



**European Union**

European Structural  
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**European Structural and Investment Funds  
2014 - 2020**

**Growth Programme for England**

**Leicester and Leicestershire Enterprise Partnership (LLEP)  
ESI Funds Sub-Committee**

**Minutes of meeting held 20<sup>th</sup> June 2019  
At Town Hall, Tea Room, Leicester**

**Agenda:**

1. Welcome, Introduction and Apologies
2. Declarations of interest
3. Minutes of 11<sup>th</sup> February 2019 meeting and progress of actions:
  - Agreement to minutes
  - Update on actions where appropriate
4. Written Procedures Update
5. ESIF Management Information Reports
  - 5.1 **ERDF** – Heather Roythorne-Finch
  - 5.2 **EAFRD** – Chris Franklin
  - 5.3 **ESF** – Jay Kara
6. ERDF Full Applications
  - a. Leicestershire Growth Hub
  - b. LLEP Digital Business Growth 2
7. ESF Application
  - Open Call for Investment Priority 2.1: Skills for Sector Led Growth – Ref OC21S18P1068
  - a. Futures for Business SLG
8. Leicester Technical Assistance Equalities and Sustainabilities Implementation Plans
9. AOB and Close

## **1. Welcome, Introduction and Apologies**

1.1. Chair (MR) noted apologies and welcomed members to the meeting.

1.2. Apologies are noted at annex B, along with the list of attendees.

## **2. Declarations of Interest**

2.1. Declarations of Interest are noted below with each project discussed.

## **3. Minutes of 11<sup>th</sup> February 2019 meeting and progress of actions**

3.1. Minutes of the last meeting held on 11<sup>th</sup> February 2019 were agreed.

3.2. Actions of the previous meeting were reviewed and are recorded at Annex A.

## **4. Written Procedures Update**

4.1. HRF gave an update as follows:

### **4.2. ESF**

4.2.1. Building Better Opportunities Phase 2 – 3 responses received, 2 in support, 1 declaring an interest with concerns.

### **4.3. ERDF**

4.3.1. Internationalising SMEs – 3 responses received in support.

4.3.2. Oxford Innovation Services Ltd (Manufacturing Growth programme Phase 2) – 3 responses received in support.

4.3.3. Better Off In Business Phase 2 – 2 responses received in support.

4.3.4. Supporting PRoductivity INnovation and Growth (SPRING) – 3 responses received in support.

4.3.5. Growing Enterprise – 1 response received in support.

4.3.6. June 2019 Call Value – 2 responses received in support.

4.3.7. June 2019 Call Templates – 2 responses received in support.

4.3.8. Leicester Innovation Accelerator value – 2 responses received in support.

4.4. Based on responses received in support and nil responses being taken as endorsement, all projects are proceeding in line with recommendations.

## **5. ESIF Management Information Reports**

### **5.1. ERDF**

5.1.1. HRF presented the papers and apologised that the ERDF MA Report was not included in the original set of papers. N+3 remains the focus with a target for the Midlands of £350m ERDF to be paid by October 2019. This is on track to be

achieved based on the amount contracted and efforts are being put into issuing grant funding agreements and paying claims.

- 5.1.2. Calls for Priority Axes 1, 2, 3 and 4 are due to go live in June 2019 and close on 30<sup>th</sup> September 2019, with the aim of successful projects being contracted by November 2020. Any funds remaining in the LLEP pot would then go into a national reserve fund. Projects can deliver until June 2023.

## 5.2. EAFRD

- 5.2.1. CF presented the paper and explained that, of the LLEP Notional allocation of £3m, there is a potential to commit between £1.7m and £2.5m. All full applications are expected by the end of December 2019, when these figures will be crystallised. Projects need to be contracted by December 2020 in order for claims to be received by December 2021 to contribute to the N+1 target. The timescales mean that there is not enough time for LEP-area based calls, therefore RPA are looking to move to the national reserve as quickly as possible. Calls are to be published September 2019 with the aim of contracting by September 2020, allowing projects one year to deliver and claim.

- 5.2.2. Members agreed that this seems to be the best way forward and this approach does not disadvantage rural Leicestershire businesses.

## 5.3. ESF

- 5.3.1. JK presented the paper and noted that there is no MI pack this time as a new format is being developed, incorporating feedback from ESIF Sub-Committees. This will be shared when available, either by written procedures or at the next meeting.

- 5.3.2. The key figures are that the LLEP notional allocation of £57m is 81% committed, including YEI and ESFA extensions but not including the National Lottery Community Fund (formerly Big Lottery Fund) extension request (£4.27m) which is currently in appraisal.

- 5.3.3. There are plans for around £4.8m remaining in the PA2 allocation.

**Action: MLH to draft a call planning paper to be submitted to the ESIF Sub-Committee via written procedures outlining the call proposals for the remaining ESF PA2 allocation.**

- 5.3.4. JK explained that as part of the Reserve Fund LEP areas will still have the opportunity to draw down funds for ESF calls and that the ESF MA will also publish national calls to address any performance gaps.. The current call schedule runs to December 2019 and the Reserve Fund is due to start in September 2019 for those areas who have identified un committed funds. There will be a national call for Youth Employment Initiative (YEI) for around £80m which is expected to be published at the end of June.

- 5.3.5. In response to the EU Commission audit recommendation the ESF MA have moved to online applications through E-claims since April 2019. Members were advised that the full template form is still available to view on gov.uk for those wishing to view and complete the form offline prior to online submission. Applicants

should receive an automatic reply as a receipt once the application has been successfully submitted.

## **6. ERDF Full Applications**

### **6.1. Leicestershire Growth Hub**

6.1.1. HRF presented the project which is a request from Leicester City Council for £3,968,352 ERDF. There were Declarations of Interest from DB, CB and JI. See annex C for further detail.

### **6.2. LLEP Digital Business Growth 2**

6.2.1. HRF explained that this is going to the MHCLG decision making group week commencing 24<sup>th</sup> June 2019 and the paper will be circulated to members by written procedures once a decision has been made.

## **7. ESF Application – Open Call for Investment Priority 2.1: Skills for Sector Led Growth – Ref OC21S18P1068**

### **7.1. Futures for Business SLG**

7.1.1. JK presented the paper which is a request from Futures Advice, Skills and Employment for £206,748 ESF. There were no Declarations of Interest. See Annex C for further detail.

## **8. Leicester Technical Assistance Equalities and Sustainabilities Implementation Plans**

8.1. MLH presented the Implementation Plans which are shared with the Sub-Committee annually for information around activity taking place and requirements for projects regarding Equalities and Sustainabilities. The Plans demonstrate what is being and will be done and are starting to highlight case studies. Members asked about progress against indicators but these are collected nationally, not at LEP level. Members also asked whether it was possible to contact project delivery organisations to have a closer look at what is being done and whether any support could be given. Further discussions will take place between members and organisations.

## **9. AOB and close**

9.1. Members requested that information is provided regarding what difference projects are making to equal opportunities and environmental sustainability. It was noted that as a Sub-Committee it is only possible to consider what is within the Terms of Reference and what data is available, but impacts on equal opportunities and environmental sustainability are scrutinised as part of full applications and are monitored. There is some ongoing work around lessons learnt and how to monitor the impact of funds, but it is acknowledged that inclusive growth is a key aim.

9.2. HRF proposed to move the next meeting from 12<sup>th</sup> September until the end of October to allow discussion of ERDF outline applications from the June call. Members agreed so HRF will circulate proposed dates to Managing Authority and LEP colleagues for agreement before informing members.

**Action: HRF to circulate proposed dates in late October for the next meeting to Managing Authority and LEP colleagues before informing members of the agreed date.**



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## **Annex A**

### **LLEP Area ESI Funds Sub-Committee – Actions Log**

<b>Agenda item no.</b>	<b>Action</b>	<b>Action Assigned to</b>	<b>Status</b>	<b>Notes</b>
<b>From 11<sup>th</sup> February 2019 – LLEP Area ESI Funds Sub-Committee Meeting</b>				
5.2.2	<b>AK to provide an update at the next ESIF Sub-Committee meeting regarding each of the 11 full applications received to date, including name, applicant organisation, amount and a comment on progress.</b>	AK/CF	Open	CF explained that DEFRA are unable to share project details due to risk of GDPR non-compliance as individuals could be identified from the business name and location and have not given consent for this information to be shared. Instead RPA could write to applicants to let them know about available support. RPA are considering changing the application declaration regarding sharing data prior to contracting, along with a data sharing agreement between DEFRA and MHCLG. Members are keen to offer support to applicants and it was noted that meeting papers are published. This action will remain open for further discussion.
5.3.3	<b>MLH to draft a call planning paper to be submitted to the ESIF Sub-Committee via written procedures outlining the call proposals for the remaining ESF PA2 allocation.</b>	MLH	Open	

9.2	<b>HRF to circulate proposed dates in late October for the next meeting to Managing Authority and LEP colleagues before informing members of the agreed date.</b>	HRF	Open	
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## **Annex B Attendee List**

### **LLEP ESI Funds Sub-Committee 20<sup>th</sup> June 2019 meeting**

#### **Co-Chair:**

<b>Name</b>	<b>Sector/Organisation Representing</b>
Mandip Rai (MR)	LLEP - Chair

#### **Sub-Committee Members:**

<b>Name</b>	<b>Sector/Organisation Representing</b>
Caroline Boucher (CB)	Leicestershire County Council
Louise Richardson (LR)	Rural
Joe Allen (JA)	Equalities
Joanne Ives (JI)	Leicester City Council
James Smalley (JS)	Voluntary and Community Sector
Jennifer Thomas (JT)	Business Representative
Ljiljana Marjanovic-Halburd (LM)	Environment – Low Carbon
Diane Beresford (DB)	Education & Skills
Anna Dodd (AD)	Environmental – Reference Group

#### **Others in attendance (non-members – including secretariat):**

<b>Name, title and organisation</b>	<b>Sector/Organisation Representing</b>
Heather Roythorne-Finch (HRF)	Managing Authority (MHCLG)
Mary Louise Harrison (MLH)	LLEP
Chris Franklin (CF)	Managing Authority (RPA on behalf of DEFRA)
Jay Kara (JK)	Managing Authority (DWP)
Nicola Groom (NG)	Managing Authority (MHCLG) - Secretariat

#### **Apologies:**

<b>Name, title and organisation</b>	<b>Sector/Organisation Representing</b>
Kevan Liles (KL)	Voluntary and Community Sector
Kevin Allen-Khimani (KA)	Voluntary and Community Sector
Helen Donnellan (HD)	Higher Education

## Annex C: Summary of projects considered by members at full application stage

<b>Project Name</b>	Leicestershire Growth Hub	<b>Total project cost</b>	£7,943,351
<b>Applicant</b>	Leicester City Council	<b>ERDF request</b>	£3,968,352
<b>Summary of the Discussion</b>  Members agreed that the project offers a good strategic fit and that there were no significant changes since the outline application. The project is effectively aligning two successful projects over time.			
<b>Advice from the Sub Committee</b>  Members agreed that the project offers good strategic fit and were happy for the project to proceed.			
<b>Any conditions suggested</b>  None			

<b>Project Name</b>	Futures for Business SLG	<b>Total project cost</b>	£413,496
<b>Applicant</b>	Futures Advice, Skills and Employment	<b>ESF request</b>	£206,748
<b>Summary of the Discussion</b>  Members agreed that the full application addresses the concerns raised at outline. The project meets the call requirements and offers good strategic fit and value for money.			
<b>Advice from the Sub Committee</b>  Members agreed that the project offers good strategic fit and were happy for the project to proceed.			
<b>Any conditions suggested</b>  None			