and a number of business network meetings. Two innovation events are also planned in the coming weeks and a marketing and profile campaign focussing on Cambridge business media. The Campus has featured on regional TV news twice in relation to construction and economic growth stories, as well as in national trade property media. The team are attending the national manufacturing exhibition in Birmingham in April alongside the Think Cambridge team. Working with UKTI, the marketing team are also progressing sector specific marketing focussed on inward investment on manufacturing/engineering.

GROWING PLACE FUND

Project Name	Growing Places Fund	
Project Manager	Michael Barnes	
Accountable Body	Cambridgeshire CC	
Date approved	February 2012	
Estimated completion date	Ongoing	

CURRENT STATUS

REPORT ON PROGRESS SINCE LAST REVIEW

- On course to have received c£5 million repayments from Round 1 to recycle as loans in Round 2.
- Good response to call for second round projects. 10 applications received with a total of £5.7 million GPF requested. Initial sifting in progress to determine a shortlist for more detailed proposals.

DECISIONS MADE BY THE PROJECT MANAGER

- Allia Ltd due to repay in full (£1m plus interest) on Future Business Centre project by 31 March 2014. Agreed to defer repayment of £200,000 of that amount until 30 June 2014 at the same rate of interest.
- Cambridgeshire CC due to repay £1m on Huntingdon West Link Road project by 31 March 2014. Agreed to defer repayment until 30 September 2014, but refused their request to defer two subsequent £1m repayments.

SIGNIFICANT CHANGES TO PLAN THAT HAVE OCCURRED

- Approximate slippage of one month in progressing Round 2 applications due to pressure of other work, i.e. ongoing SEP and ESIF work to respond to Government.

UPDATED PLAN (IF APPLICABLE)

Round 1

No change except as outlined above.

Round 2

- Investment Sub-committee meets to make final decisions – date in April being finalised.
- Shortlisted projects informed and invited to submit detailed application – date in April being finalised.
- Deadline for detailed applications - by 14 May

- Awards announced subject to contract - by June Board meeting
- All funding agreements in place - by 30 June.

CRITICAL ISSUES AND DECISIONS REQUIRED

- Decisions on Round 2 projects required (see above).

RISKS / ISSUES AND MITIGATION MEASURES

Risk / Issue 1: Slippage in Round 1 repayments leads to cash negativity.

Likelihood 

Impact 

Mitigation measures: Monitor repayment schedule and issue reminders ahead of due repayment dates.

Residual risk 

Risk / Issue 2: Insufficient viable Round 2 applications

Likelihood 

Impact 

Mitigation measures: Can develop additional bids from potential SEP projects.

Residual risk 

CURRENT FINANCES

Total allocation	£16,815,375.00
Total allocated (capital)	£16,234,000.00
Total allocated (revenue)	£581,375.00
Total expenditure	£7,571,905.27
Repayments received	£4,150,013.68

REVIEW HISTORY — LOG OF PREVIOUS REPORTS BY DATE

Date	1/11/2013
Report	Progress Report – November 2013

SKILLS

Skills Work Programme 2014

March 2014 Monthly Report

1	Skills Strategy	Current RAG
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Reasons for RAG Rating:

- Questions arising from last board meeting
- High workload creating slow progress
- Danger of missing targets

Meetings Held	2	Times worked on	7
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Skills Strategy:

- Two page public version of strategy delivered
- Detailed version will be published as part of the Data Project (Target 31 May)

Apprenticeship Strategy:

- Two page public version of strategy delivered
- Implementation plan for providers currently being updated; will join up with FE Strategy Work (Target 28 April)

FE Strategy:

- Task & Finish group put together out of the Skills Strategy Group
- First meeting in late April (Completion target to be set)
- Will utilise the FE sector to design a strategy to sit underneath the LEP Skills Strategy. Will create the framework for each organisation to develop their long-terms plans in order to support our target sectors and aspirational areas growth

2	Skills Strategy Group	Current RAG
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Reasons for RAG Rating

- Questions arising from last meeting and board
- High workload creating slow progress

Meetings Held	1	Times worked on	1
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Reference Group Meeting:

- Next meeting due 5 June

Policy Committee Meeting

- Meeting held on 6 March
- Purpose of meeting to ratify the workshop outcomes from the previous Reference Group meeting on 24 January
- Some concerns raised:
 - Papers not circulated early enough. Some justification here, however, most papers formed part of the previous meetings minutes. Those that were not consisted of papers unavailable until the March board pack had been published. There were two exceptions. First, the two page Skills Strategy document was presented on the day; the design was finalised and printed the day before. Second, the Existing Target Sectors document was presented on the day; this was an error on behalf of the Skills Lead. The debate that ensued, however, was largely irrelevant due to the nature of the document that is based on actual existing sectors rather than an analysis.
 - Some members felt that they had not been involved in the creation of the Skills Strategy and should have been consulted on the two-page strategy. It was pointed out that the strategy had not changed and that the meeting on 24 January provided a workshop to enable an annual review of the strategy. Subsequently, on checking attendance after the meeting it was noted that several members had been absent. To avoid this in the future, minutes of the previous meeting will be circulated along with the rest of the pack.
 - There was some discussion around targets, particularly regarding the launch of the Local Skills Teams Pilot Project. The Skills Lead was reluctant to commit to a date in either April or May due to ongoing recruitment and lack of knowledge of potential recruits notice periods in existing roles. There was agreement in general that the Skills Lead needs to provide more visibility on activities, time spent, prioritisation, and targets. Action has already been taken. The Skills Lead now works from a detailed Programme Planning Schedule, and a detailed monthly report will now be produced. These functions will be improved in the following months and they will be published to the Policy Committee.
 - Lessons have been learned. Future meetings will be planned earlier and the group will be moved up the priority list in the future.

3	Local Skills Teams Pilot	Current RAG
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Reasons for RAG Rating

- Project on target

Meetings Held	3	Times worked on	3
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Launch

- Set for 6 May
- Team working on launch plans alongside LWH

Recruitment

- Team complete
 - Sue Addison - Project Manager (Started)
 - Miranda Boughton - Senior Coordinator (Started)
 - Claire Smith - Marketing Manager (Started)
 - Claire Saunders - Administrator (Started)
 - Rebecca Jackson - Peterborough & Rutland (Starts 28 April)
 - Katie Hart - Fenland (Starts 28 April)
 - Jacqueline Farrell - King's Lynn (Starts 28 April)
- The team is very experienced and comes from varying backgrounds; four of the team have experience of similar projects in different areas.

Planning

- Ongoing under direction from the Skills Lead
- Financial processes in place
- KPIs in place
- Inductions in place
- Monthly team catch-up in place
- Quarterly review meeting in place
- Business engagement embedded

4	Data Project	Current RAG
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Reasons for RAG Rating

- Target for project completion delayed by at least one month
- Extended survey contract due to issues with call-centre, had to change mid-way through the project
- SFA behind on producing Training Profile and delivering data-cube
- High workload creating slow progress

Meetings Held	3	Times worked on	6
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Sector Profile

- Complete

Training Profile

- Awaiting data from SFA

Macro Survey

- Complete
- Analysis to be carried out as part of the creation of the document

Micro Survey

- Research complete
- Draft report available; final report TBC

LMI Profile

- Data complete

Create Document

- In work programme for April

5	EZ SFA Skills Project	Current RAG
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Reasons for RAG Rating

- High workload creating slow progress on Skills Lead actions

Meetings Held	1	Times worked on	2
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Governance Meeting

- Most areas moving forward
- Slight concern over focus in some areas
- Planning needs to incorporate outcomes against budget spend

Julie Drummond Management

- High workload of the Skills Lead impacting on amount of direction being given, needs resolving
- Julie is still doing an excellent job however.

Refresh of Huntingdon Data Project

- Will be carried out as part of the larger LEP Data Project

Continuing the Dialogue Plan

- Moving forward as part of general work for the Skills Lead but needs more focused effort around EZ aspects

6	Strategic Economic Plan	Current RAG
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Reasons for RAG Rating

- High workload causing slow progress
- Careers Advice Element closed
- Concerns around the pitch of Local Skills Teams to government
- Concerns around how Skills Capital Fund will be allocated
-

Meetings Held	4	Times worked on	13
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Local Skills Teams

- Complete and submitted

Careers Advice

- Following recent government announcements we have kept this as an aspiration and will await the outcomes of any initiatives that will come forward. This will not be a focus for 2015/16

Skills Capital

- Complete and submitted
- All five colleges produced projects at very short notice; thanks
- There are two joint projects with New Anglia
- Angela Joyce and Brian Redshaw from PRC very helpful in designing a process at short notice

7	European Structural & Investment Fund	Current RAG
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Reason for RAG Rating

- Target date for submission moved to end of April

Meetings Held	3	Times worked on	2
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Develop Delivery Options

- Good meetings held with both SFA & DWP opt-in partners
- Support offered in designing social inclusion projects from Cambridgeshire Adult Learning & Skills Board Members

8	IXION Project	Current RAG
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Reason for RAG Rating

- Project at serious risk of failure due to SFA targets not being met

Report

- Several reasons for poor results:
 - Difficulties in recruiting effective Business Development Managers
 - Late start to project (SFA contract issue)
 - Sub-contractors not delivering fast enough
 - Identifying enough contacts within the LEP criteria to drive sales
- Next step is a meeting between IXION, SFA & GCGP on 15 April to discuss improved performance; if targets haven't been met, monies will be returned to the central fund out of our area
- There are a lot of lessons to be learned from this project in terms of what will happen in the next round of ESIF that we are fully involved in

9	Web Project	Current RAG
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Reasons for RAG

- High workload causing slow progress

Meetings Held	0	Times worked on	1
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- Outline design complete

10	Policy	Current RAG
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Reason for RAG Rating

- High workload impacting on ability to keep up with research & reading

Meetings Held	1	Times worked on	3
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Careers Guidance

- New statutory guidance for schools to be released imminently

Schools Funding

- New method of allocating funding to be implemented: Cambridgeshire singled out for an improve rating
- More research needed to understand fully

Skills Funding

- Post-16 funding now at the same levels per pupil between sixth forms and Further Education. This follows many years of advantage for the sixth forms with them being able to charge for multiple qualifications compared to FE.
- Weighting is now the same between academic and vocational and follows the government's policy of equality between the two

Policy Lines Document

- No progress in creating a document to spell out our key policy lines

11	Support Programme	Current RAG
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Reason for RAG Rating

- Project moving forward on target

Meetings Held	0	Times worked on	2
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DWP Secondment

- Positive response to two role briefings sent to Julia Nix (Regional Director)
- DWP currently trying to find the right people to second

- Ask is:
 - EU funding specialist to help design projects
 - Data specialist to drive our evidence base

12	Engagement/Development/Team	Current RAG
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Reason for RAG Rating

- Business engagement needs to be better
- Need to keep the balance of meetings right to avoid non-added value

Meetings Held	9	Times worked on	2
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Adult Learning and Skills Board

- Meeting took place 19 March
- Presented GCGP SEP & ESIF
- Good outcome of offer to help design Social Deprivation Project for ESIF

Cambridge Area Partnership Steering Group

- This project is making good progress despite a lack of resource
- Concern over ongoing funding

Skills Engagement/Development Programme

- Some progress on business engagement with one new member being added to the SSG this month. Mecc Alte in Oakham

Priority Order for April

1. Local Skills Teams Pilot
2. European Structural and Investment Funds
3. Support Programme
4. Strategic Economic Plan
5. Data Project
6. Skills Strategy Group
7. EZ SFA Skills Project
8. Skills Strategy
9. Policy
10. IXION Project
11. Web Project
12. Engagement/Development

Total Days Available in March:	21
Days Worked:	21
Average Days Available per work stream	1.75
Total Meetings	27

Resource is a big issue. Moving forward, the secondments being offered by DWP are a step in the right direction. However, there will need to be a reduction in workload, or more resource, combined with better planning, in order to be as effective as possible.

Key Areas for April

1. Make time for planning at front of month and stick to it
2. Prioritisation
3. Ensure a clear message on skills is delivered during meetings with businesses

VSE AND SOCIAL ENTERPRISE

Paper attached as Item 5 of this report.

SUBGROUPS - BANKING

Next meeting date to be set shortly.

SUBGROUPS - SKILLS STRATEGY

Included in Skills Update, on previous page.

SUBGROUPS - SIIC

The date of the next meeting is 28th April 2014.

SUBGROUPS – GREATER CAMBRIDGE

The next meeting is scheduled for 21st May 2014.

SUBGROUPS – VSE

The next formal VSE Sub Group meeting is scheduled for Tuesday 13th May.

ITEM 4: UPDATE ON EU FUNDING AND STRATEGIC ECONOMIC PLAN

SUMMARY FOR DECISION:

- 1) To provide update on final discussions with Cabinet Office and BIS Local on the Strategic Economic Plan.**
- 2) To provide an update on progress on the European Structural and Investment Funds.**

ITEM 5: LEP PRIZE CHALLENGE – UPDATE ON ROUND 1 (2013-14) & TIMELINE FOR ROUND 2 (2014-16)

SUMMARY: FOR DECISION

1. Having noted the progress on Round 1 (including early project progress), the Board are asked to approve the timelines for rolling out Round 2 of the pilot LEP Prize Challenge designed to support 1,000 people facing multiple challenges to become job ready and 250 to gain paid employment within the LEP area.

BACKGROUND

2. In March 2013 the Board agreed to earmark £1m spread over three years to inspire innovation within the Voluntary and Social Enterprise sector in meeting LEP core objectives.

As part of Round 1 the first £240,000 of LEP Prize Challenge awards were allocated in December 2014, with the following eight organisations selected:

- Axiom Crossroads Care – Plan into Employment programme
- CHS Group – Enterprise Communities Project
- Cross Keys Homes – Moving forward into work
- Future Business – No NEET school leaver
- Groundwork – Grassroots
- Living Sport – Sport Future
- Princes Trust – Get into Machining
- Wintercomfort – Overstream Clean

LEP Board members (including the Chairman) and CEO were involved in the final judging and decision-making process. From the 12 originally shortlisted the judging panel resolved to award £30,000 to the above eight organisations rather than the anticipated 10.

PROGRESS

3. The Chief Executive of Cambridgeshire Community Foundation (CCF), the organisation tasked with on-going award management, has now visited all eight organisations to assess progress; and this ties in with project reports due from winner's relating to the end of quarter 1. Her summary notes and remarks are shown below on page 3; in broad terms all projects are on track and **early signs of success have pleasingly been identified for both projects: CHS Group and Wintercomfort.**
4. Furthermore, following recent internal meetings involving LEP Chief Executive, CCF and Big Society Funding CIC (BSF CIC) to reflect on Round 1 processes and other learning, the following actions were identified:
 - Simplify criteria
 - Shorter, simpler Stage 1 application process
 - More prescriptive Stage 2 process, including a presentation
 - Simplify existing marketing brochure

- Update existing promotional film, and link with potential Ministerial launch event
- Run three large workshops in key locations of the North, South and East of the LEP area (with key VSE partners) and deliver some shorter presentations on request in extremities of the LEP area
- Capture examples of successful Round 1 projects to share at workshops.

Delivery partners, BSF CIC and CCF are now liaising to action the above, and will, when the LEP Board approval is given to move forward with Round 2, continue to incorporate these learning points. The key tasks associated with Round 2 are as outlined in *appendix 1*. BSF CIC have excellent links with relevant Government Ministers to organise a significant showcasing event (launch of Round 2) as part of their promotional brief for the Challenge.

FINANCIAL IMPLICATIONS

5. The overall financial implications remain the same as set out in the March 2013 Board paper, excepting that as only eight awards were made (rather than ten) in the first round then there is a carry forward to 2014/15 of £60,000, towards (potentially) an additional two Prize Challenge awards in Round 2. Thus, the spend profile alters.

Re-adjusted phasing of Challenge Prize finance:

	2013/14	2014/15	2015/16	GRAND TOTAL
Round 1	£240,000 for eight initial prizes	£150,000 for three 'scale-up' prizes		£450,000
Round 2		£360,000 for 12 initial prizes	£150,000 for three 'scale-up' prizes	£450,000
TOTAL	£240,000	£510,000	£150,000	£900,000

The total promotional, facilitation and grant administration costs (CCF & BSF CIC) for Round 2 (2014/16) remain exactly as previously outlined: £36,375.

ROUND 2: CHALLENGE PROMOTION, STAGES & TIMELINES

6. The Stages and suggested timelines are:
 - **First Stage:** Open Call (from **13 May** [date of next VSE Sub Group meeting], and following agreed launch event date in June showcasing Round 1 winners) – workshops, promotion and facilitation by Big Society Funding CIC in Peterborough, Cambridge and King's Lynn
 - Deadline for First Stage proposals: **12th September 2014**

- Proposals assessed & presentations to Assessment Panel, with short-listing decisions by **3rd October 2014** (Cambridgeshire Community Foundation)
- **Second Stage:** Proposals shortlisted/facilitation provided to assist each to develop a stronger proposal (Big Society Funding CIC)
- Finalists present their proposals to the Judging Panel and the best 10 selected: **w/c 24 November 2014** (Cambridgeshire Community Foundation)
- Public announcement of successful winners and offer letters sent out **w/c 1 December 2014**
- At the end of 12 months, the three projects that have demonstrated the most impact and innovation will be awarded additional prize monies of £50,000 each to enable them to scale up their programmes for a further 12 months, achieve ongoing sustainability, and, potentially, achieve wider replication of their model.

Summary of Quarter 1 visits by Jane Darlington to LEP Prize Challenge projects

All projects had prepared well for the visits and offered a good insight into the progress they had made. All are aware of strengths and weaknesses, the need to share information about their projects, and all seem motivated towards winning one of the three Prizes on offer.

At each visit I sought to cover

- 1) An overview of progress in Quarter 1 - with an overall score awarded for progress [A – Ahead of target, B – on target, C – behind target]
- 2) Any new issues challenges for Q2/Q3
- 3) Feedback on the application process

Progress Scores for Q1

A	Wintercomfort
B	CHS Cross Keys Future Business Groundwork Living Sport
C	Princes Trust

Successes to note are:

- Wintercomfort have already been offered a £30k cleaning contract,
- CHS have supported three people into employment

New issues/ challenges for Quarters 2 & 3

There are no major concerns to highlight for Q2/Q3 - risks that have been identified are being addressed with appropriate actions. The Prince's Trust project is behind as they have yet to secure the industry partner they need to work with for the project. The original partner pulled out at the last minute and efforts to secure a new partner have not yet paid off. The

team are optimistic that a partner will be secured over the next two weeks, following recent meetings they have had.

CCF to review progress in early April.