

AGENDA PACK

Meeting	OSE Board
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Date and Time	Wednesday 23 rd September 2020, 2-4pm
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Venue	On Line via Microsoft Teams
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Notes:

This meeting will be held using Microsoft Teams. Can you please mute your microphones unless speaking to reduce background noise and interference.

Item	Title and Description	Lead	Timing
Procedural and update Items			
1	Welcome and Introduction	Chair	14:00 to 14:30
2	Declarations of Interest	Chair	
3	Minutes of last Meeting	Chair	
4	Action Tracker	Chair	
5	Directors Report including Programme Update	Ian Lewis	
Agenda items for discussion/decision			
6	South Essex Recovery & Growth	Chair Ali Griffin SELEP (TBC)	14:30 to 15:30
7	SELEP Covid Response Programmes	Ian Lewis	15:30 to 15:40
8	Inward Investment	Ian Lewis	15:40 to 15:55
9	Any Other Business		15:55-16:00
	Date of Next Meeting 2 nd December 2020, 2-4pm Venue TBC		

Meeting Minutes

DRAFT

Meeting OSE Board
Date and Time 3rd June 2020, 14:00
Venue Microsoft Teams Meeting

Attendees

Perry Glading	Glading Consultancy, High House Production (Chair)
Colette Bailey	Metal
Lucy-Emma Harris	Pixelwork
Mark Curle	Henderson Curle
Geoff Pearce	Swan Housing
Glyn Jones	Southend Airport
Caroline Southgate	Doris Jones
David O'Connell	DBD Communications
Nicholas Smith	Cantel Ltd
Aideen Sadler	City Fibre
Chris Lines	Leonardo
John Rowe	Olympus Key Med
Murray Foster	Southend Business Partnership
David Barnes	Basildon Business Group
Angela O'Donoghue	South Essex College
Rob Singh	University of Essex
Cllr Chris Hossack	Brentwood Council
Cllr Norman Smith	Castle Point Borough Council
Cllr Mike Steptoe	Rochford District Council
Cllr Aidan McGurran	Basildon Council

Officers/Observers/Presenters

Shaun Scrutton	Rochford District Council
Andy Lewis	Southend Council
Nigel Stewardson	Cities & Local Growth Unit
Iain McNab	Cities & Local Growth Unit
Tomasz Kozlowski	Basildon Council
Ian Lewis	Opportunity South Essex
Adam Bryan	South East Local Enterprise Partnership
Sarah Dance	Deputy Chair, SELEP
Jon Birkett	BEST Growth Hub
Steve Evison	Essex County Council

Meeting Minutes

Agenda Item	Notes	Actions
1	Introductions	
1.1	Chair passed on the best wishes of the Board to the family of Cllr Terry Cutmore who sadly passed away recently.	
1.2	Chair welcomed Chris Hossack (leader of Brentwood), Sarah Dance (Deputy chair of South East Local Enterprise Partnership) and Jon Birkett (BEST Growth Hub Manager) to the meeting	
1.3	Chair also reflected on the significant work of local authority partners over the last couple of months in response to the Covid 19 lockdown and the support given to businesses through this challenging time.	
2	Declarations of Interest	
2.1	<p>Following declarations were made:</p> <ul style="list-style-type: none"> • Cllr Ball – ECC member of a Bradwell Member Board • Sarah Dance – Locate in Kent Board member • David O’Connell – Bradwell B project • Lucy Emma Harris – Port of Tilbury (Freeport item) • Perry Glading – Vice Chair Port of Dover (Freeport item) 	
3	Minutes of Last Meeting	
3.1	The Board agreed the minutes of the 4 th March Meeting	
4	Action Tracker	
4.1	Board wished for the OSE website to be completed as soon as possible.	IL to progress
4.2	Board noted the update	
5	Directors Report	
5.1	Board noted that programme update will be made at the next meeting to reflect the implications of Covid 19 on progress.	
5.2	Local Growth Funding: Board members view was that the programme should continue and allocations of funding made as planned despite Government withholding funding for LGF until assessment of projects has been completed.	
5.3	Need to recognise the role of the Basildon Innovation Warehouse project in the wider ASELA programme.	IL to follow up
5.4	Board Members have been invited to become members of SELEP Company. Board Members need to complete the forms as sent round a couple of weeks ago if they wish to	All Board members to consider

Agenda Item	Notes	Actions
	become Members	
5.5	Subscription requests have been sent to local authority Board Members and purchase order details requested. Reminder for local authorities to pay	Local Authority Partners to arrange payment
5.6	Board Noted the Report	
6	SELEP Funding Allocations	
6.1	<p>For Growing Places Fund projects:</p> <ul style="list-style-type: none"> • The Board re-iterated support for the Leigh Cockle Wharf and No Use empty GPF projects, in this order of priority. • Board asked for clarification that the Cockle Wharf scheme remains viable with a clear mechanism for repayment. Board recognises the importance of the wharf for local employment. • The Board were supportive of the No Use Empty programme, as long as it was not used to support poor quality conversion of office space to residential uses. • The Board accepted that the Productivity Investment Fund project should not be pursued at this time 	<p>IL to report back to Board as soon as possible in relation to the Leigh Cockle Wharf repayment</p> <p>Comments to be fed back to SELEP as part of the decision making process for funding awards</p>
6.2	<p>For the Sector Support Fund Projects, the Board:</p> <ul style="list-style-type: none"> • Strongly supported the Delivering Skills for the Future teaching provision project • Were supportive of the SEED export project, but questioned whether this could be reviewed in light of the Covid 19 restrictions. Could there be alternative ways of delivering this recognising that re-establishing business and getting trade flowing again would be vital. Needs to be able to progress quickly, with an alternative approach could be a scheme for small businesses to be supported in their own activity. • agreed to support the Buy Local South East project on the condition that they can be satisfied that the proposed delivery mechanism will cover all of South Essex. An example of previous FSB initiatives was highlighted and its success in promoting local produce. 	<p>Comments to be fed back to SELEP as part of the decision making process for funding awards</p>
7	Consultation Responses	
7.1	<p>The Board are asked to provide their comments on the following consultations by Friday 19th June:</p> <ul style="list-style-type: none"> • Thames Estuary Growth plan • Freeport Consultation • Bradwell B Stage 1 Consultation 	<p>All Board Members to review and provide comments by 19th June</p>
7.2	Thames Estuary Growth board Action Plan to be circulated after the meeting	Completed

Agenda Item	Notes	Actions
8	Next Steps for South Essex Economy	
8.1	The Board were asked for their views of the Productivity Strategy in light of the response to Covid 19	
8.2	<p>Key points from the discussion:</p> <ul style="list-style-type: none"> • Must keep the focus on productivity and the strategy is still critical to that • Need to recognise however that the short term need is now very different with a new set of challenges • There is a real issue with apprenticeship places with employers withdrawing offers (75% drop in places available). Employers uncertain of future and a need for experienced people an issue. • Full time courses are not attractive to some, but part time options do not attract the same levels of support for students • Recognition that there will be a lot of redundancies – vital to maintain initiatives that seek to re-train and upskill. However, learning above level 3 require learners to fund. • We need to focus in the short term on keeping people employed rather than the usual policy focus on higher skilled opportunities • Need to develop our approach to better utilisation of the apprenticeship levy and the flexibilities for larger organisations to use it within their supply chains • Need to recognise that the short term focus of businesses will be survival • Longer term, the debt being taken on at the moment will restrict future investment, talent development and R&D activity • Need to focus on getting the right digital infrastructure, and development of skills alongside this to help businesses make the most of it • Need to recognise the implications will be different by sector, but also consider how we can match people to new roles and opportunities • Must recognise tha this has created new consumer markets and products • Recent graduates are returning home, but also students are pulling out of university courses • Need to recognise that in some sectors (especially creative) that freelancers and sole traders are facing particular issues, and fall outside of the support programmes • Need to make the best use of initiatives already in place – for example the No Use Empty project could be used to provide workspace; Delivering Skills for the Future could be vital to support retraining more broadly. Need to really maximise what we have in place and extend successful programmes. 	

Agenda Item	Notes	Actions
8.3	Productivity Strategy to be reviewed in light of the conversation, especially in relation to the short-term actions	IL to review
9	Growth Hub	
9.1	Jon Birkett (BEST Growth Hub Manager) gave a presentation of the role of the growth hub and future development scenarios to the Board. Presentation circulated with the minutes	
9.2	<p>Jon outlined the following key points:</p> <ul style="list-style-type: none"> • Aim to become the leading funding interface for businesses and develop the offer available • We need to be able to support and curate a vibrant business landscape with new approaches to developing networks • Need to explore provision beyond the core supported by SELEP funding • Need to bring greater stability to the funding model. 	
9.3	Adam Bryan congratulated Jon on his impact in the post since joining earlier in the year.	
9.4	David Barnes invited Jon to present at the next meeting of the Basildon Business Group.	David Barnes to follow up
9.5	The Board thanked Jon for his presentation and look forward to working with him going forward.	
10	South Essex inward investment	
10.1	A detailed review is underway of Inward investment activity for South Essex, made more urgent as a result of the winding up of Invest Essex. There will be an update to the future meeting of the Board	Update at September 2020 OSE Board meeting
11	SELEP Update	
11.1	<p>An update of SELEP activity and emerging issues was given including:</p> <ul style="list-style-type: none"> • SELEP is gaining visibility as part of the Southern LEPs group which is chaired by the SELEP chair • SELEP have been working with local boards (such as OSE) to pool intelligence and share in various meetings with central Government, Ministers and MPs. • Recognised need to demonstrate a resonance with small businesses needs • Risks have emerged through government only providing 2/3 of this years Local Growth Fund allocation. SELEP need to provide certainty over delivery of programme before final 1/3 of funding is released. • Decisions will be made at the next SELEP Board meeting in relation to the use of Growing Places 	

Agenda Item	Notes	Actions
	Fund and options for using this funding to support covid 19 recovery linked initiatives.	
11.2	Aideen Sadler was thanked for her input into a recent round table session with Government Ministers. This enabled clear communication of the point that digital connectivity is considerably more important and the infrastructure needs to improve.	
12	AOB	
12.1	Transport East representation – Board members have been asked to e-mail Ian Lewis if they are interesting in representing OSE and Success Essex on the Transport Easy Board	Interested Board Members to contact IL by 12 th June 2020

Next Meeting

23rd September 2020, 2pm. Details to be confirmed.

Item 4 – Action Tracker

Date	Action (Minute reference)	Lead	Due By	RAG	Notes	Update (incl date of update)
05/06/2020	Recognition of the contribution of Basildon Innovation Warehouse to wider ASELA Programme (5.3)	IL	01/07/2020	Complete	Ensure that the project is referenced in emerging ASELA proposals	11/9/20 - to be identified in masterplan meetings w/c 8/6, and in project pipeline
05/06/2020	Membership of SELEP Company (5.4)	Board Members	31/07/2020		Board members to consider membership of SELEP Company	9/6/20 Open invite to Board Members and Local Authorities
05/06/2020	Local Authority Subscription fees (5.5)	Local Authorities	30/06/2020	Complete	Purchase order requests sent in April	9/6/20 – All Fees paid
05/06/2020	Leigh Cockle Wharf (6.1)	IL	12/06/2020	Complete	IL & Southend to respond to Board clarifications	9/6/20 - clarification note to be sent to board
05/06/2020	GPF Ranking (6.1)	IL	09/06/2020		IL to confirm OSE ranking of projects	14/9/20 – Board to confirm at 23/9 meeting
05/06/2020	Sector Support Fund projects (6.2)	IL	09/06/2020	Complete	IL to feed back comments to SELEP	9/6/20 - IL confirmed with SELEP
05/06/2020	Consultation responses comments from Board members (7.1)	Board Members	19/06/2020	Complete	Board to provide comments on freeports, Bradwell B and Thames Estuary	All responses submitted
05/06/2020	Thames Estuary Growth board Action Plan circulation	IL	05/06/2020	Complete		5/6/20 - Completed
05/06/2020	Productivity Strategy Review (8.3)	IL	31/07/2020	Complete	Review plan using Board comments as basis and ASELA data	11/9/20 - Updates incorporated in ASELA prospectus

Date	Action (Minute reference)	Lead	Due By	RAG	Notes	Update (incl date of update)
05/06/2020	Invite to Jon Birkett to present at Basildon Business Group	D Barnes	19/06/2020			
05/06/2020	Inward investment Update	IL	23/09/2020		Update progress at next Board meeting	11/9/20 - update in Directors Report
04/03/2020	More detailed information required on Amber rated projects in programme report (6.4)	IL	03/06/2020	Complete	Further detail to be presented at the next Board meeting	11/9/20 - Full programme update included in Directors Report
04/03/2020	OSE Website Development (7.4)	IL			Board reaffirmed requirement to development of website	14/9/20 – ASELA Website to go live in October 2020, including OSE section
04/03/2020	ASELA - Conversation with ASELA Board around deeper engagement to be arranged (8.3)	ASELA	30/06/2020			11/9/20 - OSE supported development of prospectus and continuing to engage
04/03/2020	Draft response to Freeport Consultation to be circulated to Board for comment (9.2.2)	IL	13/07/2020	Complete		11/9/20 – Completed

Item	5
Subject	Director's Update
Date	23 rd September 2020
Author	Ian Lewis, Executive Director

Report Summary and Recommendation

The report outlines the activities of OSE since the last Board meeting and provide an update of the current financial position of the Partnership.

The Board are asked to

- Note the Programme update
- Note the SSF applications
- Confirm the priority order of reserve projects taken forward as part of the Get Building Fund Submission

Introduction

1. This report is in three parts:
 - General Updates
 - Productivity Strategy Progress
 - Finance Update

General Update

2. **Covid 19** – OSE have been continually capturing local intelligence and issues and feeding this into SELEP and other parts of Government to push for changes within the wide-ranging support packages that have been put in place. Since then **OSE with colleagues across South Essex have been developing a programme of recovery activity** and rolling out the Government support packages.
3. **ASELA**– OSE have provided support to the development of the Growth and Recovery Prospectus and project pipeline. **The prospectus was submitted to Government on the 31st July**. Since then work has been progressing with the project pipeline, and development of the delivery programme. Document can be found here: <https://www.thurrock.gov.uk/sites/default/files/assets/documents/asela-growth-recovery-prospectus-202007-v01.pdf>
4. **Thames Estuary Growth Board** – the **launch of the Thames Estuary Action Plan** on the 21st July (See: <https://thamesestuary.org.uk/>) has been very successful. Recruitment of the private sector Board Members has been completed, with first full meeting of the board on the 11th September. Work now progressing on a number of fronts, notably a high level summit taking place in the Autumn to explore the investment potential of hydrogen to support decarbonisation aims. The Board have also **agreed a set of principles they would wish to see incorporated in Freeport proposals** from the Estuary (See Appendix A). The development of the detailed work programme is also underway, alongside a full communications strategy.

5. **MHCLG Get Building Fund** - South Essex has been **successful in securing £16.2m** from the Get Building Fund. The projects to be supported are:
 - Better Queensway, Southend
 - Swan Modular Housing Factory, Basildon
 - Transport & Logistics institute, Grays
 - South Essex Local Full Fibre Network
 - Grays Shopping Centre Redevelopment
 - South Essex no Use Empty
 - Rocheway, Rochford
 - Labworth Car park modernisation, Canvey Island
6. **Skills Leadership Group** – we have been able to **secure additional resource to support the development of this group** which will now help us to move forward with our skills aims. The first meeting of the group will take place in October 2020.
7. **Kickstart** – The Government have announced the Kickstart programme which puts in place **6 month traineeships to help younger people gain experience** and get into work. We will be working to develop a South Essex scheme to deliver this

Programme Monitoring

8. At our last Board meeting we did not report on the South Essex Local Growth Fund programme due to the Covid 19 lockdown restrictions because reporting at this stage would have not captured the full implications. We are now in a position to understand the effect of the lockdown on projects and their delivery. A full update is included in Appendix B.
9. The main implications are that two of our projects are now not able to proceed. They are:
 - Tilbury Riverside – Given the time and funding constraints in the LGF programme and the impact of COVID the Council has concluded it is **unable to take forward the expansion of Tilbury Business Centre at this time** This decision is being shared with partners as soon as possible so that the funding can be reallocated to support another growth project in the SELEP area.
 - Forum 2 – **Regrettably Forum 2 is no longer considered to be viable in its current form** following concerns of both Southend Council and South Essex College regarding the impact of Covid19 and the costs, both capital and revenue, associated with the project. The college also has some uncertainties regarding the requirements for teaching space in light of recent events. It has been a difficult decision for the lead partners Southend Council and South Essex College, who recognised the increased risk around such a project at this time. The SELEP funding allocation will be returned to them for reallocation.
10. As mentioned in paragraph 5, we have secured £16.2m for projects across South Essex from the Get Building Fund announced by Government in July 2020. We will be reporting progress of these projects as part of the wider programme delivery report in Appendix B.
11. The Board also supported the development of the **Leigh Cockle Wharf** project in securing a Growing Places Fund loan at our meeting in June. The business case for this is under development and will be **submitted to SELEP for consideration at the February 2021 Accountability Board meeting**. This has been delayed due to difficulty with undertaking site inspections and bringing in consultants as a result of the Covid 19 restrictions.
12. The Board also supported the South Essex No Use Empty project for Growing places Loan funding. We are now progressing this using the Get Building Fund, with the

Business Case going forward for consideration by the Accountability board in November 2020.

SELEP Funds

13. There are two applications to the Sector Support Fund that SELEP will be considering in the near future. **These projects are being promoted by Visit Essex, and as such we are asked to provide our support alongside Success Essex.** They are:
- Rebuilding confidence and demand in the visitor economy - partners from Kent, Essex and East Sussex are proposing a significant programme to aid the recovery of the SELEP visitor economy. This package of support, set out in the milestones in section 14, will include major digital campaigns to drive off-season visits, increase consumer confidence and disperse visitors along with dedicated local campaigns to kickstart the 2021 season.
 - Gourmet Trails – this is a Discover England Fund (DEF) funded project that showcases England’s beautiful gardens and unique food and drink. Locations and organisations currently involved in the project include Kent, Essex, Hertfordshire, Cheshire and The Peak District and Derbyshire, with the addition of West Sussex and The RHS for this next phase. In light of Covid-19, Visit England have released additional funding to adapt existing projects to focus on the domestic market to drive the recovery of the visitor economy. It encourages visits to regions outside London over the winter to extend the season and capitalise on emerging trends for local, rural and experiential products. The application is to scale up the programme accordingly, and support broader marketing activity.

Get Building Fund Reserve projects

14. As part of the Get Building Fund submission the Board agreed a priority list of reserve projects. As business cases have been developed across the SELEP area for these projects, a number may find that they are no longer able to proceed as envisaged. It is therefore important that we have a prioritised list of reserve projects in place just in case we need to make changes. The board confirmed the following list during the prioritisation discussions in July 2020:

Project	Promoter	GBF Sought	Project Value
Social Properties as Energy Centres (SEH Flats Solar)	Southend on Sea	£1,200,000	£1,200,000
Laindon Place (High Street Improvements)	Basildon Council	£570,000	£570,000
Laindon Place Electrical Vehicle Charging Infrastructure	Basildon Council	£80,000	£80,000
Beechwood Village Phase North	Basildon Council	£100,000	£230,000
Beechwood Village Phase North	Basildon Council	£980,000	£980,000
Laindon Place Environmental Improvements	Basildon Council	£150,000	£150,000
Navigator Park Acquisition, Site Remediation and Enabling Works	Thurrock	£4,400,000	£24,300,000
Thames Enterprise Park	Thurrock	£2,276,250	£20,276,250

15. **The Board are asked to confirm the priority order of the above projects.**

Item	6
Subject	South Essex Recovery and Growth
Date	23 rd September 2020
Author	Ian Lewis, Executive Director

Report Summary

The Board are asked to discuss their role with the South Essex Growth and Recovery Plan, and the actions to take it forward.

Introduction

1. OSE have approved the South Essex productivity Strategy and its key objectives. At the last Board meeting in **June 2020 the Board reviewed the strategy in light of the challenges presented by the Coronavirus pandemic**. The Board agreed that it was important that our long term goals should remain, but shorter term interventions must focus on protecting the economy.
2. Using the Board feedback from our June meeting, The Productivity **Strategy has been reviewed and formed a key part of the South Essex Growth and Recovery Prospectus** which was submitted to Government in July 2020 (see: <https://www.thurrock.gov.uk/sites/default/files/assets/documents/asela-growth-recovery-prospectus-202007-v01.pdf>). The focus of the prospectus is:
 - South Essex is a place that is leading the way in economic recovery from the impact of COVID19
 - Recognition of the role and importance of the South Essex economy locally and to UK PLC
 - Demonstrate that levelling up that is required in order realise South Essex's full potential.
 - To show the significant opportunity for South Essex to create greater prosperity and quality of life
3. We now have the benefit of data from the last few months and are now in a position to understand the impact of the lockdown. **Further analysis has indicated that the following sectors in South Essex have seen the greatest economic impact:**
 - Accommodation and Food Service
 - Arts and Entertainment
 - Motor trade and sales
 - Construction
 - Transport
4. Projections **indicate a return to pre-covid employment levels by 2022**. Some of these sectors are recovering more quickly than others, We also need to be aware that there are areas where we are seeing high levels of furloughed employees, but low levels of local vacancies. This will be one to watch as the furlough programme is wound down over the autumn.
5. SELEP have put in place a page on their website for up to date data, which can be found here: <https://www.southeastle.com/our-strategy/economic-data-and-intelligence/>

6. At the June meeting of the OSE Board, the following areas of focus were identified as
- Aim to maintain our business base
 - Support retraining & career changes
 - Focus on maintaining employment
 - Apprenticeships and young people
 - Digital skills
7. A number of programmes are in place to support the areas identified in paragraph 6, but we still need to focus on what our investment priorities and projects are. **The Board are asked to identify their priorities and specific projects** that could be implemented to help deliver our aims. These projects can be either one off capital investments, or ongoing activity. **The Board should also consider where we see future opportunities developing.**
8. The ASELA programme is currently structured as below.
- | | |
|----------------------------|--|
| Economy | Grow Creative Industries, Grow Green
Technology Sector, Next Generation University &
Skills Hubs |
| Transport & Connectivity | Ultrafast Digital Network, Active Travel network,
Integrated Sustainable Transport |
| Infrastructure and Housing | Accelerate Housing Delivery |
| Climate and Environment | South Essex Estuary Park, Sustainable Energy
Programme |
| Vibrant Communities | Reinventing Town Centres, Covid 19 recovery |
9. The **Board are asked to identify projects and other activity within each of these areas that would enable us to move forward.** The Board may also consider priorities that sit outside the above. ASELA are putting place a structure to take forward the programmes outlined above. These programmes **will benefit from private sector input** to maintain a focus on the aims, but also bring in a business perspective. It is recognised that this will add value and rigour to the work as it develops. **The Board are asked to consider their role in supporting this**
10. ASELA have agreed to put in place a Recovery and Growth task force with the following priorities:
- Develop a series of co-ordinated campaigns to encourage residents and businesses to shop, work and learn within South Essex. This would help residents to understand what opportunities there are locally
 - Explore proposals to bring forward flexible workspace in town centres to capture those no longer commuting out of the area
 - Explore the potential for bringing redundant commercial premises back into productive use
 - Take the opportunity to develop a South Essex approach to inward investment
 - Explore how we can develop or scale up re-training opportunities
 - Make sure we are best placed as the implications of Brexit become known.

Discussion

11. The **Board are asked to consider the following**
- Does this approach address the needs you see for your business and the wider business community?
 - Does the wider programme (paragraph 8) and the more immediate action plan (paragraph 10) do what they need to do to help South Essex recover and grow?
 - What projects or areas of activity do you think should be in place to support these areas of activity?

Item 7

Subject SELEP Covid Recovery Programmes

Date 23rd September 2020

Author Ian Lewis, Executive Director

Report Summary

The Board are asked to review the programmes SELEP propose as part of the Covid Recovery Programme, and provide their feedback on the proposals

Introduction

1. At the SELEP Board meeting in June 2020, it was agreed to repurpose £4.4m of Growing Places Fund to create funds to support recovery from Covid 19. This was to be split £2m for a skills fund, with the remaining £2.4m for business support fund
2. Since then SELEP have worked with a range of stakeholders to create a series of programmes for providers to administer a range of grant support programmes for both skills and business support. Each one of the programmes will seek providers to provide the activity across the SELEP area.

Skills

3. The skills programmes are:

Programme	Type of activity	Values and outcomes	Timeline
Pathway to jobs in SELEP growth sectors	<ul style="list-style-type: none"> • Training specifically to get recently unemployed / redundant individuals into identified jobs in key sectors – collaborative approach with employers • Targeting construction, health, care, logistics, engineering, creative • To include wrap around support tailored to the individual • To include awareness raising of the sectors and increasing their attractiveness • Ability to agree change of sector focus according to government responses and changing market needs 	<p>£945,000</p> <p>3 x £315,000 contracts to cover different sectors as listed</p> <p>Minimum of 300 people supported into jobs</p>	As soon as possible due to current unemployment and end of furloughing

Programme	Type of activity	Values and outcomes	Timeline
Maximising jobs arising through the digital revolution	<ul style="list-style-type: none"> As digital jobs are cross cutting, this would offer training for digital roles across all sectors and for jobs such as coding, software development, web design and video production. Increased focus and demand due to COVID-19. To include element of raising awareness of the sector and increasing diversity. Collaborative approach with employers. Potential to work with National retraining Scheme team at DfE who are piloting digital boot-camps in other areas. 	<p>1 x £300,000 contract</p> <p>Minimum of 100 people supported into jobs</p>	October / November call
Digital Skills for all – kit and training	<ul style="list-style-type: none"> Getting kit and connectivity to those without it and where this is a barrier to training or employment High quality training to address the now universal requirement for basic digital skills, in virtually all roles. Such training could be offered to quite large cohorts and include collaborations with corporates to ensure maximum impact. Package to include training for those with no, some and more digital skills. Given evidence shows access likely to be lower in deprived areas, ensure districts with lower skills rates / higher unemployment are targeted as well as BAME groups and individuals with disabilities. 	<p>1 x £300,000 contract</p> <p>(£150,000 kit and connectivity, £150,000 basic digital training)</p>	October / November call
Innovative solutions to skills barriers	<p>Building on the success of the Delivering Skills for the Future' Tutor Bursary Programme, innovative approaches to addressing gaps that have arisen during Covid-19 and which are unlikely to be addressed through government funding. These would be subject to direction and support from the Skills Advisory Panel. Examples <i>could</i> include:</p> <ul style="list-style-type: none"> Online learning solutions to training for growth sectors Virtual training and work experience packages Support with apprenticeship levy transfer and accessing government incentives Supporting employers to access quality training provision and navigate the skills landscape 	<p>£375,000</p> <p>3 x £125,000 contracts (or more dependent on cost of each solution)</p>	November / December calls
Project management Contingency / leveraging additional government funding	<p>Shared Project Manager for Skills and Business Support pots. To enable effective monitoring, project management and reporting to the Board. Early conversations with government departments have illustrated that additional funding could be levered in if the LEP has match. Delegation to the CEO is therefore requested on use of funds for these purposes with certain conditions.</p>	£80,000	As required

Business Support

4. The Business Support Programmes are:

Programme	Type of activity	Values and outcomes	Timeline
Supporting the Visitor Economy	<p>Package 1: Visitor Economy winter resilience grant scheme</p> <ul style="list-style-type: none"> A grant scheme for visitor economy businesses that are in direct receipt of recognised business support/advice to innovate and remodel in order to survive the winter season For the purchasing of tools, equipment and trading approaches needed to adapt or innovate, and facilitating a COVID-19 secure environment To be complementary to the visitor economy component of the ERDF Visitor and Wider Economy Grant Scheme, on expiry of this funding (which is expected to be oversubscribed) and/or where VE business needs are ineligible Grant range of £1,000 - £3,000 	<p>£500,000</p> <p>Businesses safeguarded; Jobs safeguarded; Places supported to recover/regenerate; New evaluation methodology measuring impact and change to business models and behaviours</p>	Open call December 2020
	<p>Package 2: Rebooting the visitor economy</p> <ul style="list-style-type: none"> Design and provision of seasonal campaigns for visitor economy businesses, to rebuild consumer confidence and demand, creating an off-season/ year-round offer for business longevity To run in parallel with Visitor Economy reboot campaigns including the SSF project Rebuilding Confidence and Demand in the Visitor Economy To align with destination management campaigns, and promotion of tourism offers, such as Big Weekends, and Building on #RespectProtectEnjoy 	<p>£100,000</p> <p>Places supported to recover/regenerate by rebuilding the visitor economy season to increase footfall and customer spend.</p>	Open call February 2021
	<p>Package 3: Curation of place-based offers</p> <ul style="list-style-type: none"> A programme of 1-2-many and 1-2-1 support/ training to aid place-rebuilding, bringing together multiple businesses and organisations to curate a place-based offer and enable businesses to successfully re-open/ resume trading To facilitate a more holistic and innovative approach to supporting VE sectors including creative, cultural, hospitality and accommodation that are acclimatising to new trends and ways of working resulting from COVID-19 To align with High Street Fund and related sector/place-specific initiatives 	<p>£450,000</p> <p>Businesses safeguarded; Jobs safeguarded; Places supported to recover/regenerate by increasing footfall and customer spend; New evaluation methodology measuring impact and change to business models and behaviours</p>	Open call March 2021
Support for start-ups and pre-starts	<p>Package 1: Support programme for start-ups and pre-starts</p> <ul style="list-style-type: none"> A set-hour programme for cohorts of high-potential pre-starts and start-ups i.e. 	<p>£415,000</p> <p>Jobs created; Businesses created</p>	Open call January 2021

Programme	Type of activity	Values and outcomes	Timeline
	<p>those with potential to establish and scale-up quickly, providing 1-2-1 and 1-2-many support</p> <ul style="list-style-type: none"> To target the audience made redundant or unemployed post-furlough and/or as a result of COVID-19, providing learning, advice and mentoring To provide support to key sectors: construction, creative, digital, low carbon economy, life sciences/ healthcare, manufacturing and innovation The programme will seek a collaborative approach with similar programmes so as not to displace and to access and apply learning from others, such as audience and take-up demographics <p>Package 2: small grants for programme beneficiaries</p> <ul style="list-style-type: none"> A small capital and revenue grant scheme for referrals from Package 1 Grant range £500-£2,000 aligned to SEBBII New Enterprise Grant Scheme 	<p>Priority sectors supported to recover/ grow;</p> <p>£150,000</p> <p>Jobs created; Businesses created Priority sectors supported to recover/ grow</p>	
Digitising Business, supporting e-commerce and retail	<p>Package 1: Adapting to Digitisation</p> <ul style="list-style-type: none"> A programme of webinars, 1-2-many and 1-2-1 advice and diagnostics to businesses, to enable them to digitise To enable businesses to build online presence and competitiveness/ marketing, improve productivity, implement flexible working/ hybrid business models, and implement tools for associated mental wellbeing To include a targeted programme of support and mentoring for retail businesses looking to hybridise or commercialise online Aligned to the SELEP Skills Fund for cross-referrals with the proposed Digital Skills for All provision To successively follow the wider economy component of the Visitor and Wider Economy 100% grant scheme (ends February 2021) <p>Package 2: Grants for digitally enabling hardware/ software</p> <ul style="list-style-type: none"> Grant scheme for businesses accessing the Adapting to Digitisation programme, for purchasing new IT hardware/software on referral Scheme range £500 – £2,000 Enabling innovation through the adoption of new to business technology and approaches To successively follow the wider economy component of the Visitor and Wider Economy 100% grant scheme (ends February 2021) 	<p>£500,000</p> <p>Businesses safeguarded; jobs safeguarded; Behavioural change and innovation contributing to decarbonisation and a clean recovery; New evaluation methodology measuring impact and change to business models and behaviours</p> <p>£250,000</p> <p>Businesses safeguarded; jobs safeguarded; Behavioural change and innovation contributing to decarbonisation and a clean recovery</p>	<p>Open call February 2021</p> <p>Open call February 2021</p>

Programme	Type of activity	Values and outcomes	Timeline
Business Support Fund management resource	<ul style="list-style-type: none"> To project manage BSF administration and contract delivery 	£35,000	As required

Discussion

- The **Board are asked to review and comment on the scope of both of these programmes** in the context of how they will support recovery across South Essex. The board may also have a view on:
 - How do we ensure the right coverage of these programmes across the whole SELEP area
 - Given discussion elsewhere on the Agenda for this meeting, does the Board consider that these programmes address South Essex needs and priorities

Item	8
Subject	South Essex Inward investment
Date	23 rd September 2020
Author	Ian Lewis, Executive Director

Report Summary

This is a paper which will seek the views from the Board in shaping Inward Investment activity in South Essex.

Introduction

1. Work is underway to **consider how South Essex promotes itself for investment**. This will be for promoting opportunities for businesses currently in South Essex for them to stay and grow, but also to attract new businesses into the area.
2. Invest Essex, the inward Investment organisation covering Essex, Southend and Thurrock has been wound up which means that this route for investment enquiries is no longer available. This presents an opportunity to consider what an inward investment function should do for South Essex.
3. This **paper is a discussion prompt to seek the views of the OSE Board**.

Discussion Points

4. South Essex has a number of strengths which create a compelling proposition:
 - Proximity to London, and south east and eastern regions
 - Excellent connectivity via road, rail, sea and air
 - Opportunities for development
 - Very competitive land/property values
 - Strong quality of life offer
 - Entrepreneurial spirit
5. Challenges for an Investment Function
 - The agents active in the area are already undertaking a range of promotion activity. What is the added value that an inward investment function could bring?
 - We should not seek to replicate or duplicate existing structures, particularly the market, but look to how we can amplify this
 - South Essex does not have a clear proposition to market
 - If a big step change in offer or a desire to attract particular occupiers is being pursued, South Essex will need to consider how we might provide additional incentive above inherent attributes to land the investment.
 - Any function must provide a clear single voice and point of contact, representing all of South Essex
 - We need to develop an opportunity pipeline from within our existing companies – this will take time
 - How do we cover the costs of an Inward investment function?

- How do we make sure senior individuals with the contacts and networks to land inward investment opportunities are fully engaged?
6. Potential Short Term Actions and Opportunities
 - Short to medium term response to the Covid 19 recovery and potential new reality with lower levels of commuting into London – develop an offer that responds to this
 - Work with our larger businesses who may be seeking to shorten supply chains and have suppliers located more closely to improve resilience – develop an offer that responds to this
 - Work with existing businesses to keep them in South Essex, and help to secure re-investment when businesses do restructure
 - Develop a range of initial opportunities (both new build and existing sites) – be market led on this in the first instance
 - Need to work with our local businesses to ensure we retain and grow them
 - Get behind existing development opportunities and develop a pipeline
 - Work with the private sector to establish and develop a South Essex offer which responds to the needs of our businesses
 - Explore how we might secure a couple of large new businesses to South Essex as a catalyst, and the supply chain opportunities they may bring
 - Be best placed to develop opportunities in the run up to Brexit, and after.
 7. An Inward Investment function needs to, as a minimum:
 - be credible
 - have a clear proposition and offer
 - establish strong relationships – Department for International Trade, intermediaries (local, regional and national)
 - be responsive to all enquiries
 8. In addition to the above, and depending on the level of resource available, the function could also offer the following:
 - ‘Soft landing’ function to offer short term flexible space, networking opportunities and support through bedding in
 - Project management – support the development of investment opportunities such as helping with introductions to local authorities and accessing local professional advice
 - Introductions and links to local business support
 - Lead networking and other events amongst intermediaries to help them promote the region
 9. **The Board are asked to share their views around what they consider to be the key functions and roles needed in South Essex to promote investment from our existing businesses as well as attracting new.**