



SOUTH EAST  
LOCAL ENTERPRISE  
PARTNERSHIP

# STRATEGIC BOARD Information Items

**Friday 25<sup>th</sup> June 2021**  
**Zoom Video Conferencing**

Delivery Update: Pg. 2  
COVID-19 Funds Update: Pg. 16



## For Information: Delivery Update

### Executive Summary

#### 1. Overview

- 1.1. This report provides a final update on delivery against plans for financial year 2020/21 and reports on any changes to plans for Quarter 1 2021/22 delivery. These plans can be seen at Appendix A and Appendix B respectively.
- 1.2. The report also includes updated Key Performance Indicator (KPI) where new information is available.

#### 2. Summary of Update

- 2.1. The Delivery Plan for 2020/21 was completed with only a few variations to the original plan.
- 2.2. The plans for Quarter 1 2021/22 remain valid with no major variances.
- 2.3. Updated Key Performance Indicators information is provided at Appendix C and commentary on these can be found below.
- 2.4. Details on legal documents signed by the Chief Executive and Chief Operating Officer on behalf of South East LEP Ltd under the Power of Attorney can be found at Appendix D.

#### 3. Rationale for Update

- 3.1. Delivery Plans are a requirement under the National Assurance Framework and our own local governance. Updates against these plans is provided once a quarter to ensure that the Strategic Board (the Board) is kept up to date on progress against agreed objectives.
- 3.2. Reports are made to the Board on an exception basis and no material exceptions to the plans have been made.
- 3.3. Detail on the plans for Quarter 4 of 2020/21 can be found at Appendix A and for Quarter 1 of 2021/22 can be found at Appendix B.
- 3.4. To assist Board members understanding of the performance of the partnership, a suite of KPIs are produced. These can be seen at Appendix C. In addition to KPIs related directly to the partnership, the suite includes indicators related to the economy of the SELEP region. An update on the SELEP economy will be provided under agenda item 5.

## Further Information

### 4. Update 1: Quarter 4 2020/21

- 4.1. The original plans for Quarter 4 2020/21 can be found at Appendix A. The majority of the plan was delivery as expected with no changes. The reviews of the social enterprise and coastal economic prospectuses have been pushed to Quarter 1 of 2021/22 and they will form part of the wider review of working groups that is being undertaken as part of the Recovery and Renewal Strategy delivery planning.
- 4.2. Whilst discussions with partners continue around how maritime growth can be developed, there is currently no appetite to launch a formal cluster.
- 4.3. The Annual Performance Review was held in January 2021 and confirmation has been made that SELEP met requirements across all three categories. The assessment for all LEPs in 2020/21 was a binary met/not met across Governance, Strategy and Delivery therefore SELEP achieved the highest possible assessment.
- 4.4. Essex County Council, as Accountable Body for SELEP, carried out an Internal Audit of the processes of SELEP during Quarter 4 and again the highest level of assurance was achieved.

### 5. Update 2: Quarter 1 2021/22

- 5.1. The plans for Quarter 1 are broadly unchanged but the changes related to the LEP Review has introduced a level of uncertainty. Originally it had been planned to present options for changes to the Growth Hub model to Board in Quarter 1 but that is now not possible. The implications of this are covered in the specific report under Agenda item 8 on the matter.
- 5.2. Similarly the plans for agreeing any updates to the job profile for the Chair of the Board have been impacted by the LEP Review and this is again covered separately under Agenda item 7. The other activities presented in Appendix B continues despite the uncertainty.
- 5.1. The Skills for Jobs white paper set out changes in how the Department for Education (DfE) supports relationships between Skills providers and businesses through the proposed introduction of Local Skills Improvement Plans (LSIPs) and Strategic Development Funds (SDFs). The Skills and post 16 Education Bill has now had its first reading in parliament.
- 5.2. LSIPs are intended to improve connections between employers and providers to make technical skills training more responsive to local employers' skills needs and tailor provision to the local area. There appears to be a large overlap with the remit of the Skills Advisory Panels (SAPs), which is also a DfE policy and funded by them. LSIPs may ultimately replace recently published SAP Skills reports, which DfE had previously set out as an annual commitment. It's currently unknown how this duplication of role will be addressed by DfE or the impact on our delivery plan for the year.
- 5.3. DfE are piloting LSIPs in 6 to 8 trailblazer areas in 2021/22 and have asked for Expressions of Interest by 25<sup>th</sup> May 2021. Successful applicants will be invited to submit an application. No decisions have been made by DfE at this stage on any national rollout. Lead applicants must be an established employer representative body (ERB) and DfE has confirmed they do not consider LEPs to fit this criterion and are therefore not eligible although the prospectus does set out the need for ERBs to work with LEPs. We are supporting local organisations that are considering applying to be a trailblazer.

- 5.4. SDF will explore how providers can work together more effectively, alongside employers and other partners, to respond to local skills and innovation priorities. DfE will be running SDP pilots in up to 16 areas and applications for these are also open now. Applications are to be made by groups of colleges and providers and again, we will offer support for pilots in our area where applicants desire our help.
- 5.5. We have received from Government the Getting Building Fund (GBF) grant award tranche 2 of £42,500,000 but, at time of writing there has been no formal confirmation of Core Funding. Currently there is sufficient monies in reserves to support activities until this funding is received. Informally officials have confirmed that core grant will be paid at the same level as previous years (£500,000) as long as match requirements are met. If there are no changes to the match eligibility this will be achievable.
- 5.6. An update on Key Performance Indicators (KPIs) can be found at Appendix C. Main changes data since October to flag to the Board are as follows:

## **6. Key Performance Indicators**

- 6.1. An update on Key Performance Indicators (KPIs) can be found at Appendix C. Main changes data since March to flag to the Board are as follows:

### **Macro-Economic KPIs**

- 6.2. A presentation on the latest macro-economic data will be made to Board at the meeting.

### **Wider Programme**

- 6.3. Information on the European Social Fund (ESF) has been requested but still hasn't been provided by the Department of Work and Pensions.
- 6.4. All bursaries available under the Sector Support Fund (SSF) project Delivering Skills for the Future project have now been delivered and 130 new tutors/teachers have been recruited.
- 6.5. There are now 266 Enterprise Advisors working with schools across the region, an increase of 81 since the Delivery Plan was approved.
- 6.6. The SELEP notional ERDF award is now over 90% allocated and one further business support project has been awarded since the last report. No projects from within the South East region were supported by the Greater South East Energy Hub in the last quarter of the year.

### **Investment Programme**

- 6.7. Work continues with partners to validate outcomes and outputs of the investment programme. This includes a better understanding of the impact on the pandemic on the benefit realisation of projects.
- 6.8. Getting Building Fund outputs and outcomes will be included from Quarter 1 of 2021/22.

### **Internal KPIs**

- 6.9. Confirmation was formally received of the outcome of the Annual Performance Review in May of this year and so this isn't reflected in the 2020/21 Quarter 4 update. The outcome was that all categories are assessed as having 'met' requirements. The rating was made on a binary met/not met basis for 2020/21.
- 6.10. 'Open' rates on communications from SELEP have slightly improved in the last quarter of the year. They are still lower than in previous periods, but the number of campaigns and

recipients has significantly increased over that period and a lower opening rate is to be expected.

- 6.11. Our social media presence continues to grow with increased followers on Twitter and connections on LinkedIn. There has been a 20% increase in the number of Twitter impressions from quarter 3, demonstrating our reach is increasing.

## **7. Next Steps**

- 7.1. Progress against Delivery Plans and reporting on KPIs will continue to be made at each ordinary meeting of the Board.

## **8. Comments from the Accountable Body**

- 8.1. It is a requirement of the National Local Growth Assurance Framework (NAF) that LEPs publish an annual report and delivery plan as part of the assurance monitoring process. The delivery plan and annual report are expected to set out a well-developed understanding of the local economic evidence base to identify opportunities and obstacles to inclusive growth, prosperity and improved productivity. These will be considered as part of the annual assurance process in future.
- 8.2. The NAF confirms that delivery plans and annual reports are required to be published at the beginning of each financial year.
- 8.3. The Delivery Plan for 2021/22 discussed in this report must be delivered within the annual operational budget.
- 8.4. Formal confirmation of the Core funding grant for 2021/22 has yet to be confirmed by Government; delivery of some elements of the Delivery plan discussed in the report could be impacted if this funding isn't secured. Should the Core funding grant not be received, it is expected that the Delivery Plan will be reviewed to determine the priority activities that can be delivered in 2021/22 with the available resources. This will need to form part of the wider review of the SELEP budget for 2021/22 which is currently underway, to understand the impact of specific grant allocations following their confirmation, or otherwise, by Government. The Delivery Plan references the Getting Building Fund (GBF) to deliver many key capital projects by March 2022. The second tranche of GBF funding is confirmed and the grant conditions and the funding has now been received. This funding is conditional on the outcome of the Annual Performance Review, the outcome of which is Met, which is the highest possible outcome to achieve from a binary Met/Not Met assessment.
- 8.5. The current level of reserves is sufficient to support the SELEP budget for 2021/22. The Accountable Body will continue to work closely with SELEP to assess the possible outcomes of the LEP review and to plan for mitigating action to ensure the SELEP cost base remains within available funding. Currently there remains no assurance from Government of additional grant funding beyond 2021/22.

## **9. Appendices, Supporting Documents and Previous Decisions**

- 9.1. Appendix A – Detailed plans for Quarter 4 2020/21
- 9.2. Appendix B – Detailed plans for Quarter 1 2021/22
- 9.3. Appendix C – Key Performance Indicators
- 9.4. Appendix D – Log of decisions taken under Power of Attorney

## Appendix A

### Quarter Four 2020/21 (January to March)

Activity	Notes including deadlines and resourcing impacts	Status May 2021
<b>GOVERNANCE</b>		
Annual Performance Review with CLGU	Usually in January	Held in January 2021 – met requirements across all 3 categories (binary met/not met decision).
Review of SELEP Ltd policies and procedures	Phased review of SELEP Policies to ensure still correct/appropriate	The Board recruitment policy is being considered during the June meeting. We are awaiting more information regarding the LEP review to make further policy amendments.
Onboarding of new co-opted members		New Board members will be inducted in advance of the June Strategic Board meeting.
<b>DELIVERY</b>		
Skills Advisory Panel and Skills Working Group Meetings	Rural, January, February and March  Housing & Development, February  Coastal, January and March	Ongoing- meetings continue to run.
Skills Advisory Panel Skills Report to DfE	March 2021	The Strategic Board approved the Report at their March meeting.
Activity in line with SE Digital Skills Partnership Action Plan; Working Groups to convene and produce end of Q4 report on progress and Steering Group to convene and produce end of year report	Activity – Ongoing; Working Groups to convene prior to end of January, with reports presented to Steering Group at meeting prior to end of February; Year-end report produced by end of March	Activity ongoing
Work with Towns Fund Boards	Ongoing	Ongoing
Greater SE Energy Hub	January	7 projects now supported by the Hub.
SELEP Wide Tourism Zone	Activities depend on next steps as advised by Government	Still awaiting further advice from Government.

Working with the cluster (Greater London Authority and Hertfordshire LEP) on Growth Hub and Peer Networks	Ongoing	Ongoing
Assessment of impact of CSR	Dependent on CSR being announced in Q3	Spending Review was one year only
Working with businesses and other partners to mitigate impacts of full exit from EU if necessary	Impacts not yet known	Growth Hubs supported businesses with EU transition through the quarter
Investment Panel (if more LGF funding is allocated or pipeline is exceeded)	March 2021	Further pipeline decisions made at Strategic Board in December
Annual review of Social Enterprise Prospectus	March	Pushed to Q1 2021/22
Review of actions against Coastal Economic Prospectus proposals	March	Pushed to Q1 2021/22
MP Engagement	Ongoing management of MP roundtables and regular communications and relationship building with MPs.	Ongoing management of MP roundtables and regular communications and relationship building with MPs.
Implementing SELEP communication strategy	Ongoing roll out of the protocols with working groups and other partners and developing a communications peer group by March 2021	Protocols have been shared and new approaches adopted, including the SELEP Ambassadors programme
<b>STRATEGY</b>		
Industrial Strategy / Economic Renewal Plan	Economic Renewal Plan/Strategy to be produced by March 2021.	Recovery and Renewal Plan presented and approved by Strategic Board in March 2021
Work with LEPs in Catalyst South to: <ul style="list-style-type: none"> <li>• establish Catalyst South brand, communications, core messages and ways of working</li> <li>• establish fit for purpose governance arrangements</li> <li>• agree shared vision and action plan</li> <li>• finalise plans for resourcing the partnership</li> </ul>	Ongoing	Ongoing

<ul style="list-style-type: none"> <li>achieve recognition from and engagement with government on this supra-regional LEP basis</li> </ul>		
Working with LEP Network influencing Govt. generally on LEPs	Ongoing	Ongoing
Thames Estuary Growth Board	Continued relationship and attendance at Board meetings. Other support as agreed between the Chair and Envoy	Ongoing
Review of future options for the South East Business Hub	Depending on the steer from Central Government, the direction of UKSPF and agreed actions from the LIS on Business Support more general	Discussions continue and independent report on Growth Hub model was commissioned in quarter 4 to report in quarter 1 of 2021/22
Launch of the SELEP Maritime Cluster	TBC	Discussions held but currently no appetite to launch a formal cluster.



## Appendix B

### Quarter One – April to June

Key Activity – Quarter 1	Strategic Priorities				
	Business Resilience & Growth	UK's Global Gateway	Communities for the Future	Coastal Catalyst	Good Governance
Launch and publication of the Recovery and Renewal Strategy	Y	Y	Y	Y	
Delivery of short term interventions identified for the Strategy	Y	Y	Y	Y	
Working with Catalyst South to build the case for investment in the wider South East	Y	Y	Y	Y	
Working with the Thames Estuary Envoy and the Thames Estuary Growth Board to realise the potential of the estuary	Y	Y	Y	Y	
Continue to lead the Major Projects Group – including work on the skills requirements across the projects. Also working to understand and communication the economic impact of the suite of projects on the regional economy	Y	Y	Y	Y	
Supporting the 2 Freeports in the region to develop full business case	Y	Y		Y	
Informing and working with our MPs to understand our local areas better and for them to better understand how we are working to deliver the strategy	Y	Y	Y	Y	

<b>Working with the LEP Network on the future state of LEPs, following the publication of Terms of Reference for the Review by HMG</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Delivery of the capital programme</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Scoping and kick off of the ‘LGF Lessons Learned’ review</b>					<b>Y</b>
<b>Supporting SE businesses through the Growth Hub and working with the GH cluster</b>	<b>Y</b>				
<b>Review of the GH model and linking to national Business Support Reform</b>	<b>Y</b>				
<b>Delivery of the CV19 Recovery Funds</b>	<b>Y</b>		<b>Y</b>	<b>Y</b>	
<b>Working with Towns Board to implement Town Improvement Plans</b>			<b>Y</b>	<b>Y</b>	
<b>Working with the Greater SE Energy Hub to bring forward projects for transition to net-zero carbon emissions</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>SAP Skills Report and data publication, building content of new South East Skills website</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>DSP – Google training sessions, building digital course prospectus</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>SAP and DSP Webinars on various topics</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Building better links between Strategic Board and the SAP and the DSP</b>					<b>Y</b>
<b>Careers Fair with SAP, DSP and STEM Learning</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Produce Annual Report</b>					<b>Y</b>

<b>Preparation for AGM</b>					<b>Y</b>
<b>Agree revised job profile for Chair recruitment</b>					<b>Y</b>
<b>Scoping of what will be included in the Diversity Plan</b>					<b>Y</b>
<b>Development of Strategic Board Capability Training Plan</b>					<b>Y</b>
<b>Planning for next call for GPF projects</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Production of a skills and demand report for the major projects</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Publication of ESF Call for Tender (Pathways to employment for young people) and continued monitoring of ESF projects</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Potential adoption of the Beacon Project in the SELEP area (working with DWP and Cornwall LEP) as per</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	
<b>Produce regular, timely external communications and promote and develop the recently launched SELEP ambassadors' internal communications route. With the aim of informing, sharing messages, progress and achievements against the strategy and support collaboration amongst the SELEP network</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

## Key Performance Indicators – Quarter 4 (ending 31 March 2021) Update

### Macro-economic KPIs

Indicator	Figures as per Plan	Q3	Q4	Source	Notes
Gross Value Added (GVA)	£ 93,970,000,000			(2018) [Source: ONS; 2019]]	No update
Labour force	2,155,700	2,151,000		(2019) [Source: NOMIS, 2020]	These are for year ending Sep 20, and data shown as Plan was for year ending Mar 20.
Employed	2,080,600	2,072,000			
Unemployed	75,100	77,000			
Universal Credit registrants	160,065	155,580		(July 2020) [Source: NOMIS, Aug 20]	New data is for Dec 20, and note indicator should be called "Claimant Count". It is only those on UC who are looking for work and also includes legacy JSA claimants. Also the Jul 20 figure is now shown as 157,800 so possibly this was revised at later date, which happens.
Number of businesses (and net change per quarter)	173,315	176,410		2019	New data is for 2020, and this is only published annually, so no per quarter change.
New business formations	37,857	23,730		(2019) [Source: Centre for Entrepreneurs, Business Start-up Index, 2019]]	Note this source does not provide information in same format anymore. Source is now ONS Business Demography and new data is for 2019. Figure for 2018 on same basis was 21,820. This source only counts those companies which meet VAT or PAYE thresholds. The previous source counts any company creation even if never active and zero turnover.
Tech start-ups	1,965	n/a			
Graduate start-ups	33	34		Active start-up enterprises founded by graduates who studied in the SELEP area.	This is from HESA, and is for 2018/19 and only for wholly in region Universities (eg Essex and Kent but not Brighton or Greenwich).
Workplace based earnings	£ 28,200			average wages per job (2019) [Source: EMSI, 2020]	The Plan data here is actually 2020, and 2019 figure was 27,407. Note this is average full time earnings across all full and part time employess - not a measure that is usually used. Median full time is preferred as a measure.
NVQ Level 4+ (% of population)	35%			[Source: NOMIS]	This should state 34.6% as Plan number which is for 2019, so looks like it got rounded up. Also should be called: "%age of population age 16-64". I think Lousie wants to add other qualifications, so No qualifications is 7.9% and NVQ2+ is 72.7%.
Vacancies	81,145	120,185		unique job postings (July 2020) [Source: EMSI]	EMSI appear to have substationally revised their numbers, and for July 20 this is now showing as 98,156. January 2021 is 120,185.

## Wider Programme KPIs

Indicator	Baseline/Delivery Plan 20/21	Q3	Q4	Variance/Increase to Baseline	Variance/Increase to Baseline %	Notes - including when information is from
(ESF) Number of people supported into work (since start of programme)	2,375	TBC		0	0.00%	Info requested from DWP
(ESF) Number of additional apprenticeships (since start of programme)	120	TBC		0	0.00%	Info Requested from DWP
(ESF) Number of adults upskilled	3,644	TBC		0	0.00%	Info requested from DWP
(ESF) Number of people in work supported to upskill (since start of programme)	6,245	0		0	0.00%	Info requested from DWP
Number of new tutors/teachers recruited to aligned to key sectors (SSF)	73	130	130	57	78.08%	All bursaries now awarded (final videos in production)
Value of new skills related training facilities in meters squared completed	21,527	21,527		0	0.00%	
Number of employers (Enterprise Advisors) working with schools	156	237	266	81	51.92%	CEC April update report
(ERDF) Number of business support projects awarded	14	26	27	13	48.15%	
(ERDF) Total value of grant funding agreements awarded (including extensions)	£ 35,263,000	£65,624,991	£68,806,503	£33,543,503	48.75%	MHCLG March 2021
(ERDF) Percentage of SELEP notional ERDF awarded	44%	77%	77%	33%	90.27%	MHCLG March 2021
Number of local energy strategy project models and clean growth initiatives unlocked via Greater South East Energy Hub (GSEEH) (SELEP did not become a full member of the Hub until January 2020)	n/a	7	7	7	n/a	GSEEH Board papers

## Investment Programme KPIs

Indicator	Target for 2019/20	Performance in 2019/20	Q3	Q4	Notes
Value invested across all LGF projects	£ 107,300,000	£ 96,400,000	£ 47,700,000	£ 167,571,000	LGF spend in 2020/21 and funding transferred for spend in future years.
Value invested across all GPF projects in 2020/21	£ 6,600,000	£ 2,300,000	£ 6,375,000	£ 7,725,000	GPF drawn down in 20/21 to Q3
Number of projects completed LGF	24	10	9	9	
Number of projects completed GPF	3	1	0	2	
Number of homes completions enabled LGF	5,223	10,136	2,636	2,636	Jobs and homes figures reflect difference between info reported in April 2020 and in February 2021.
Number of jobs created (LGF)	12,742	9,013	5,266	5,266	
Number of businesses supported via the South East Business Hub (Unique number of businesses that have reached either light touch, medium intensity or high intensity) (for a detailed breakdown per intensity please refer to the SEBH KPIs 2020-21)	2,503	n/a – data being rebased and will be assessed at year end	5,487		Ongoing issues with the validity of data are being investigated
Number of businesses rating their experience of the Growth Hub as 'satisfied' or 'very satisfied'	92%	n/a will be assessed at year end	Satisfaction survey will be undertaken in Q4.		

## Internal KPIs

Indicator	Target for year	Performance to Q2	Q3	Q4	Notes
Good or equivalent rating received on all categories assessed at Annual Performance Review	All categories good	Achieved	Achieved (2019/20)	n/a	No update
Qualitative review of SELEP coverage in local, regional, national and trade press	Balance of positive coverage	n/a	Positive feedback particularly regarding COVID-19 Business Briefings across the year		Annual review to be completed later in Q1 2021/22
Number of people attending AGM	75	165	168	168	Target assumed lower attendance due pandemic
Newsletter subscribers	7,500	7,062	8,944	9,050	Target exceeded
Average 'open rates'	16.80%	16.8%	13.15% *	13.75% *	*Much higher volume of campaigns in current year compared to prior: 107 campaigns sent from Apr 20 – Mar 21 compared with 27 sent from Apr 19 – Mar 20.
Average click-through rates.	22.30%	0	N/A	N/A	Data not available for full year due to reporting issue switching to new service (Campaign Master)
Website visits	60,000	55,325	N/A	N/A	<b>Data not available due to issue with cookies used by web developer - issue now resolved for 2021-2022</b>
Website average length of visits	2.23 mins	2.23 mins	N/A	N/A	
Twitter followers	6,000	5,510	5,924	6,048	
Twitter impressions	475,000	451,400	706,300	849,400	
Re-tweets	850	800	1,649	2,018	
Linkedin connections	1,500	1,354	2,026	2,232	
Linkedin re-posts	285	263	586	741	

## Appendix D

### SELEP- Documents signed under PoA

Copies of all documents are available from [hello@southeastlep.com](mailto:hello@southeastlep.com)

Local Growth Fund	Growing Places Fund	Getting Building Fund
Sector Support Fund	Growth Hub	

Doc No.	Summary	Date
001	Sector Support Fund grant agreement with Kent County Council for BuyLocal South East.	Nov 2020
002	LGF Agreement with East Sussex County Council	Nov 2020
003	GPF Loan Agreement with East Sussex County Council for the Observer Building Phase 1a	Nov 2020
004	GPF Loan Agreement with Kent County Council for the Green Hydrogen Generation Facility Project	Dec 2020
005	GPF Loan Agreement with Kent County Council for the Wine Innovation Centre Project	Dec 2020
006	SLA GBF agreement with Southend Borough Council	Dec 2020
007	SLA GBF agreement with Kent County Council	Dec 2020
008	GPF Loan Agreement with Essex County Council for the Colchester Northern Gateway Project	Jan 2021
009	SLA LGF agreement with Kent County Council	Jan 2021
010	Peer Network grant agreement with East Sussex County Council	Jan 2021
011	Peer Network grant agreement with Kent County Council	Jan 2021
012	Growth Hub supplemental grant agreement with East Sussex County Council	Feb 2021
013	Growth Hub supplemental grant agreement with Kent County Council	Feb 2021
014	Peer Network grant agreement with Southend Borough Council	Feb 2021
015	Growth Hub supplemental grant agreement with Southend Borough Council	Feb 2021
016	SLA LGF agreement with Essex County Council	Feb 2021
017	SLA GBF agreement with Thurrock Council	Feb 2021
018	SLA LGF agreement with Southend Borough Council	Feb 2021
019	SLA GBF agreement with Essex County Council	Feb 2021
020	SLA LGF agreement with Thurrock Council	Feb 2021
021	Growth Hub supplemental grant agreement with Kent County Council for EU Transition	Mar 2021
022	LGF Variation Agreement with East Sussex County Council	Mar 2021
023	LGF Variation Agreement with Essex County Council	Mar 2021
024	LGF Variation Agreement with Kent County Council	Mar 2021
025	LGF Variation Agreement with Southend Borough Council	Mar 2021
026	LGF Variation Agreement with Thurrock Council	Mar 2021
027	Growth Hub EU Transition Business Readiness Grant Agreement with Southend Borough Council	Mar 2021
028	Growth Hub EU Transition Business Readiness Grant Agreement with East Sussex County Council	Mar 2021
029	SLA with Essex County Council for Accountable Body services	Mar 2021
030	LGF Additional Project Variation Agreement with East Sussex County Council	Mar 2021
031	SELEP COVID-19 Recovery Funding	Mar 2021
032	ERDF KCC Legacy Grant Agreement	May 2021
033	GBF Project Variation- Laindon Place	May 2021
034	GBF Project Variation- St George's Hub	May 2021
035	KCC Peer Network Grant Agreement	June 2021

## For Information: Covid-19 Recovery Funds Update

### Executive Summary

#### 1. Overview

- 1.1. In 2020, Strategic Board (the Board) approved the use of £4.4 million of Growing Places Fund (GPF) repayments to establish two Covid-19 Recovery Funds, one fund to develop Skills across the region and one fund to provide business support to small/medium sized enterprises (SMEs).
- 1.2. Developing these funds during a period of great uncertainty has been very challenging. The already complex funding environments for both skills and business support have become even more difficult to navigate as additional offers at both national and local levels were rolled out during the last 12 months. It was important to ensure that the SELEP offer complemented other offers or provided support where there were gaps and no other, or limited support, existed.
- 1.3. It was recognised that there was no capacity within the SELEP Secretariat to deliver directly to end beneficiaries and therefore a procurement was run to contract with partner organisations to deliver the support. The programme of support is now in place and this report provides the Board an update on what is being delivered. Further updates will be provided throughout this financial year.

#### 2. Summary of update:

- 2.1. This update will provide information on the seven projects within the CV19 Recovery Funds programme.
- 2.2. The projects within the Skills CV19 Recovery Fund are:
  - 2.2.1. Retraining for key sectors recruiting
  - 2.2.2. Retraining for digital roles in all sectors
  - 2.2.3. Basic digital skills, kit and connectivity
  - 2.2.4. Innovative solutions to training barriers
- 2.3. The projects within the SME Business Support CV19 Recovery Fund are:
  - 2.3.1. Supporting start-ups and pre-starts
  - 2.3.2. Digitising Business, supporting e-commerce and retail
  - 2.3.3. Supporting the Visitor Economy

#### 3. Rationale for update

- 3.1. Following a very intense period of work, the CV19 Recovery Funds are now in operation and this report provides the Board with information on how their investment is being delivered on the ground. It is currently too early to assess the impact of the Funds, but the contracts have been established as a framework that can allow for further allocations of funds, either by SELEP or a local authority partner, should they be successful.
- 3.2. The Programme was launched with a webinar on 27 May. The providers for each project presented at the webinar and a recording of the event can be found via this link.



## Further Information

### 4. Update 1: General Update

- 4.1. The development of the funding has been challenging. A number of new schemes have been launched both nationally and locally to support upskilling and SME businesses as the pandemic has drawn out. New waves of the virus and changes to the national and local public health measures to combat the pandemic have only added to the complications.
- 4.2. Despite these challenges, stakeholders across the partnership have been supporting the Secretariat in the development of these funds and their help and support has been greatly appreciated.
- 4.3. It was always the intention that the SELEP support would be bespoke and focussed, to sit alongside the wider, general support that only HMG was in a position to provide.
- 4.4. The procurement approach adopted has meant that SELEP has been able to ensure that the knowledge and innovation of the market has been brought to bear on the fund programme.
- 4.5. The procurement itself was a major a piece of work and the Secretariat are grateful for the all the support provided by the Accountable Body through that process. The levels of interest in the procurements were very high, with over 250 expressions of interest received, and we are confident that the best possible providers were selected.
- 4.6. Details on the providers for each of the lots can be found below. Efforts are now focussed on the marketing campaign to ensure that take up is maximised across the programme. Board members were sent an update in advance of the full launch and have been asked to share the message with their own networks.
- 4.7. In April SELEP appointed a Contracts Officer to assist with the oversight of the programme, funded from the GPF allocation as agreed by Board. The Contracts Officer, the Skills Lead and the Business Development Manager will now be running the programme over the next 12 months.
- 4.8. The breakdown of the funding of the £4.4m programme can be seen below:

**Table 1**

Description	Skills - £000	SME Business Support - £000	Total - £000
Contract Officer and procurement costs	35	35	<b>70</b>
Retraining for key sectors recruiting	945	-	<b>945</b>
Retraining for digital roles in all sectors	280	-	<b>280</b>
Basic digital skills, kit and connectivity	300	-	<b>300</b>
Digital Skills Partnership match contingency	45	-	<b>45</b>
Supporting start-ups and pre-starts	-	565	<b>565</b>
Digitising Business, supporting e-	-	750	<b>750</b>

Description	Skills - £000	SME Business Support - £000	Total - £000
commerce and retail			
Supporting the Visitor Economy	-	1,050	<b>1,050</b>
Unallocated amount from Retraining for digital roles lot	20	-	<b>20</b>
Allocation for Innovative solutions to training barriers not yet under contract	375	-	<b>375</b>
<b>Totals</b>	<b>2,000</b>	<b>2,400</b>	<b>4,400</b>

4.9. Currently there is £395,000 of funding that is not under contract. The contract for the 'Retraining for digital roles' project was £20,000 less than the amount allocated and the £375,000 allocated to the 'Innovative solutions for training barriers' has not yet been put out to contract. The options for taking these forward are currently being explored.

## 5. Update 2: Skills CV19 Recovery Fund

5.1. The three providers selected to deliver three of the four projects that make up the Skills element of the programme can be found below in Table 2. The table also sets out the value of the contracts awarded and the minimum outcomes as set out in the contract.

**Table 2**

Project	Provider	Value	Minimum Outcomes
Retraining for key sectors recruiting	Shaw Trust	£945,000*	1,002 people trained, at least 569 into jobs
Retraining for digital roles in all sectors	Tech Talent Academy	£280,000**	200 people trained, at least 150 into jobs
Basic digital skills, kit and connectivity	We are Digital	£300,000	750 people given equipment, data and support, additional 1000 given basic digital skills

\* Essex County Council has contributed an additional £100,000 to this pot, so the total contract value is £1,045,000.

\*\*£300,000 was allocated to this Lot so there is potential to extend if performance is good

5.2. Projects are focused on supporting people unemployed or made redundant as a result of Covid-19 and the support offered will assist people back into work or training. Projects will report regular progress against outcomes and with evidence provided to enable monitoring and reporting.

5.3. Focus is currently on referrals and ensuring that eligible participants are reached and supported across the SELEP area. Job Centre Plus, local authorities and other key stakeholders will be engaged in this. There will also be communication with related contracts (such as ESF, DWP's Restart Programme) to ensure alignment and avoid duplication.

## 6. Update 2: SME Business Support CV19 Recovery Fund

- 6.1. The two providers selected to deliver the three projects that make up the SME Business Support element of the programme can be seen below. The table also sets out the value of the contracts awarded and the minimum outcomes as set out in the contract.

**Table 3**

Project	Provider	Value	Minimum outcomes
Supporting start-ups and pre-starts	WSX Enterprise Ltd.	£565,000	180 businesses created or safeguarded; 100 grants at the maximum of £2,000 each
Digitising Business, supporting e-commerce and retail	WSX Enterprise Ltd.	£750,000	308 businesses safeguarded; 125 grants at the maximum of £2,000 each
Supporting the Visitor Economy	Visit Kent	£1,050,000	80+ businesses engaged in reboot campaign development; minimum 150 grants of up to £3,000 each

- 6.2. Each project is now underway and will run for a period of 12 months through to April 2022. Inception meetings have taken place, and project delivery programmes and management meetings with providers have been established. Each project will report against a profile of KPIs reflective of each individual project's outputs, as outlined above.
- 6.3. The suite of projects will provide a combination of specialist advice in the form of workshops, mentoring, 1-2-1 support and webinars, together with 100% small grants for eligible SMEs. In addition, each project will undertake an impact evaluation to contribute to SELEPs COVID19 recovery and renewal strategy intelligence base, and to help inform the SELEP Growth Hub service.
- 6.4. Current priority activities for each project are to initiate targeted engagement across the region to market and promote the offer to beneficiaries through relevant networks, to identify and onboard eligible SMEs so that the support can actively start to take place. Administration of the grant programmes will also be set up, with eligibility criteria clearly identified.

## 7. Next Steps

- 7.1. Updates on delivery of the Funds will continue throughout this financial year. The contracts include a requirement for providers to carry out an evaluation of the impact of the funds before final payments are made. A final evaluation of the programme will be provided to Board.
- 7.2. Information on the Funds can be found on the SELEP and South East Business Hub websites and can be accessed by clicking [here](#).
- 7.3. Currently there is £395,000 of funds unallocated from the Skills element of the programme.



Discussions are underway with partners to establish the best use of those funds. The final decision on the allocation of that funding has been delegated to the Chief Executive Officer and an update on the decision will be provided at the next Board meeting.

## **8. Comments from the Accountable Body**

- 8.1. The Accountable Body is in the process of entering into contracts with each of the selected suppliers on, behalf of SELEP, to support delivery of each element of the Programme. A small proportion (£7,425) of the overall £4.4m of funding allocated was defrayed in 2020/21 to support the procurement activity; the remaining funds are being held in an earmarked reserve to support the contracts, as set out in tables 2 and 3, and the associated monitoring activity.
- 8.2. £395,000 currently remains unallocated; the Accountable Body will continue to hold this funding in the earmarked reserve until required and the necessary governance is in place.

## **9. Appendices, Supporting Documents and Previous Decisions**

- 9.1. Strategic Board Agenda pack setting out the Skills COVID-19 Recovery Fund:  
[https://www.southeastlep.com/app/uploads/2020/08/SELEP-Strategic-Board-Agenda-Pack\\_Sept-2020.pdf](https://www.southeastlep.com/app/uploads/2020/08/SELEP-Strategic-Board-Agenda-Pack_Sept-2020.pdf) (page 6)
- 9.2. Strategic Board Agenda pack setting out the COVID-19 Business Support Fund:  
[https://www.southeastlep.com/app/uploads/2019/11/SELEP-Strategic-Board\\_Oct-20\\_Agenda-Pack.pdf](https://www.southeastlep.com/app/uploads/2019/11/SELEP-Strategic-Board_Oct-20_Agenda-Pack.pdf) (page 5)
- 9.3. Accountability Board Agenda pack setting out the award agreement and delegated authorities for the Skills COVID-19 Recovery Fund:  
[https://www.southeastlep.com/app/uploads/2019/09/Accountability-Board-Agenda-Pack\\_Sept-20-WITHOUT-confidential-appendix.pdf](https://www.southeastlep.com/app/uploads/2019/09/Accountability-Board-Agenda-Pack_Sept-20-WITHOUT-confidential-appendix.pdf) (page 250)
- 9.4. Accountability Board Agenda pack setting out the setting out the award agreement and delegated authorities for the COVID-19 Business Support Fund:  
<https://www.southeastlep.com/app/uploads/2020/07/Agenda-Document-Pack-16.10.20-WITHOUT-CONFIDENTIAL-APPENDICES.pdf> (page 85)
- 9.5. Strategic Board Agenda pack, for information item providing an update on the CV19 Recovery Funds:  
[https://www.southeastlep.com/app/uploads/2019/11/SELEP-Strategic-Board-Agenda-Pack\\_Dec-2020.pdf](https://www.southeastlep.com/app/uploads/2019/11/SELEP-Strategic-Board-Agenda-Pack_Dec-2020.pdf)
- 9.6. [Decision report as published for Accountability Board 15 December 2020](#)
- 9.7. For further information please contact Jo Simmons, Business Development Manager ([jo.simmons@southeastlep.com](mailto:jo.simmons@southeastlep.com)) or Louise Aitken, Skills Lead ([louise.aitken@southeastlep.com](mailto:louise.aitken@southeastlep.com)).