

LLEP Business Gateway Board
10.00 - 12.00, 27th May 2021
MS Teams Call

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

Minute		Action
1.	<u>Welcome and Apologies</u>	
1.1	The attendees were welcomed to the meeting. Apologies had been received from: Jenny Cross (JC) Federation of Small Business and Cross Productions Helen Donnellan (HD) University of Leicester (Tammy Meahan attended) Rupert Harrison (RH) Andrew Granger – Estate Agents and Chartered Surveyors Peter Chandler (PC) Leicester City Council	
2.	<u>Declarations of Interest</u>	
2.1	There were no Declarations of Interest.	
3.	<u>Actions from last meeting</u>	
3.1	The Minutes from the Meeting held on 25 February 2021 were agreed as a true and accurate correct record.	
4.	<u>DIT Strategy</u>	
4.1	NK presented the Export Strategy for Leicester and Leicestershire, commissioned by the Department for International Trade focussed on exports for the East Midlands business unit. The approach consists of key focus areas including local strengths, strategy enables, practical support and measurement frameworks.	
4.2	NK updated on the methodology taken forward including the first workstream to focus on sectoral and market analysis to identify local economic and export strengths as well as global trading opportunities in eight key industries. Workstream two focussing on Leicestershire’s connectivity to the rest of the UK and globally, the leading institutions supporting key sectors and the unique characteristics of the region. Workstream 3 involved categorising the five groups of exporters within the region to clearly nuances between different organisations.	
4.3	NK referred to the strategy considered by Department for International Trade which focuses on driving growth through exports by increasing the number exporters and volume of exports. Twenty recommendations have been provided to the Department for International Trade around four key areas Improving the Operating Environment, Pulling Local Levels, Strong Foundations and Driving Success.	
4.4	Areas identified include Improving the Operating Environment by creating a new Leicester and Leicestershire Exports Group, improved ‘wiring’ between HMRC, DIT and the LEP. Pulling local levers including the Leicestershire’s Universities, East Midlands Airport, Freeport, the two Enterprise Zones, harnessing the diversity from the region and a concentrated effort on Leicestershire’s sports. Make use of the strong foundations including effective Peer to Peer Networks and capitalising on the available Free Trade Agreements to drive export growth.	

Minute		Action
4.5	Data Measurement and Evaluation recommendations to improve quantitative data by using business surveys to track improvements, assigning targets for LEPs on working with numbers of businesses and qualitative measures by the new exports group.	
4.6	In response to a question on service exports, it was clarified that the Department for International Trade are working on improving data on services exports on a national basis. Specialised support is available from the DIT to support eCommerce and software businesses to reach new markets.	
4.7	It was highlighted the potential synergies between Exports and the Innovation group to overcome shared challenges. NK agreed and has factored in Innovation activities within the base recommendations to the DIT. MR added BEIS and the DIT are collaborating closely to align activities International Advisers and Growth Hub. MR	
4.8	The research conducted on the Export Strategy for Leicester and Leicestershire was welcomed in assisting the LLEP's long-term economic recovery strategy.	
5.	<u>LLEP Delivery Plan</u>	
5.1	MR referred to paper B LLEP delivery plan published in the end of March for the upcoming financial year for the purpose of strengthening the LEP review.	
5.2	The plan sets out priorities in areas including Governance, Strategy, Programme Delivery and core projects. EZ and Growth Hub. The Growth Hub has close involvements with the Innovation Board and the Low Carbon Action Plan.	
5.3	MR updated that the Government LEP review conducted a month ago and should be concluded by 22 nd of July. The four key areas include the objectives and functions of LEPs, the interactions with local government, the geographic locations and implementation and funding. After which there will be phase for development and implementation.	
5.4	In response to a question on University involvement in supporting business cases for freeports, MR updated Leicestershire County Council have appointed Ernst and Young to support the setup phase and will be commissioning external support to develop the outline and full business case. Universities will be involved in developing the outline business case due by autumn.	
5.5	MR updated progress on the Freeport where the Leicestershire County Council is the lead authority. The group has been commissioned to submit a Governance proposal. The government are expected to release information on funding for the setup phase of freeports in the coming weeks.	
6.	<u>Growth Hub and Low Carbon</u>	
6.1	GF provided background behind paper C on Low Carbon. The LLEP's Zero Carbon Action Plan facilitates understanding on how to support partners and businesses locally and setting a strategic framework to decarbonise.	

Minute		Action
6.2	Two focus elements include Growing the Zero Carbon sector and supporting all businesses towards government commitments and local declarations targets in 2035 and 2050.	
6.3	GF updated projects have already been carried out to support businesses with funding and grants, as well as literacy training on Carbon to ensure a satisfactory level of understanding across groups and a digital platform dedicated to zero carbon.	
6.4	GF suggested actions to the board including comprehensive understanding with Leicester and Leicestershire partners on the support, advice and funding available. To consult with the sector and understand their needs, the pilot digital platform as it rolls out, map local support beyond partners and liaise with other growth hubs leading in the area.	
6.5	It was emphasised that the Low Carbon Action Plan should make use of all resources including support through partners at the universities across the region and the Community Renewal Fund's Low Carbon thread.	
6.6	<p>AGREED to:</p> <ol style="list-style-type: none"> 1.) Note early work 2.) Recognise partner's support and grants available 3.) Growth Hub to be the local mechanism for decarbonising business and supporting the low/zero carbon sector. 4.) Growth Hub LA representatives should keep Carbon Colleagues up to date with this work. 5.) A small working group to help the progress in this area of work. 	
6.7	Agreed on the idea of a small working group. However, a wider action for MR, GF and SB to discuss how the working group will interact with the zero carbon focus groups.	GF/MR/ SB
<i>Jennifer Thomas joined the meeting at 10.59</i>		
7.	<u>Additional Restrictions Grants and Renewal Fund (11.05)</u>	
7.1	ST updated on Leicester City Council and the Community Renewal Fund "Leicester City has been identified as 100 priority areas that can bid for a share of the government's £220m UK Community Renewal Fund. Details of the Leicester City CRF scheme on: https://www.leicester.gov.uk/your-council/applying-for-the-community-renewal-fund/	
7.1.1	Applications closed on the 21 st of May and appraisal process is underway to submit shortlisted projects to government by 18 th of June. The government will confirm which projects have been funded from late July onwards. Projects will then need to deliver by March 2021.	
7.2	In response to a question on the Additional Restrictions Grants, HH updated that the County Council has decided not to put a call out for bids given the short timescales due to no Leicestershire districts or councils being in the top 100 priority places.	
8	<u>Peer Networks (11.15)</u>	

Minute		Action
8.1	ST updated progress on the Peer Networks which includes the pilot scheme achieved thirteen cohorts and 129 businesses which concluded the programme including 100 micro businesses, 23 small businesses and 6 medium sized businesses across challenging sectors.	
8.2	ST highlighted the requirements a minimum of five employees and a turnover of at least £100,000 a year with a minimum of eleven businesses per cohort for the next round of cohorts.	
<i>Jo Dexter left the meeting at 11.30</i>		
9.	<u>Innovation Week</u>	
9.1	The Innovation Week is in the fourth year taking place on the week commencing 21 st of June with approximately twenty events planned. Two hundred delegates are being invited across government to businesses.	
9.2	ST updated that there is still room on the schedule if any businesses would like to host an event. Speakers will be presenting at the Innovation Week as well as previous innovative business winners sharing their journey their journey.	
10.	<u>Any Other Business</u>	
10.1	It was reported that Jon Egley would be leaving the Growth Hub, the board expressed their thanks, appreciation and best wishes for Jon Egley for his considerable contributions in recent years.	
<i>Meeting closed at 11.46</i>		

Future meeting dates:

- 5th August 2021
- 4th November 2021