

East Sussex Integration Plan

Draft version 1, October 2023

(to be read in conjunction with the SELEP Integration Plan)



1. Introduction and context

Background to the LEP

The South East Local Enterprise Partnership (SELEP) was constituted in 2010 covering the administrative geography of six Upper Tier Local Authorities (UTLA) and twenty-nine District, Borough and City Councils. It has been built on a foundation of strong governance and assurance processes, supported by Essex County Council (ECC) as the Accountable Body and each of the UTLAs acting as local accountable bodies (LABs).

Governance arrangements have evolved over the life of the LEP, with SELEP introducing a 'federated' structure in 2013 to enable decision-making at an even more localised level. More recently, as Government required the partnership to formally constitute as a Company Limited by Guarantee, 'SELEP Ltd' was formed in 2020 comprised of twenty Directors offering political, business and academic representation, providing for a collaborative partnership of the public and private sector alongside Government, to drive economic growth across the region. Throughout all of this, SELEP's governance has strictly adhered to Government's National Local Growth Assurance Framework.

Over more than a decade, SELEP has successfully overseen the investment of over £650m in capital grants to improve road and housing infrastructure, commercial enterprise, skills and research and innovation, and has strengthened the business voice to work strategically on sectoral and thematic opportunities across the region. It has been driven by robust data and intelligence and collaborative strategic planning to ensure focus and effective prioritisation.

The story in East Sussex

Working within the established SELEP governance structures, here in East Sussex our local accountable body is East Sussex County Council (ESCC). The Council is responsible for overseeing and managing the £130m of SELEP funded capital programmes received in the county, alongside working with regional partners on the wider SELEP activities that have been undertaken. As part of the agreed federated structure, *Team East Sussex* (TES) was established in 2014 as the federated East Sussex sub-board of SELEP, allowing for decision-making and project prioritisation at a local level.

TES is a business-led, private/public body, consisting of representation from all local authority leaders, further education, higher education, the voluntary and community sector, business representative bodies and business representatives. As well as being a federated SELEP sub-board, TES is also the strategic economic growth board for the county, with a primary objective to drive forward economic growth and prosperity in the county of East Sussex. In pursuit of this aim, TES currently has the following key functions: Strategic direction and oversight; Pipeline development and capital programme oversight; Project consideration (prioritisation); Lobbying and promotion; Engagement; and SELEP activities. TES is supported by ESCC officers in a secretariat capacity.

Moving forward, TES has the ongoing support of the County Council and partners to continue to be the business-led strategic economic growth board for East Sussex and provide the voice of business in steering the economic growth agenda for the county.

A change of Government position on LEPs

Published in February 2022, the Government's Levelling Up White Paper (LUWP) set out its "pathway to devolution", signalling that LEP functions should be integrated into local democratic institutions across the country by 2030. In the short/medium term, LEPs were given a remit to continue in areas where Mayoral Combined Authorities (MCAs) or Devolution Deals do not presently exist, indicating that LEPs would be maintained until devolution deals are agreed. However, as part of the Budget statement in March 2023, the Chancellor unexpectedly announced that the Government was minded to end core funding for LEPs from April 2024.

This evolution of policy, as part of the Government's devolution agenda, led to the SELEP Strategic Board taking the decision in July 2023 to work towards full integration of all LEP functions and resource into UTLAs by 31 March 2024, to provide the greatest clarity and continuity to all partners, and in particular the business community. On 4 August 2023, LEPs and UTLAs received a letter from the Department for Levelling Up, Housing and Communities (DLUHC) affirming their previous "minded to" position, thereby confirming that Government sponsorship and funding of LEPs will cease from April 2024.

SELEP transition

Through the summer of 2023, in consultation with the Senior Officers Group (SOG), SELEP established the following key workstreams to facilitate integration planning:

- Governance and Capital Programme
- Data and Intelligence
- Partnership and Networks
- Growth Hub and Business Support
- Resourcing

This has culminated in an overall *SELEP Integration Plan* being developed. ESCC made resource available across departments to ensure full engagement in each of the workstreams, including its Economic Development, Major Projects and Growth, Finance, Human Resources and Legal teams. In addition, there have been monthly meetings of the SELEP Senior Officers Group (SOG), attended by the Assistant Director Economy and Head of Service for Economic Development, Skills, Culture and Infrastructure, to monitor overall progress in drafting the SELEP Integration Plan. A clear timeline for the local approvals process has been set out, ensuring the SELEP Integration Plan receives the approval of ESCC's Corporate Management Team, Cabinet and Full Council, plus TES engagement throughout.

Furthering the work of the SELEP Integration Plan, ESCC has developed this *East Sussex Integration Plan*, arranging the activities of the SELEP plan into county-specific actions. We have chosen to mirror the above workstreams and have carefully considered each and every activity of the overarching SELEP plan, providing our response to how the relevant roles, functions and responsibilities will be absorbed locally, and also ensuring the strategic involvement of the business voice from TES is recognised, as per the expectations from Government set out in its guidance in August 2023.

Please note that this is a working draft document, and it is intended that a final draft version be completed before the end of the local approvals process in February 2024.

2. Overall aims and outcomes

The primary aims of this East Sussex Integration Plan are:

- To integrate relevant SELEP functions into East Sussex County Council by 31 March 2024.
- To maintain the connection and relationship between East Sussex County Council and Team East Sussex as the county's business-led strategic economic growth board.

A successful integration will mean that from 1 April 2024:

- Current SELEP accountability arrangements are concluded, with ongoing responsibilities transferred to UTLAs, including to East Sussex County Council, under new agreements¹.
- Future arrangements and processes are agreed for delivering SELEP functions, as set out in Government's letter of 4 August 2023 and any subsequent guidance from Government.
- Continued management and administration of current SELEP capital programmes (LGF, GBF and GPF) by UTLAs, including East Sussex County Council, for their own projects, with the UTLAs to assume accountable body status and report directly to Government, where required, on their projects.
- New Growth Hub accountable bodies are agreed and fully prepared for taking on functions that will enable delivery of business navigation services in East Sussex, subject to funding being confirmed by the Department for Business and Trade (DBT) or other alternative sources secured.
- SELEP generated reports, data and analysis are shared and an agreed archive is in place, enabling UTLAs to take the lead in data analysis for their areas with ongoing access to sources used by the LEP.
- All current SELEP sector partnerships have a clear future direction with new support arrangements in place where required.
- ESCC resourcing implications are addressed.
- SELEP Ltd has been closed.
- Team East Sussex (TES) is recognised as the business-led strategic economic growth board for East Sussex, acting as the voice of business to provide oversight, strategic direction and set the future priorities for the county and endorse activities undertaken at TES and through any TES subgroups.

¹ Subject to further clarification and may only be applicable to funding.

3. Overall risks, assumptions and dependencies

Risks

Headline risks associated with implementation of the overall East Sussex Integration Plan are:

- Timeliness of further Government guidance (current indication is that this will be released in January 2024).
- Quality, coverage and completeness of Government guidance.
- Late confirmation of funding arrangements from Government for the Growth Hub and the impact on continuity of service.
- Capacity within the SELEP Secretariat to progress the integration in a timely manner.
- Capacity within the current accountable body, Essex CC, to undertake tasks to facilitate integration in a timely manner.
- Capacity within East Sussex County Council as the UTLA responsible to take on the LEP functions.
- Speed and timing of formal decision-making processes within East Sussex County Council.
- Agreement between Government and all partners on future accountable body status.
- Alignment of decision-making processes within East Sussex County Council to match the SELEP timetable and 31 March 2024 deadline.
- Uncertainties over future Government support and funding.
- Breaks in service continuity because of late confirmation of Government funding.
- Implications of General Data Protection Regulations (GDPR).
- Reputational risk of poor or disjointed communications, both within the partnership (SELEP, local authorities and federated boards) and with external stakeholders.
- Support and endorsement from Team East Sussex on the East Sussex Integration Plan.

Assumptions

To ensure successful integration of the East Sussex Integration Plan, work is progressing based on the following assumptions:

- Sufficient resources have been put in place within East Sussex County Council, and within the current Accountable Body (Essex CC) and SELEP, to support the integration process.
- Growth Hub funding will be forthcoming for 2024/25 service delivery.
- Government advice and funding commitments will be made in good time to allow preparation and implementation of the current East Sussex in-house service delivery of the Growth hub.
- The Autumn Statement and Government Guidance to be published in January 2024 are expected to provide a clear position in terms of Growth Hub funding for 2024/25 to ensure there is no break in Growth Hub service.
- Where applicable, East Sussex County Council will accept and accommodate any delays caused by late notification of Growth Hub funding, from administration of that funding to consideration of the ongoing viability of service delivery.

Dependencies

A successful and timely integration will require:

- Confirmation of the geographical coverage across the county of East Sussex for the new Accountable Body arrangements.
- Government advice being received at the right time.
- Government function and funding confirmations for UTLAs received by January 2024.
- All other local authority formal decision making concluded by March 2024, ahead of the March 2024 SELEP Strategic Board meeting (for East Sussex County Council the formal decision making will conclude in February 2024).

The SELEP Integration Plan articulates the critical dependencies and milestones, at an overarching SELEP level, in the form of a Gantt chart. Any delay to those dates could put the shared objective of achieving integration by 31 March 2024 at risk. In East Sussex, meeting dates for the approvals process have been identified, and maintaining these dates for decision-making on LEP integration is a key dependency to ensure the 31 March 2024 milestone is achieved. The key meeting dates for East Sussex are as follows:

- Mon 9 Oct 2023: TES Board meeting (to endorse the draft SELEP Integration Plan).
- Fri 13 Oct 2023: SELEP Strategic Board meeting (to approve the draft SELEP Integration Plan).
- Wed 22 Nov 2023: ESCC CMT meeting (to approve the draft SELEP Integration Plan, with this draft East Sussex Integration Plan provided as additional information).
- Mon 4 Dec 2023: TES Board meeting (to endorse the final version SELEP Integration Plan and review the draft East Sussex Integration Plan).
- Fri 8 Dec 2023: SELEP Strategic Board meeting (to approve the final version SELEP Integration Plan).
- Wed 10 Jan 2024: ESCC Cabinet Briefing meeting (to approve the final version SELEP Integration Plan and East Sussex Integration Plan).
- Tue 23 Jan 2024: ESCC Cabinet meeting (to approve the final version SELEP Integration Plan and East Sussex Integration Plan).
- Mon 29 Jan 2024: TES Workshop (to endorse the final version SELEP Integration Plan and East Sussex Integration Plan).
- Tue 6 Feb 2024: ESCC Full Council meeting (to approve the final version SELEP Integration Plan and East Sussex Integration Plan).

4. Maintaining the voice of business

Government guidance is clear that they encourage UTLAs to create, or continue to engage with, an *Economic Growth Board* (or similar) made up of local business leaders and relevant representative bodies, in order to provide the view of local businesses as part of regional decision making, and to work with local leaders to create a broad economic strategy for the area.

The guidance states that business representative boards should follow a series of principles for ensuring business representation in local decision-making. These include: Involving business representative organisations (such as a local Chamber of Commerce, the Federation of Small Businesses, or the designated Employer Representative Body developing the Local Skills Improvement Plan (LSIP)); Including a diverse range of businesses related to local economic strengths and priorities (including businesses of all sizes and which are geographically diverse, e.g. urban, rural, coastal businesses as appropriate to the local area); Ensuring a diversity of voices; and Having a clear conflict of interest policy. *In East Sussex, Team East Sussex (TES) already fully meets that brief.*

Before the LEP transition work even began, and with the support of the County Council, Team East Sussex agreed that it will continue to operate beyond the life of SELEP as the business-led strategic economic growth board for the county, providing the voice of business in steering the economic growth agenda for the county. TES has the ongoing support of the County Council and partners, and is already overseeing the development of a new Economic Growth Strategy for 2024+.

5. Detailed Action Plan for integrating SELEP functions into East Sussex

The SELEP Integration Plan has fully scoped each core functional area of SELEP's work, and this *East Sussex Integration Plan* identifies those functions that the County Council and partners agree to retain and integrate in East Sussex.

SELEP established five key workstreams to facilitate integration planning, and in developing this East Sussex Integration Plan we have chosen to mirror those workstreams, carefully considering each activity of the overarching SELEP plan and expanding them into county-specific actions.

The below Action Plan sets out each East Sussex task with associated risks, dependencies and resources. Expected timescales are also included for each action, which for the majority will aim for completion by the end of March 2024, but note that some actions will continue beyond the cessation of SELEP into 2024/25.

A separate summary table of key milestones, deliverables and decisions is also given for each workstream.

Workstream 1 – Governance and Capital Programme

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Agreement reached between Essex CC as the Accountable Body (AB) and East Sussex CC as the Upper Tier Local Authority (UTLA) and with Government as to the AB arrangements for 2024/25 onwards. 	<ul style="list-style-type: none"> Government guidance expected to be released in January 2024 on LEP transition functions and responsibilities specially on Government expectations on managing the capital funded programmes and assurance frameworks to be followed. New accountability arrangements in place with East Sussex CC. SELEP resource transfers agreed for continued activities and SELEP staff (should TUPE apply). 	<ul style="list-style-type: none"> East Sussex CC arrangements in place to oversee and programme manage the capital funded programmes of LGF, GBF and GPF. New arrangements established and agreed within ESCC to monitor and report on the capital programmes. Essex CC cease as SELEP's AB.
Deliverables	<ul style="list-style-type: none"> Core paper for closure of Joint Committee / SELEP Accountability Board – East Sussex CC review, comment and agree approval. SELEP and Essex CC as AB to assemble all project and programme information for novation/handover/archiving. East Sussex CC start to receive project and programme information. SELEP and Essex CC as AB prepare revised agreements (if required). East Sussex CC to review agreements and propose any changes. East Sussex CC to submit to Government the Local Authority/ LEP transition integration plan template issued on 16 October and to be submitted by 30 November 2023. 	<ul style="list-style-type: none"> Updated or termination of current grant agreements and Framework Agreement. New AB agreements for each UTLA. Preparation and issuing of amendments/updates to current contract funding agreements with third parties. Preparations to wind up SELEP Ltd. Revisions to Assurance Framework to be applied to East Sussex CC following Government guidance expected in January 2024. Prepare revisions to Team East Sussex terms of reference to reflect new remit and functions. 	<ul style="list-style-type: none"> Preparation of Accounts and Audit requirements by Essex CC as the previous AB. Essex CC as the previous AB - filing at Companies House with respect to wind-up of the company. Preparation of regular monitoring and reporting on capital projects internally and to Government. TES adopt new terms of reference post LEP integration.
Decisions	<ul style="list-style-type: none"> Geographic coverage of new AB arrangements confirmed by East Sussex CC. Future options and endorsement on the deployment of Growing Places Fund – SELEP Strategic Board and Essex CC as the current Accountable Body. 	<ul style="list-style-type: none"> Wind up SELEP Ltd with approval from current Essex CC Accountable Body and SELEP Strategic Board. Formal decision making to support new AB arrangements (UTLA). Agreement by SELEP Accountability Board at its meeting on 12 Jan 2024 as to the approved approach to the deployment / allocation of funds on the Growing Places Fund. East Sussex CC to prepare arrangements to manage the outstanding GPF loan funds. Agree retention of SELEP website and host authority – agreed by SELEP team and East Sussex CC with other SELEP partners. 	<ul style="list-style-type: none"> Future administration of Growing Places Fund to be undertaken by East Sussex CC. To agree arrangements on the role of Team East Sussex (TES) as a strategic advisory business board to support and endorse the approach taken to capital programme management and support any future Government grant funding streams.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
1	Workstream 1 - Governance and Capital Programme					
1.1	Grants - Local Growth Fund & Getting Building Fund (including ongoing monitoring) <i>Confirm the mechanism to establish new agreements under new AB arrangements; establish ongoing reporting requirements and resource required.</i>					
1.1.1	Accountability arrangements for East Sussex projects and ongoing responsibilities to be transferred to East Sussex County Council.	New grant funding agreements drawn up by ESCC and implemented with third parties. ESCC as the UTLA to assume Accountable Body status and report directly to Government, where required, on our East Sussex LGF and GBF projects. Ongoing management of LGF and GBF, for our East Sussex projects, by ESCC.	ESCC Major Projects & Growth, Legal and Finance Teams	Team East Sussex (role to be confirmed)	By end of March 2024	Requires input and decisions from SELEP, plus a new framework from Government (expected January 2024).
1.1.2	Agree future role of Team East Sussex (TES) in regard to current SELEP grant funding streams and any future Government grant funding streams.	Capital programme oversight. TES's role is to provide support, strategic advice, recommendations on project prioritisation and ultimately endorsement of decisions made by the accountable body on LGF, GBF and any future Government grant funding streams.	ESCC Major Projects & Growth, Legal and Finance Teams	Team East Sussex (role to be confirmed)	Post April 2024	Related to actions 1.5 and 3.1 on updating the TES Terms of Reference.
1.2	Loan Fund - Growing Places Fund (incl. monitoring) <i>Determine the future model for administration of GPF monies for Board decision; amend loan agreements as per agreed future arrangements; establish ongoing reporting requirements and resource required.</i>					
1.2.1	Confirm arrangements for future deployment of returned GPF loan funding.	ESCC expected to be allocated existing GPF provision, pending final approval and decisions on Barnhorn Green and Sovereign Harbour Innovation Mall. With decisions made at the SELEP Accountability Board on 12 January 2024.	ESCC Major Projects & Growth, Legal and Finance Teams, and ESCC Lead Member SMED	Team East Sussex (role to be confirmed)	During January 2024	Requires input and decisions from SELEP, plus a new framework from Government (expected January 2024).
1.2.2	Accountability arrangements for East Sussex projects and ongoing responsibilities to be transferred to East Sussex County Council.	New loan funding agreements drawn up by ESCC and implemented with third parties. ESCC as the UTLA to assume Accountable Body status and report directly to Government, where required, on our East Sussex GPF projects. Ongoing management of GPF, for our East Sussex projects, by ESCC.	ESCC Major Projects & Growth, Legal and Finance Teams, ESCC CMT, Cabinet and Full Council	Team East Sussex (role to be confirmed)	By end of March 2024	Requires input and decisions from SELEP, plus a new framework from Government (expected January 2024).
1.2.3	Agree future role of Team East Sussex (TES) in regard to current SELEP loan funding streams and any future Government loan funding streams.	Capital programme oversight. TES's role is to provide support, strategic advice, recommendations on project prioritisation and ultimately endorsement of decisions made by the accountable body on GPF and any future Government loan funding streams.	ESCC Major Projects & Growth, Legal and Finance Teams	Team East Sussex (role to be confirmed)	Post April 2024	Related to actions 1.5 and 3.1 on updating the TES Terms of Reference.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
1.3	Framework Agreement/Joint Committee Agreement <i>Identify any residual considerations prior to cessation of the agreement; report preparation to support closure of Joint Committee.</i>					
1.3.1	East Sussex County Council to withdraw from the SELEP Framework Agreement (Joint Committee Agreement).	A Joint Committee Agreement is in place between SELEP Ltd and each of SELEP's six constituent local authorities, including ESCC. SELEP to make the formal decision to dissolve the Joint Committee (SELEP Accountability Board), and thereby nullify the Joint Committee Agreement, as part of the cessation of SELEP Ltd.	ESCC Legal Team, ESCC CMT, Cabinet and Full Council decision	SELEP's six constituent local authorities	By end of March 2024	Internal approval required.
1.4	SELEP Ltd <i>Wind up SELEP Ltd; identify actions to be taken on behalf of Directors during/post wind up process; establish any residual AB responsibilities.</i>					
1.4.1	East Sussex members of the SELEP Strategic Board (SELEP Ltd Directors), including the Leader of the County Council and other TES business members, to rescind their Directorship of SELEP Ltd.	All SELEP company directorships to be terminated as part of the cessation of SELEP Ltd.	ESCC Leader, Legal and Major Projects & Growth Teams	TES Board members who are our SELEP Strategic Board representatives	By end of March 2024	Internal approval required.
1.5	Assurance Framework <i>Clarification of Assurance requirements post March 2024.</i>					
1.5.1	Address the removal of the National Local Growth Assurance Framework in the Team East Sussex (TES) Terms of Reference.	TES to continue as the strategic oversight / advisory economic growth board for East Sussex beyond the life of SELEP, but the current Assurance Framework will no longer apply. The TES Terms of Reference to be updated to remove references to the Assurance Framework. Existing standards set by the Assurance Framework should be retained in the TES Terms of Reference moving forward. Seek clarification on any new/replacement 'framework' from Government, and integrate into the TES Terms of Reference as applicable.	ESCC Economic Development Team (as secretariat to TES), ESCC CMT, Cabinet and Full Council decisions	Team East Sussex	By end of March 2024	Related to action 3.1 on updating the TES Terms of Reference. Possible dependency on the English Devolution Accountability Framework (EDAF) or another government framework TBC.
1.6	Accountable body role, as defined by DLUHC <i>Conclude the current AB role as undertaken by ECC for SELEP; ensure all transfers in place to relevant UTLA.</i>					
1.6.1	Confirm formal decisions, with ESCC support, for Essex CC to cease its role as Accountable Body for SELEP, and confirm the formal decision for ESCC to take on the Accountable Body role for East Sussex.	ESCC as the approved UTLA to assume Accountable Body functions, including Government reporting (including monitoring, evaluation, audits, FOIs).	ESCC Legal, Finance and Major Projects & Growth Teams, ESCC CMT, Cabinet and Full Council	Team East Sussex (to be made aware)	By February / March 2024	Agreement from Government on future Accountable Body arrangements with ESCC approved as UTLA. Speed and timings

East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies	
					of formal decision-making processes within ESCC. New structure arrangements to be in place with ESCC.	
1.7 Data Handling (incl. GDPR and archiving on SELEP records) <i>Establish data ownership, rights and ability to store/use; clarify data handling requirements.</i>						
1.7.1	<i>No further action:</i> a SELEP activity, with the East Sussex elements covered in action 2.4.	A plan for the transfer of data to be developed and implemented where possible (see action 2.4).	SELEP	N/A	N/A	N/A
1.8 SELEP Website <i>Determine any future role for the SELEP website.</i>						
1.8.1	All historic papers on the SELEP website to be shared with East Sussex County Council.	All historic papers for SELEP Strategic Board, Accountability Board and Investment Panel meetings (minutes, agenda packs etc), plus any other relevant reports (such as from the SELEP working groups) to be shared with ESCC. All historic Team East Sussex (TES) meeting papers and minutes dating back to 2014, currently housed on the SELEP website, to continue to be made publicly available, e.g. on the SELEP website should funding be secured for a further year, ahead of ESCC working through an arrangement that will see TES papers made publicly accessible either on a new ESCC webpage or another website (TBC).	(1) ESCC Major Projects & Growth Team responsible for SELEP Acct Board and Investment Panel information held on the SELEP website. (2) ESCC Economic Development Team responsible for SELEP Strategic Board and Team East Sussex information held on the SELEP website. (3) The development of any new webpages/microsites will require involvement of ESCC Information Governance, ICT and Accessibility Teams.	SELEP and Essex CC; Team East Sussex (to be made aware)	Ideally by end of March 2024, or June 2024 at the latest	This is all publicly available information (currently on the SELEP website) so GDPR should not be a factor. Will require some resource to gather, compile and (possibly) upload the information onto our own ESCC website. Will need to be mindful of accessibility regulations for any information being uploaded to the ESCC website. Related to action 2.4 on data and reports.

Workstream 2 – Data and Intelligence

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> East Sussex CC has worked with SELEP and Essex CC who have identified all data and intelligence resources. 	<ul style="list-style-type: none"> New subscriptions for access to datasets considered but only carried provided that residual funds are awarded by the LEP. 	<ul style="list-style-type: none"> Legacy arrangements in place for partners to access existing data. East Sussex CC will manage ongoing data and intelligence requests for county wide reports and county wide strategies.
Deliverables	<ul style="list-style-type: none"> Plan for ongoing access and use of data. 	<ul style="list-style-type: none"> Provision of updated data by SELEP at East Sussex CC level, where required. Data sharing agreements (DSA) in place, as required. 	<ul style="list-style-type: none"> Collaborative approaches to data and intelligence to be determined on a case-by-case basis.
Decisions	<ul style="list-style-type: none"> Agreed optimum approach to management of data with East Sussex CC. Ongoing subscriptions considered. 		

	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
2	Workstream 2 - Data and Intelligence					
2.1	Routine reporting and data analysis <i>Confirm current reporting regime and identify ongoing requirements.</i>					
2.1.1	<i>No further action:</i> no further data and intelligence information sought from SELEP, and where this is required, collaborative approaches to data and intelligence will be determined on a case-by-case basis with resources applied (subject to funding).	Have reviewed SELEP's current routine reporting in relation to data and intelligence, and for East Sussex we are content that our Research and Information Team have strong data and intelligence information contained within East Sussex in Figures (ESiF) and other databases that will support our immediate requirements and needs locally. Economic Profile reports are provided on a quarterly basis to Team East Sussex (TES) and equally reported through the ESCC State of the County reports.	ESCC Research & Intelligence, Economic Development and Major Projects & Growth Teams	Team East Sussex (reports shared)	From April 2024	New East Sussex in Figures website to be launched by Spring 2024. ESiF will include an economy, skills and employment area profile.
2.2	Ad hoc Data Requests <i>Capture current activity and potential future requirements.</i>					
2.2.1	<i>No further action:</i> ESCC will respond to ad hoc data requests as appropriate.	Ad hoc data requests dealt with.	ESCC R&I, Eco Development, Major Projects & Growth and Information Governance Teams (if request made via FOI or complaint)	N/A	From April 2024	New East Sussex in Figures website to be launched by Spring 2024.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
2.3	Bespoke Data and Analysis <i>Capture current activity and potential future requirements.</i>					
2.3.1	<i>No further action:</i> ESCC will produce reports as and when required, responding to requests made.	ESCC has been made aware of SELEP's previous bespoke data and analysis work, and our assessment is that the ESCC Research and Intelligence Team can meet our immediate requirements for data and analysis through East Sussex in Figures (ESiF) and access to other databases.	ESCC R&I, Economic Development, Major Projects & Growth and Information Governance Teams (if request made via FOI or complaint)	N/A	From April 2024	New East Sussex in Figures website to be launched by Spring 2024.
2.4	Existing data and reports <i>Identify all current data and options for future access.</i>					
2.4.1	All SELEP-generated reports, data and analysis to be shared with East Sussex County Council.	Reports, data and analysis to be shared with ESCC, or an agreed 'archive' to be set up with legacy arrangements in place for ESCC and partners to access the data.	SELEP, liaising with ESCC Research & Intelligence, Economic Development, Major Projects & Growth and Information Governance Teams	Team East Sussex, TES sub-boards and partners (share suitable information)	By end of March 2024	General Data Protection Regulations (GDPR) may have an impact on this, or a possible requirement for data sharing agreements if the data continues to be housed elsewhere. Related to action 1.8 on the SELEP website.
2.5	Networks <i>Confirm the data held in relation to networks.</i>					
2.5.1	All existing data held through SELEP networks to be reviewed and, where possible, shared with East Sussex County Council.	Reports, data and analysis to be shared with ESCC, or an agreed 'archive' to be set up with legacy arrangements in place for ESCC and partners to access the data.	ESCC Information Governance and Legal Teams (should data sharing agreements be required - not currently envisaged)	SELEP networks	By end of March 2024	Reports, data and analysis not shared

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2.6	State of the Region Report <i>Review report and provide a 2023/24 update at UTLA level where required.</i>					
2.6.1	<i>No further action:</i> SELEP report not required going forward as ESCC produces its own State of the County report.	ESCC to continue to produce its State of the County report, which is publicly available and covers the UTLA area, with any regional information to be presented if and when required subject to resources applied.	N/A	N/A	N/A	N/A
2.7	Skills Data <i>Capacity for UTLA production to be confirmed; identify approach to purchased datasets.</i>					
2.7.1	<i>No further action:</i> the two datasets, Lightcast and Datacity, will not be available, so ESCC and Skills East Sussex (SES) will make use of other publicly available skills datasets and LSIP generated skills data.	ESCC considered the current named datasets and the SELEP paid-for subscriptions, and how these are used by ESCC and SES (the county's employment and skills board). The cost of the subscriptions is high and until further funding is secured, future access to these datasets will not be available to provide information and intelligence. Subject to obtaining funding, ad hoc commissioning will occur to obtain data that will provide evidence to inform bid preparation and intelligence on particular skills sectors or themes.	ESCC Employability & Skills and Research & Intelligence Teams	Skills East Sussex (SES) and SES subgroups	From April 2024	N/A
2.8	Growth Hub Data <i>Identify current data available via local GH administrators.</i>					
2.8.1	<i>No further action:</i> see Growth Hub Data in Workstream 4.	See Growth Hub Data in Workstream 4.	N/A	N/A	N/A	N/A

Workstream 3 – Partnerships and Networks

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Identify all partnerships and networks that SELEP manages and/or provides secretariat and project management support. TES agreed to be maintained as an informal partnership of strategic stakeholders acting as the local strategic oversight/ advisory economic growth board for the county, providing the local business voice in responding to the county's priorities. 	<ul style="list-style-type: none"> New arrangements in place for each SELEP partnership and network with some decided to continue (subject to resources) and other proposed to end or be reduced. Terms of Reference for TES and TES subgroups (including Business East Sussex, Culture ES, Developers ES, Environment ES and Skills ES) to be reviewed and updated to reflect any revised functions and responsibilities (as initially agreed by TES in December 2022). 	<ul style="list-style-type: none"> Resourced groups continue operating. TES confirmed and acting as the local strategic economic growth board for East Sussex with Terms of Reference approved and in place. TES subgroups continue to be supported as part of the critical infrastructure to support TES and ESCC priorities.
Deliverables	<ul style="list-style-type: none"> Plan for ongoing role and support arrangements (as required). 	<ul style="list-style-type: none"> SELEP team, ESCC, TES and other UTLA's to establish updated terms of reference and details of ongoing resource support. 	<ul style="list-style-type: none"> Ongoing resource support in place from UTLA's agreeing to taking on those functions to support continued operation of selected working groups. ESCC has not directly offered support to oversee/ manage any current SELEP working groups but is proposing to continue involvement as a working group member. TES and TES subgroups' relationships enhanced, and each of the subgroups' interconnectivity strengthened.
Decisions	<ul style="list-style-type: none"> Each SELEP working group to confirm ongoing activities and way of working. CMT approve the proposed remit of TES and ESCC proposed involvement in the working groups/partnerships to be continued. 	<ul style="list-style-type: none"> The SELEP team working with UTLA partners confirm way forward for Greater South East Net Zero Hub. Confirm which UTLA/s will host the ongoing resource support for groups. Cabinet and Full Council approve the proposed remit of TES and ESCC involvement in the proposed working groups/partnerships to be continued. 	<ul style="list-style-type: none"> Continue to provide officer resource to attend meetings and support joint actions agreed in the GSENZH, SECEN, Housing and Development Group and Major Projects Group (where appropriate). Continue to provide ESCC officer resource to be the secretariat for TES and TES subgroups, attending meetings and support joint actions agreed.

East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
3 Workstream 3 - Partnerships and Networks					
3.1 Next steps for SELEP Partnership and Network groups <i>Confirm groups in scope; identify options for continuance beyond March 2024; develop plans as required; implementation.</i>					
3.1.1 Retain Team East Sussex (TES) as an informal partnership acting as the strategic oversight / advisory economic growth board for the county of East Sussex, providing the voice of business.	TES to be recognised as the strategic oversight / advisory economic growth board for East Sussex, to provide strategic oversight and help set the future direction and priorities for the county (e.g. East Sussex Economic Growth Strategy). TES to continue to be a business-led partnership and be recognised as the voice of business as per Government's expectations in its LEP transition guidance, August 2023. The relationship between East Sussex County Council and TES to be maintained. TES to perform a strategic oversight role in supporting ESCC as the accountable body for capital funding programmes.	ESCC and Team East Sussex	Team East Sussex	Agreed in principle with response to Government on LEP transition template by 30 November 2023; formal approval from ESCC Cabinet on 23 January 2024 and ESCC Full Council on 6 February 2024	Government guidance changes in January 2024. Cabinet / Full Council does not approve the role of TES.
3.1.2 Address all necessary changes to the Team East Sussex (TES) Terms of Reference to enable TES to continue as the strategic oversight / advisory economic growth board for East Sussex.	TES Terms of Reference to be updated to remove all SELEP dependencies and to clarify TES's strategic oversight / advisory role in supporting ESCC as the accountable body for capital funding programmes.	ESCC Economic Development Team	Team East Sussex	By end of March 2024	Related to actions 1.1 and 1.2 on agreeing TES's role in overseeing capital funding streams, and action 1.5 on updating the TES Terms of Reference.
3.1.3 Strengthen the roles and relationships of the TES subgroups.	TES and the subgroups' relationships enhanced, and each of the subgroups' interconnectivity strengthened, including Business East Sussex (BES), Culture East Sussex (CES), Developers East Sussex (DES), Environment East Sussex (EES) and Skills East Sussex (SES). Each of the subgroups' Terms of Reference reviewed and updated, ensuring alignment with the updated TES Terms of Reference. Subgroup activity to be regularly reported to TES for information and endorsement. Consideration given to creating new subgroups for areas of particular interest or need (e.g. Tourism).	ESCC supporting officers to each of the TES subgroups: Economic Development Team (BES and DES); Culture & Tourism Team (CES); Environment Team (EES); and Employability & Skills Team (SES)	Team East Sussex and TES subgroups	April to June 2024	Capacity and resource within the ESCC teams.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
3.1.4	Consider East Sussex involvement in the continuing SELEP working groups.	Consider whether East Sussex CC and/or other East Sussex representatives' involvement will be wanted/needed in any of the SELEP working groups that are proposed to continue with partnership and funding support. These include the following three working groups (i) South East Creative Economy Network (SECEN) for which ESCC has been an active partner and contributor; (ii) Housing and Development Group for which ESCC has been a partner and contributor; and (iii) Major Projects Group for which ESCC has not been a partner as we do not have the significant scale of infrastructure investments planned (but we have and would want to continue having information shared from the group on its actions and outcomes). Commit officer or local partner involvement as required.	ESCC Culture & Tourism Team for SECEN, Economic Development and Planning Teams for Housing and Development Group, and other team involvement to be confirmed if required for Major Projects Group	Other local authorities, maybe the secretariat leads for each of these working groups, alongside any current and future public and private sector partners	January to March 2024	Capacity and resource within the ESCC teams.
3.2	Town Boards <i>Ensure smooth exit for SELEP, ensuring UTLA's enable ongoing input.</i>					
3.2.1	Ensure appropriate representation on Town Deal Boards.	Representation on Hastings and Newhaven Town Deal Boards to be achieved through nominated TES business members.	ESCC Economic Development Team with TES	Team East Sussex	By end of March 2024	Willingness of TES business members to participate.
3.3	Greater South East Net Zero Hub <i>Multi-LEP consortium.</i>					
3.3.1	Consider East Sussex representation on the Greater South East Net Zero Hub (GSENZH) Board.	To replace the current SELEP member on the GSENZH Board, and for the GSENZH board to consider an East Sussex representation post April 2024, or any other suitable alternative officer representation that will support several authorities in the south east.	ESCC Environment Team	Greater South East Net Zero Hub (GSENZH) Board	From April 2024	No direct ESCC representation on the GSENZH Board (but an officer representing several authorities is agreeable).

Workstream 4 – Growth Hub and Business Support

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Business East Sussex (BES) Growth Hub is delivered in house by ESCC and no change proposed/required. 	<ul style="list-style-type: none"> Funding Agreement confirmed by DBT. Ongoing service delivery plans concluded. 	<ul style="list-style-type: none"> Continued BES Growth Hub services delivered across county.
Deliverables	<ul style="list-style-type: none"> Plan for ongoing service delivery as required. 	<ul style="list-style-type: none"> East Sussex CC continued communications strategy on BES Growth Hub. Data sharing agreements (as required). South East Business Hub (SEBH) website ending by March 2024 and will be replaced by a Growth Hub webpage on ESCC website. 	<ul style="list-style-type: none"> Future arrangement for BES Growth Hub data collection and use agreed and applied.
Decisions	<ul style="list-style-type: none"> Confirm current BES Growth Hub delivery mechanism to SELEP. 	<ul style="list-style-type: none"> If Government funding not confirmed agree to allocate funds to BES Growth Hub in 2024/25. 	<ul style="list-style-type: none"> Review of BES Growth Hub delivery and future options for delivery subject to funds secured.

	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
4	Workstream 4 - Growth Hub and Business Support					
4.1	South East Business Hub (SEBH) Growth Hub <i>End current SELEP hub-and-spoke delivery model and complete all requirements of 2023/24 GH funding agreement.</i>					
4.1.1	The SELEP South East Business Hub (SEBH) Growth Hub to be drawn to a close.	The current overarching SELEP hub-and-spoke Growth Hub delivery model to be discontinued.	SELEP Secretariat, Essex CC (as Accountable Body)	Business East Sussex (BES) Growth Hub	By end of March 2024	None
4.2	Greater Essex, Kent and Medway, and East Sussex Growth Hubs <i>Instate three independent Growth Hubs, mirroring BEST, KMGH and BES geographies.</i>					
4.2.1	The Business East Sussex (BES) Growth Hub to continue to deliver independent of SELEP.	The BES Growth Hub to continue operating fully independent of SELEP from April 2024. The BES Growth Hub to contract with and report directly to the Government Department for Business and Trade (DBT).	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub	By end of March 2024	DBT approval for proposed model of independent Growth Hubs. Dependant on DBT future funding for 2024/25. BES Growth Hub is already an in-house resource not subject to ongoing issues of outsourced GHs (in terms of procurement, TUPE etc).

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
4.3	GH funding for 2024/25 <i>Request receipt of official funding documents (allocation, letter of comfort, grant offer letter) as early as possible.</i>					
4.3.1	Prepare the BES Growth Hub for the scenarios of (i) receiving Government funding from the Department for Business and Trade (DBT), and (ii) how to proceed should Government funding not be forthcoming.	In the case of DBT funding, continue local delivery of Growth Hub services in 2024/25. In the event of no DBT funding, continue local delivery of Growth Hub services with alternate funding for 2024/25 (since Growth Hub activity was highlighted to be supported with investment in the recent ESCC Peer Review undertaken in 2023).	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub, Government Department for Business and Trade (DBT)	By end of March 2024	Risk of no DBT funding for 2024/25, awaiting Government decision (has been as late as 31 March in previous years).
4.4	Growth Hub websites <i>Develop plan for future of the Growth Hub websites.</i>					
4.4.1	Prepare a BES Growth Hub website page and ensure an online presence is in place.	SELEP Growth Hub websites to be discontinued in March 2024, to be replaced in East Sussex by a BES Growth Hub page on the ESCC website. Webpage to be compliant with Public Sector Accessibility requirements.	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub	By end of March 2024	BES Growth Hub webpage will not require as much updating as the South East Business Hub (SEBH) website which was far more complicated.
4.5	Growth Hub data <i>Identify future arrangement for GH data collection and use.</i>					
4.5.1	Ensure historical Growth Hub data is secured, and an improved longer-term system for collecting data is in place.	Move on from the current Evolutive Customer Relationship Management (CRM) system and use an appropriate alternative method to collect, analyse and maintain Growth Hub data. Historic data to be downloaded before the end of the current Evolutive contract.	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub	By end of March 2024	Growth Hub activity is predominantly diagnostic and signposting since resources do not allow a greater range of activity, such as that delivered by the other federated area Growth Hubs.
4.6	Growth Hub Steering Groups <i>Review SEBH and Area Growth Hub Steering Groups.</i>					
4.6.1	Ensure the Business East Sussex (BES) Steering Group continues, with a review or refresh of its Terms of Reference.	The need for a 'Steering Group' to be reviewed (as the BES Growth Hub is very small, by far the smallest of the federated areas' Growth Hubs). The BES Chair (newly in post) to consider how the	ESCC Economic Development Team	BES Steering Group	December 2023 and March 2024 meetings; updates	Related to action 3.1 on the roles and relationships

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
		group functions and what its role should be in future. BES Terms of Reference to be reviewed and refreshed, ensuring alignment with the updated TES Terms of Reference.			confirmed by June 2024	of the TES subgroups.
4.7 Match and other funding commitments <i>Put in place approaches for additional funding to enhance/support the GH.</i>						
4.7.1	Explore options for alternative or additional sources of funding for a possible enhanced Growth Hub offer.	Alternate funding sources to be explored to mitigate the risk of no Government funding forthcoming and/or to enhance the existing business support service (e.g. working with Borough and District Councils through their UK Shared Prosperity Fund and/or other allocations). Where alternative funding is required, consider the terms and conditions of the grant to ensure the additional funding is supporting and enhancing the Growth Hub.	ESCC Economic Development Team	Borough and District Councils	By end of March 2024	None
4.8 Business Support <i>Oversee and develop the local business support ecosystem.</i>						
4.8.1	<i>No further action:</i> continue oversight and ongoing development of the local business support ecosystem.	This has always been a local responsibility, and will continue through the BES Steering Group, BES Providers Group, and the activities of the BES Growth Hub and wider ESCC Economic Development Team.	ESCC Economic Development Team	N/A	N/A	N/A

Workstream 5 – Resourcing

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Understand the posts that are affected in the SELEP team. Receive advice from Essex CC on whether TUPE applies. Job profile(s) and job description questionnaire(s) completed on roles sought to support the ES integration plan. 	<ul style="list-style-type: none"> SELEP team secure new roles within authorities or elsewhere. Job role(s) advertised and filled. 	<ul style="list-style-type: none"> New staff employed supporting ES integration plan.
Deliverables	<ul style="list-style-type: none"> TUPE advice provided by Essex CC and considered by ESCC. If TUPE applies follow requirements and timeframes. If TUPE applies consultation pack issued by Essex CC to SELEP team with all partner authority roles available. If TUPE doesn't apply follow ESCC recruitment process. 	<ul style="list-style-type: none"> If TUPE applies - consultation period ends by Essex CC. Decisions made on posts to be filled, staff accept or reject and potential for redundancies to be made by Essex CC. If TUPE doesn't apply – ESCC recruitment process concluded with appointment(s) made. 	<ul style="list-style-type: none"> New staff employed supporting ES integration plan.
Decisions	<ul style="list-style-type: none"> SELEP Strategic Board 13 October 2023 review of draft SELEP integration plan. SELEP Strategic Board 8 December 2023 review of final draft SELEP integration plan. On 22 November 2023 ESCC CMT decision on resources to be applied to the SELEP and ES integration plans. 	<ul style="list-style-type: none"> SELEP Strategic Board and SELEP Accountability boards make decisions on the remaining financial reserves to support the resources into 2024/25. ESCC Cabinet 23 January 2024 and Full Council 6 February 2024 decision on resources to be applied to the SELEP and ES integration plans. Decisions on accepting the remaining SELEP financial reserves and Government funding made available to support capacity/ resource needs in 2024/25. 	

	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
5	Workstream 5 - Resourcing					
5.1	No specific activities set out in the SELEP Integration Plan <i>Any actions here will involve bringing SELEP Secretariat staff into upper tier local authorities</i>					
5.1.1	Continue to work with the SELEP Resourcing workstream and SELEP partners.	ESCC colleagues, including ESCC HR lead, to attend regular monthly meetings, addressing any actions requested.	ESCC HR and HoS EDSCI	SELEP, Essex CC and SELEP partner authorities	By end of March 2024	SELEP partners (including ESCC) not engaged and supporting process.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
5.1.2	Review Essex CC legal advice for their position on whether TUPE applies, seek further legal advice to determine whether ESCC agrees, and confirm whether TUPE is applicable to ESCC for any SELEP roles.	To be confirmed, either TUPE applies and relevant procedures are to be followed or TUPE does not apply and ESCC recruitment processes are followed.	ESCC HR and Legal Teams	Essex CC HR and Legal Teams	By December 2023	TUPE advice not provided by Essex CC leading to a decision by ESCC on whether to share role(s) created with SELEP team / Essex CC ahead of recruitment. Mitigated by own internal HR/Legal advice on whether TUPE applies.
5.1.3	Determine what roles are required to support continued and/or additional duties for integration of SELEP functions and responsibilities into ESCC procedures.	(1) Have identified resource needed to manage capital programme in Growth Workstream and have considered TES resourcing, but at this stage as the expectation is the partnership continues to be an informal structure, we are indicating this can be addressed within existing base budgeted resources. Should TES need to move towards a more formal structure of Governance then resource implications will need to be raised. (2) ESCC Finance to determine support to be provided. (3) ESCC Legal to determine support to be provided.	(1) HoS EDSCI, with Team Manager Major Projects & Growth and Team Manager Economic Development; (2) HoS Finance; (3) HoS Legal	N/A	November / December 2023	Clarity on requirements sought from LEP transition may lead to initial capacity constraints before correct allocation of resources provided to meet requirements within timeframes.
5.1.4	Produce a Job Profile and JDQ, and undertake a job evaluation with funding committed to an 'East Sussex Growth Programme Manager' post.	Job profile to be approved.	ESCC HR Job Evaluation Team and Panel, with HoS EDSCI and Team Manager Major Projects & Growth	N/A	During November 2023	Capacity constraints to produce. Any issues arising with job evaluation assessment. Subsequent TUPE advice will determine which route to recruitment undertaken leading to time delay in person in post (this will increase the

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
						requirements in the Major Projects & Growth Team to deliver work).
5.1.5	Subject to 5.1.2 above: if TUPE does not apply, follow ESCC Recruitment process (job advertised and post filled); if TUPE does apply, follow due process working with Essex CC and SELEP team, to include consultation.	To be confirmed depending upon whether TUPE applies or not.	ESCC HR Team, HoS EDSCI and Team Manager Major Projects & Growth	N/A	December 2023 to March 2024, and maybe post April 2024 (depending on timeframes applied by Essex CC)	As above under 5.1.4
5.1.6	Seek clarity from SELEP / Essex CC as to the application of its own remaining financial reserves.	Discuss and determine with SELEP partners and with ESCC internally (Major Projects & Growth and Finance Teams) the proposed recommendation to use SELEP reserves on SELEP salaried staff (where TUPE applies), a redundancy pot for SELEP permanent staff being transferred, other current SELEP activities to receive extended funding (e.g. partnership working groups, databases to be confirmed) and any other funding to support the resourcing of upper tier authorities to implement the transition plan. Provide advice to the Leader to support decision making at the SELEP Accountability Board meeting on 12 January 2024.	ESCC HoS EDSCI and HoS Finance	Essex CC and SELEP team, and Team East Sussex (to share proposals with)	ESCC CMT 22 November 2023; TES Board 4 December 2023; SELEP Accountability Board 12 January 2024; ESCC Cabinet 23 January 2024; ESCC Full Council 6 February 2024	The determination of the remaining financial reserves will have a minor impact on ESCC as we have the internal teams, resources and external partnerships established to address the majority of the LEP transition requirements, but this may impact the speed at which the actions can be delivered.
5.1.7	Seek clarity from Government on its proposed allocation to each Upper Tier Local Authority in 2024-25 to support transition/integration, as stated in the Government guidance on LEP transition issued 3 August 2023.	Information expected to be provided in the 2023 Autumn statement, OR determined on receipt of the Government template issued to UTLA's to complete by 30 November on absorbing the LEP functions into UTLA's. Additional Government guidance expected to be provided in January 2024.	ESCC HoS EDSCI, HoS Finance and HoS Legal	Government, SELEP team and Essex CC as the current Accountable body	November 2023 to April 2024	Awaiting Government decision on allocation to ESCC. Mitigated as we have a level of staff resource that can be applied across internal teams to

<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
					address LEP transition requirements. The pace at which these can be transitioned may be impacted without the additional resource secured.

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Other – Communications

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> SELEP Communications plan reviewed and produced with input from all SELEP partners. TES reviews its communication approach to reach business audience and determines approach to take. 	<ul style="list-style-type: none"> Subject to agreement, resources and funding allocated TES considers draft commission to work up communications approach. 	<ul style="list-style-type: none"> Communications plan produced and actions implemented and plan monitored.
Deliverables	<ul style="list-style-type: none"> SELEP communication plan. 	<ul style="list-style-type: none"> ESCC Communications plan. TES commission consultant to work on plan with sub group of TES members involved. 	<ul style="list-style-type: none"> Communication plan actions delivered by partners on behalf of TES. Clear voice of business raised in East Sussex.
Decisions	<ul style="list-style-type: none"> ESCC Communications team review SELEP communications plan and provide comments. TES starts to consider principals of communication approach at TES meetings held on 9 October and 4 December 2023. 	<ul style="list-style-type: none"> TES meetings held to review communications plan approach. 	<ul style="list-style-type: none"> Ongoing review of communication plan and resources applied to support.

	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
6	Other					
6.1	Activities not covered in the SELEP Integration Plan <i>Any additional actions that have not already been covered above</i>					
6.1.1	Liaise with the SELEP team on their SELEP Communications Plan to ensure a consistent narrative when issuing communications on LEP transition.	ESCC Communications Team to review the SELEP Communications Plan with the SELEP lead officer to ensure narrative is consistent. Comms updates to be released by both parties as appropriate. ESCC Communication Plan to be developed in partnership with TES, SELEP and Essex CC (as the current Accountable Body).	ESCC Communications Team working with HoS EDSCI	SELEP team and Essex CC (as the current Accountable Body)	Initially up to April 2024; possibly beyond during Q1 and Q2 of 2024	None
6.1.2	Consider producing a Team East Sussex (TES) Communications Strategy.	TES Board members to approve an initial approach to developing a communications strategy, with agreed interventions and actions that are taken forward by TES members and partners (subject to support and funding). Post April 2024, consider engaging an external consultant to support TES in further developing its communications strategy.	TES partners in conjunction with the TES secretariat (ESCC Economic Development Team)	Team East Sussex	Initial drafting October to December 2023; principles and areas of activity considered by TES Board 4 December 2023 (subject to resources); initial	None

<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
				<p>comms actions prepared (to align with 6.1.1 above) January to March 2024 as LEP functions are transitioned; post April 2024 TES</p> <p>Communications Strategy developed with consultant support to aid in determining the interventions and actions that will enable TES to have the greatest impact with the lowest cost outlay (subject to agreement with partners and financial resources applied).</p>	

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