

**REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD177**

**Title:** Funding contribution towards the LEP Network

**Executive Summary:**

This form seeks approval for a funding contribution towards the running costs of the LEP Network, the body established to link England's 39 Local Enterprise Partnerships through their Chairs with the aim of maximising the impact of the network as a whole. The funding contribution will be provided on behalf of the London Enterprise Panel, the Local Enterprise partnership for London.

**Decision:**

That the Director approves expenditure of £8,256.41 as a contribution towards the running costs of the new LEP Network.

**AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT:**

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

**Name:** Fiona Fletcher-Smith

**Position:** Executive Director-Development,  
Enterprise & Environment

**Signature:**

**Date:** 29 April 2014

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

The LEP Network links the 39 Local Enterprise Partnerships through their Chairs with the aim of maximising the impact of the network as a whole. The Network also acts as a two way conduit with Central Government on network-wide strategic issues relating to the generation of more jobs and growth in the economy. The Network is also there to help those outside the world of LEPs, understand what a LEP is, what LEPs are trying to do and how to engage further with the relevant LEP.

The LEP Network was initially delivered by the Confederation of British Industry (CBI) and funded by the Department of Communities & Local Government (DCLG) and the Department for Business, Innovation & Skills. However, on 1 April 2014 the LEP Network merged with the '39 LEPs' grouping of LEP Chairs.

The refreshed service is directed by a non-executive Management Board of LEP Chairs (which includes London LEP Deputy Chair Harvey McGrath) and supported by a team of staff led by a Chief Executive who will be seconded in. The refreshed service is "light touch, operating behind the scenes as a central go to point for general enquiries about LEPs and delivering support that adds value to all 39 LEPs".

The refreshed LEP Network has not been established as a separate legal entity and is seeking an independent organisation (i.e. not a LEP or local authority) to take on this role.

#### Funding:

DCLG and BIS have confirmed that they will maintain the current level of funding for the LEP Network in 2014/15 at £127,000. There is however an additional funding requirement for this new model which LEP Chairs have agreed to meet through a £5,000 contribution from each LEP. The London LEP endorsed this proposal at its meeting on 13 March 2014.

It should be noted that the Government has requested that the process for the LEP Network getting the grant funding is for each LEP to get 1/39th of the funding added onto each LEP's £250,000 core fund grant for 2014/15, on the understanding that each LEP will pass this funding (£3,256.41 per LEP) on to the LEP Network along with a further contribution of £5,000 per LEP (£8,256.41 in total). This funding request therefore includes this additional funding, which we expect to be paid to the GLA by the end of April 2014.

As this funding only covers one financial year (2014/15), any services procured by the Network will not be longer than a three year period, with an annual break clause that has a three month notice period.

## 2. Funding Table

Additional funding is being sought by the LEP Network but remains unconfirmed (see table below).

INVESTOR	AMMOUNT	EXPLANATION
39 LEPs	£195,000	39 LEPs each contributing £5,000.
DCLG / BIS	£200,000	Continuing support to the LEP Network.
CEO Seconded	£tbc	Assumes that employing organisation will provide 50% of the CEO seconded's costs as in-kind support.
LEP Summit sponsorship**	£tbc	Private sector sponsorship, assumes covers 50% of costs (cash or in-kind).
LEP Summit income	£tbc	Estimated some level of paying guests charged to attend annual LEP Summit.
Research Sponsorship	£tbc	Private sector sponsorship (cash or in-kind).
Social Media	£tbc	Private sector / innovation lab support.
<b>TOTAL</b>	<b>£TBC</b>	

## 3. Other considerations

Whilst the new service has now gone live, the following matters remain outstanding:

- Elements of the handover from the CBI have not been completed;
- Key roles within the staffing team have yet to be filled and are being covered on an interim basis;
- The University of Hull is acting as the LEP Network's administrator pending appointment of an accountable body. Payment of this funding will therefore be made to the University of Hull who have already invoiced the GLA for £8,256.41; and
- The following services have yet to be procured: Website hosting and maintenance (and building any additional technical functionality, if required); social Media / e-services; and events management services.

## 4. Finance comments

- 4.1 The contribution of £8,256.41 towards the running costs of the new LEP Network will be funded from the LEP's Strategic Plans and EU Funds Investment Strategies budget (£5,000) and the receipt of additional core grant funding (£3,256.41). The allocation of the funding was approved by the LEP board at its meeting of the 13<sup>th</sup> March 2014.
- 4.2 Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process. All appropriate budget adjustments will be made.

## 5. Planned delivery approach and next steps

This funding will be paid by invoice following approval of this decision.

## Appendices and supporting papers:

Appendix 1 - LEP Network delivery activity

## Appendix 1 – LEP Network delivery activity

ACTIVITY	OUTCOME
<b>a. Events</b>	
i. ¼ly Chairs Event	4 times a year (March, June, September, December).
ii. Management Board	4 times a year (to coincide with above).
iii. LEP Summit	1 held every September.
iv. Operational Events	6 events (held bi-monthly) for LEPs, HMG, stakeholders on delivery discussions.
<b>b. Communications</b>	
i. Emails	26 emails per year, issued fortnightly.
ii. Website	on-going maintenance and update.
iii. Social Media	daily tweets, regular LinkedIn discussions and posting on YouTube as relevant.
<b>c. Research &amp; Reports</b>	
i. State of the Economy	1 annual research paper released in September to coincide with the Annual LEP Summit.
ii. Specific Reports	as required.
iii. Management Reports	4 times a year (March, June, September, December).
iv. LEP Network Report	1 annual report released in September to coincide with the Annual LEP Summit.
<b>d. Partnerships</b>	
i. Building Relationships	Ongoing, as required.
ii. Collaboration	Ongoing, as required.
iii. Brokering	Ongoing, as required.
<b>e. Database &amp; Info.</b>	
i. LEP Contact Info	updated regularly, checked annually (as part of LEP Summit).
ii. Skills & Experience	1 annual survey.
<b>f. Secretariat &amp; Gen. Enq.</b>	
i. General Enquiries	Ongoing, as required.
ii. HMG Requests	Ongoing, as required.
iii. LEP Requests	Ongoing, as required.
<b>g. Proactive Activity</b>	
i. Wider LEP Linkages	Ongoing, as required.
ii. LEP Profile	Ongoing, as required.

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

**Note:** This form (Part 1) will either be published within one working day after approval or on the defer date.

**Part 1 Deferral:**

**Is the publication of Part 1 of this approval to be deferred? NO**

If YES, for what reason:

Until what date: (a date is required if deferring)

**Part 2 Confidentiality:** Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

**Is there a part 2 form – NO**

**ORIGINATING OFFICER DECLARATION:**

Drafting officer  
to confirm the  
following (✓)

**Drafting officer:**

Jamie Izzard has drafted this report in accordance with GLA procedures and confirms that the Finance and Legal teams have commented on this proposal as required, and this decision reflects their comments.

✓

**HEAD OF GOVERNANCE AND RESILIENCE:**

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature:**

**Date:**