

LLEP Business Gateway Growth Hub Board
Thursday 27th May 2021 10.00 – 12.00
TEAMS meeting

AGENDA

TIME		ITEM	REPORT	DECISION / INFORMATION	LEAD
10.00	1.	Welcome, Introductions and Apologies	Verbal	Information	Chair
10.05	2.	Declarations of Interest	Verbal	Information	All
10.05	3.	Minutes and Actions of previous meeting	Paper A	Decision	All
10.10	4.	DIT strategy	Presentation	Information	Nick King
10.30	5.	LLEP delivery plan 2021-2022	Paper B	Information	Mandip Rai
10.40	6.	Growth Hub and Low Carbon	Paper C	Decision	Gavin Fletcher
11.00	7.	Additional Restrictions Grants and Community Renewal Fund	Verbal	Information	Local Authority
11.10	8.	Peer Networks	Verbal	Information	Sue Tilley
11.15	9.	Innovation Week	Verbal	Information	Sue Tilley
11.25	10.	Any other business	Verbal	Information	All

Future meeting dates:

5th August 2021

4th November 2021

LLEP Business Gateway Board

Meeting notes and actions

Date and Time: 25th February 2021, 11.00 - 13.00

Conference Call

Member	Organisation	Representing
Neil McGhee (NM, Chair)	LLEP Board member and Director of Sempervox	Private Sector
Helen Donnellan (HD)	De Montfort University	HE Sector
Archie Hill	DIT Consultant Guest	
Sonia Baigent	Assist Business Consulting	
Ben Ravillious (BR)	Start Up Leicester and Ultimate Web	Private Sector
Diane Beresford (DB)	East Midlands Chamber	Private Sector
Jo Dexter (JD)	LLEP Area Lead	
Helen Harris (HH)	Leicestershire County Council	Local Authority Sector
James Arnold (JA)	North West Leicestershire District Council	District Council
Jen Fensome (JF)	Loughborough University	HE Sector
Julian Bowrey (JB)	UKRI	Private Sector
Nick King (NK)	DIT consultant – Guest	
Rupert Harrison (RH)	Andrew Granger - Estate Agents and Chartered Surveyors	Private Sector
Peter Chandler (PC)	Leicester City Council	Local Authority Sector
Lewis Stringer (LS)	British Business Bank from 12:09	Finance
Anjuu Trevedi (AT)	University of Leicester	University of Leicester
In Attendance		
Jon Egley (JE)	LLEP Business Gateway Growth Hub Manager	
Helen Miller (HM)	LLEP Head of Programmes	
Sue Tilley (ST)	LLEP Economic Strategy Manager - Business	
Nermine Habib (NH)	LLEP- Enterprise Zone Project Officer	
Apologies		
Deepa Shah (DS)	LLEP- Economic Intelligence Officer – Business Gateway	
Jenny Cross (JC)	Federation of Small Business and Cross Productions	Private Sector
Richard Blackmore	CBI	Private Sector
Colin Fyfe (CF)	Hinckley and Bosworth Building Society	Private Sector finance
Matt Bowers (MB)	Hinckley and Bosworth District Council	District Council
Jennifer Thomas (JT)	Federation of Small Business	Private Sector
Grant Bourhill (GB)	University of Leicester	HE Sector

1.	Welcome and Apologies	Action
1.1	<p>The attendees were welcomed to the meeting. Apologies had been received from:</p> <p>Jenny Cross (JC) Federation of Small Business and Cross Productions Richard Blackmore CBI Colin Fyfe (CF) Hinckley and Bosworth Building Society Matt Bowers (MB) Hinckley and Bosworth District Council Jennifer Thomas (JT) Federation of Small Business Grant Bourhill (GB) University of Leicester (Anjuu Trevedi attended)</p>	
1.2	<p>HM gave a warm welcome to Josephine Dexter BEIS Area lead who is replacing Helen Mitchell.</p>	
2.	Declarations of Interest	
2.1	<p>There were no Declarations of Interest at the start of the meeting except from BR who made a declaration that through the LLEP with Start-up CIS is in receipt of £18.5K Growth Hub funding for the delivery of two accelerator cohorts.</p>	
3.	Actions from last meeting	
3.1	<p>It was agreed that the minutes were a true and accurate record. In relation to the outstanding actions HM advised the following:-</p>	
3.2	<p>There has been no progress regarding the Business Gateway Growth case studies as Launa Cooper is now on maternity leave. Peter Allen has been appointed to the Growth Hub and will be working on the Business Gateway Growth content and communications for the coming months.</p>	
3.3	<p>HM also advised that the Innovation Board, was due to have its inaugural meeting on 17th March. The Innovation Board will be chaired by Dr. Nik Kotecha, main LLEP Board director, who already works with a range of stakeholders, including university partners, Innovate UK, and Midlands Engine, Dr Nik will be looking at the innovation agenda in its entirety going forward in terms of the strategy and the actions that have been identified from the MIT REAP Programme.</p>	
4.	Recover Action plan and Economic Strategy Development	
4.1	<p>HM presented a briefing on the LLEP recovery planning and recovery response. HM updated the meeting on the tracker survey, which is undertaken by the intelligence team at the LLEP. The Tracker Survey will monitor over the next 12-month period, to understand the changing issues faced by business in order to feed into the LLEP and Gateway response.</p>	

4.2	<p>HM stated reminded partners that the Economic Recovery Plan, had been developed in consultation with a range of stakeholders through the economic recovery cell activity and had been approved by the LLEP Board and published in December. HM added that there is a long-term Economic Recovery Strategy being developed and Cambridge Econometrics have been appointed to develop a 10-year recovery plan for the area. This will take into consideration the draft Local Industrial Strategy (LIS) priorities and would review this through the lens of COVID and its economic and social impacts. In addition to the different governance Boards there will be the opportunity for stakeholders to review the plan as it emerges. This is expected to be finalised by June with the final version submitted for LLEP Board approval at the next meeting in June.</p>	
4.3	<p>HM informed the meeting that the LLEP has repurposed £1.68 million of the Grown Places Funding (GPF). The Investment Panel has been receiving and approving business cases for People, Employment and skills.</p>	
4.4	<p>The LLEP will be looking to extend a number of the Kickstarter placements £500,000, having been agreed.</p>	
4.5	<p>£90,000 has been allocated for establishment of Digital Skills Partnership, appointment of Digital Skills Coordinator and procurement of research into digital skills deficits in Leicester and Leicestershire.</p>	
4.6	<p>£100,000 of allocation towards preventing any adverse effects on young people and making sure that we stabilize or maintain the current levels of NEET within the locality.</p>	
4.7	<p>The LLEP has £300k additional grant funding for small businesses, which will be targeted at those businesses who have previously had difficulty in accessing funding. This will be launched in March/April 2021.</p>	
4.8	<p>A further £185,000 has been allocated to Invest Leicester to increase and accelerate the showcasing of Leicester and Leicestershire as a great place for visiting, investing and living by developing digital video content and pro-active marketing.</p>	
4.9	<p>In terms of the Green Recovery, LLEP has allocated £100,000 to initiate a series of activities for the Low Carbon Action Plan.</p>	
4.10	<p>MIT REAP Strategy; £100 K allocated to the implementation of the strategy to enable SMEs to co-ordinate the delivery of advanced technologies in line with the 'Beacons and Bootstraps initiative.</p>	

4.11	£20,000,000 has been allocated of the Getting Building Funds (GBF), for four key infrastructure projects, to aid in the recovery of the locality.	HD/HM/ FB
4.12	HD asked if they could support in the Digital Skills Partnership. HM responded that she would put her in touch with FB.	
5.	Business Growth hub delivery – reflections and plans – partner view and contributions	ST
5.1	JE gave an overview of the Business Growth Hub activities that had taken place through the year and outlined the planned activities and goals for 2021/2022. ST provided an update on the success of the Peer Networks Pilot and also the MIT REAP programme which will be drawing to a close. Activities will be continuing with the formation of the LLEP Innovation Board, to be Chaired by Dr Nik Kotecha, and continued activities through the MIT REAP Steering Group which will now be known as the Innovation Steering Group.	
6.	DGP Programme update	DB/ HM/SB
6.1	DB of EMC gave a presentation on the Digital Growth Programme and the new Digital UpScaler project, which has been funded through ERDF PA2. DB gave a detailed overview of the project to date (please see attached presentation). DB advised that a project steering group has been formed in partnership with De Montfort University and invited feedback from the Business Board.	
6.2	EMC are delivering a digital services programme in conjunction with De Montfort University, and alignment with Innovate Edge (formerly EEN with match funding from EMC). NM asked why LLEP had a lower uptake than D2N2 and DB advised that the project had started at risk. There are two new advisors at D2N2 whereas Biz Gateway Growth Hub already had two advisors in place. Next step is to identify activity for the digital upscaler. There is no digital growth hub programme in D2N2. NM asked how EMC help and advised that support needs to be more targeted and requested that DB feed directly back to HM and SB.	
7.	DIT Internationalisation strategy	HB/ST/ NK NH
7.1	This agenda item was postponed for the next meeting. NM agreed with Nick King of Hensham Strategy that this would be timely as work would be complete and that an update on the Freeport at EMA would be appropriate. NK to be invited to the next Business Board meeting to provide an update.	
8.	AOB	SB/HM
8.1	NM advised that LLEP Board Member, Sonia Baigent would be taking over as Chair of the Business Board and invited her to speak to the Board members.	

	Sonia outlined her vision and pleasure at the prospect of working closely with the Business Board and in being able to drive forward change and economic growth for businesses in the LLEP area.	
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PAPER B

GROWTH HUB BOARD

27th May 2021

Information Paper



Paper B - LLEP Delivery Plan 2021 – 2022

The LLEP Delivery Plan for 2021/2022 referred to Agenda Item 5 is available on the LLEP website: [LLEP Delivery Plan 2021/22](#)

Information / Decision

LLEP INFORMATION REPORT

1. PURPOSE OF REPORT

1.1 The purpose of this report is to:

- i. Set the scene for the need to have a commitment within the Growth Hub to work towards understanding a routemap to zero carbon for businesses and comprehensive support;
- ii. Recognise that there are two distinct parts to support for businesses – 1. Growth of the low/zero carbon sector; and 2. Decarbonisation of ‘businesses at large’. Clearly both support each other;
- iii. Highlight some early work developing tools and understanding;
- iv. Propose actions to support Local Authorities zero carbon commitments and to start working towards comprehensive support mechanisms for both parts of Zero Carbon business described in ii. above.

2. RECOMMENDATIONS

2.1 The Growth Hub Board is recommended to:

- i. Note the early work of the Growth Hub to support business decarbonisation;
- ii. Recognise that partners have grant and support programmes in place to help this work progress;
- iii. Formally agree that the Growth Hub should be the delivery mechanism for supporting businesses to decarbonise, and for supporting growth of the Low/Zero Carbon Sector across Leicester and Leicestershire in support of local Climate Emergency declarations;
- iv. Agree that Local Authority representatives on the Growth Hub board will ensure that their Climate Change/Environment colleagues are consulted on plans as they develop;
- v. Agree a set of initial actions to progress this area of work – set out below under 3.4 ‘Actions’;
- vi. Advise whether a small working group is needed to support early development of initial actions and future actions/plans.

3. Towards Zero Carbon Businesses

Introduction

- 3.1 As strategies, targets and work streams coalesce around the route to zero carbon the Growth Hub has its unique part to play in one of the most challenging parts of zero carbon – decarbonisation of businesses. Currently in Leicester and Leicestershire local authorities have declared Climate Emergencies with both upper-tier authorities having declared targets for zero carbon across the whole of the area (not just on their own authorities emissions) – which includes business emissions. As both councils start planning their actions towards these targets they are considering how best to tackle business emissions – however with the Growth Hub operating to support businesses across the LEP area, and with representation from both city and county council it is considered that the Growth Hub is best placed to lead on decarbonisation of businesses.
- 3.2 This paper sets out the initial stages of work needed towards Zero Carbon Businesses in Leicester and Leicestershire and includes reference to two distinct but linked aspects of Zero Carbon in business – firstly - the Low/Zero Carbon Sector and secondly decarbonisation of businesses. The Low/Zero Carbon Sector has recently been studied through the Midlands Energy Hub, significant growth in this sector is needed as we progress towards Zero Carbon targets, and products/services forming part of this sector will support wider decarbonisation of business (e.g. LED light fittings in factories, or auditing and advice for businesses to help them reduce their energy use). Decarbonising business will also be needed and will require advice, grants, marketing, customer awareness etc and could comprise anything from demonstrating business cases for investment in technologies (e.g. LED light fittings) to packaging advice.

Early work of the Growth Hub

- 3.3 The growth hub has carried out a number of activities to progress zero carbon in the business community, this has formed the groundwork for what needs to happen next and includes much work by partners. Recently the Growth Hub has committed to further work which will be the beginning this next phase of speed and scale needed to support businesses. Early work includes –
- Highlighting funding opportunities to businesses to support reductions in emissions (e.g. Green Belle)
 - Highlighting support for businesses to decarbonise or enter the Low/Zero carbon sector (e.g. Innovation Hub and iNet)
 - Carbon Literacy training completed for some Growth Hub Staff

- Funding secured to pilot a digital platform (Zellar is a new platform being launched – the Leicestershire Growth Hub is the first to work with Zellar) for 100 businesses in Leicester and Leicestershire to begin their journey to zero carbon
- Identification of a Low Carbon Account Manager within the Growth Hub Advisor team

Actions

- 3.4 The early work identified above is the beginning of more comprehensive support needed. The following are suggested actions to be agreed and reported back on – these are intended to set the foundations, a more comprehensive plan of actions will be put together as our understanding develops based on these actions, in discussion with partners and based on learnings from the pilot digital platform mentioned above and the development of the Low/Zero Carbon Account Manager.
1. Meet with partners and ensure that the Growth Hub has a comprehensive overview of the support available locally for businesses.
 2. Consult with Low/Zero carbon sector representatives to understand how the Growth Hub can best support businesses in the sector.
 3. Review pilot digital platform as it rolls out, and through delivery to understand firstly what businesses need support with to decarbonise and secondly what future support/provision should look like locally.
 4. Begin to map local services and needs that will form part of the picture for business support in this area (e.g. services for business energy/sustainability audits, carbon literacy trainers, local case studies, analysis of heavy energy users).
 5. Liaise with other Growth Hubs to understand their Low/Zero carbon plans.

Future Steps

- 3.5 Following the above actions and recommendations the Growth Hub will –
- Report back on progress towards above actions to the Growth Hub Board including interim progress reports on the pilot digital platform;
 - Liaise with City and County representatives to understand how best to support Climate Emergency Declarations;
 - Develop future actions with a working group if directed by the board.