



# **GREATER BRIGHTON ECONOMIC BOARD**

**10.00AM  
21 APRIL 2015**

**RICHMOND ROOM, WORTHING**

## **AGENDA**

## **FIRE / EMERGENCY EVACUATION PROCEDURE**

**If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:**

- **You should proceed calmly; do not run and do not use the lifts;**
- **Do not stop to collect personal belongings;**
- **Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and**
- **Do not re-enter the building until told that it is safe to do so.**

The Brighton & Hove Economic Board actively welcomes members of the public and the press to attend its meetings and details of the meetings and forthcoming agendas can be found on the various partner bodies' websites.

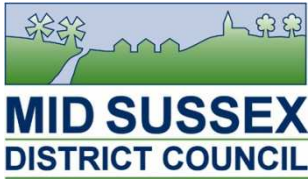
Agendas and minutes are published on the City Council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

If you have any queries regarding this, please contact the Head of Democratic Services or the designated Democratic Services Officer listed on the agenda.

For further details and general enquiries about this meeting contact John Peel, (01273 291058, email [john.peel@brighton-hove.gov.uk](mailto:john.peel@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk).

Date of Publication - Monday, 13 April 2015



Title:	<b>Greater Brighton Economic Board</b>
Date:	<b>21 April 2015</b>
Time:	<b>10.00am</b>
Venue	<b>Richmond Room, Worthing</b>
Members:	<p><b>Councillors:</b> J Kitcat (Chair), Blackman, Humphreys, Parkin, G Theobald and Wall</p> <p><b>Business Partners:</b> Trevor Beattie, Monica Box, Prof. Julian Crampton, Prof. Michael Davies, Peter Davies, Dean Orgill, John A. Peel and Andrew Swayne</p>
Contact:	<p><b>John Peel</b> Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk</p>



**University of Brighton**



# Greater Brighton Economic Board

**Penny Thompson**  
CE - BHCC

**Councillor Jason Kitcat**  
(Chair)

**Geoff Raw**  
BHCC

**Nick Hibberd**  
BHCC

**Nazeya Hussain**  
LDC

**Hamish Walke**  
MSDC

Lawyer

Secretary to the Board - BHCC

**Councillor Geoffrey Theobald**  
BHCC

**Councillor Rob Blackman**  
LDC

**Jenny Rowlands**  
CE - LDC

**Councillor Daniel Humphreys**  
WBC

**Alex Bailey**  
CE - WBC/ADC

**Councillor Neil Parkin**  
ADC

**Scott Marshall**  
WBC/ADC

**Councillor Garry Wall**  
MSDC

**Kathryn Hall**  
CE - MSDC

**Andrew Swayne**  
Chairman A&W Business Partnership

**Dean Orgill**  
Chairman B&H Business Partnership

**John A Peel**  
Chairman C2C LEP

**Peter Davies**  
Chairman CWS Partnership

**Prof. Julian Crampton**  
Vice-Chancellor UoBtn

**Prof. Michael Davies**  
Deputy Vice-Chancellor UoSx

**Monica Box**  
FE Rep

**Trevor Beattie**  
SDNPA

Ian Parkes

Caroline Wood

Chris Baker

Public Seating



Press



**AGENDA**

**Part One**

**Page**

---

**10AM- 11AM GREATER BRIGHTON ECONOMIC BOARD MEETING**

**37 PROCEDURAL BUSINESS**

**1 - 2**

Procedural matters pertaining to the meeting of the Board (copy attached).

**38 MINUTES OF THE PREVIOUS MEETING AND ANY ACTIONS**

**3 - 10**

To consider the minutes of the previous meeting held on 13 February 2015 (copy attached).

**39 CHAIR'S COMMUNICATIONS**

**40 GREATER BRIGHTON INVESTMENT PROGRAMME UPDATE**

**11 - 44**

Report of the Chair, Greater Brighton Officer Programme Board (copy attached).

**41 GREATER BRIGHTON ECONOMIC BOARD OPERATIONAL ARRANGEMENTS FOR 2015/16**

**45 - 70**

Report of the Chair, Greater Brighton Officer Programme Board (copy attached).

**42 PRESENTATION ON NEWHAVEN INVESTMENTS STRATEGY**

**CLOSE OF PUBLIC MEETING**

**11.20AM- WORKSHOP ON THE GREATER BRIGHTON AND COASTAL WEST SUSSEX BACKGROUND PAPERS ON ECONOMY TRANSPORT & HOUSING**



### 37. PROCEDURAL BUSINESS

**(a) Declaration of Substitutes:** Where Members of the Board are unable to attend a meeting, a designated substitute for that Member may attend, speak and vote in their place for that meeting.

**(b) Declarations of Interest:**

- (a) Disclosable pecuniary interests not registered on the register of interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

**(c) Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

***NOTE:*** Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

*A list and description of the exempt categories is available from the Secretary to the Board.*





**GREATER BRIGHTON ECONOMIC BOARD**

**2.00pm 13 FEBRUARY 2015**

**CONFERENCE SUITE, TRIANGLE LEISURE CENTRE, BURGESS HILL**

**MINUTES**

**Present:** Councillor J Kitcat (Chair), Councillor Beresford, Councillor Blackman, Councillor Humphreys, Councillor G Theobald

**Business Partners:** Chris Baker, Ian Carter, Peter Davies, John A. Peel, Dean Orgill

**PART ONE**

**26 PROCEDURAL BUSINESS**

**26a Declarations of substitutes**

26.1 Councillor Beresford was present as substitute for Councillor Parkin.

26.2 Chris Baker was present as substitute for Prof. Crampton.

26.3 Ian Carter was present as substitute for Prof. Davies.

**26b Declarations of interests**

26.4 There were none.

**26c Exclusion of the press and public**

26.5 In accordance with Section 100A of the Local Government Act 1972 ("the Act"), the Board considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A (3) of the Act.

26.6 **RESOLVED** - That the press and public be excluded from the meeting during consideration of the items contained in part two of the agenda.

**27 MINUTES OF THE PREVIOUS MEETING AND ANY ACTIONS**

26.1 **RESOLVED-** That the minutes of the previous meeting held on 14 October 2014 be approved and signed as the correct record.

- 26.2 As a matter arising, Councillor Theobald asked for an update on Brighton City College.
- 26.3 Nick Hibberd clarified that the development was still progressing, the establishment of a Project Board was underway and that the business case had been approved by the LEP.
- 26.4 John A. Peel updated Board Members that the next round of the Growth Deal had seen £17m awarded for improvements to the A2300, £10m toward a new station at Gatwick Airport (irrespective of any decision on a new airport), £8m toward a technology centre in Burgess Hill and a further £4m for smaller projects in east Surrey.

## 28 CHAIR'S COMMUNICATIONS

- 28.1 The Chair provided the following communication:

*The Coast to Capital Local Enterprise Partnership has agreed an expansion to its Growth Deal with the Government which will see an extra £35.8m invested in the Coast to Capital area between 2016 and 2021. This is in addition to the £202.4m of funding committed by the Government on July 2014.*

*The additional proposed projects include improvements to the A2300 Burgess Hill Link Road relieving congestion and unlocking up to 3,000 new homes and 5,000 jobs.*

*Other projects that have received funding include the redevelopment of the railway station at Gatwick Airport, a projects in Oxted, Caterham, Leatherhead and Epsom.*

*The Launch of the Digital Catapult, Brighton will be on the evening of the 12th March and all members of the Greater Brighton Economic Board will be invited to join the Coast to Capital LEP and the National Digital Catapult for the Launch event. The Digital Catapult Centre Brighton will be located in the city of Brighton & Hove and will work across the whole Coast to Capital region which includes West Sussex, the Gatwick Diamond, Croydon, Lewes and Brighton & Hove.*

*The Digital Catapult Centre Brighton will provide a place where start-ups and small businesses in the creative and technology sectors can develop and showcase their digital ideas and products. They will also be able to use it to connect and collaborate with larger businesses, universities and public sector organisations. The centre will also be connected to two additional centres planned for Bradford and Sunderland, and also with the Digital Catapult Centre London.*

*Projects undertaken at the Centre will be led by Coast to Capital LEP in collaboration with the core delivery partners - the University of Brighton and Wired Sussex. They will focus specifically on encouraging innovation and value from real-time and location-based data (the Internet of Place). Other project partners include American Express, Brighton & Hove City Council and Gatwick Airport.*

## 29 PRESENTATION - UNDERSTANDING THE GREATER BRIGHTON CITY REGION ECONOMY

- 29.1 The Board considered a presentation from Nathaniel Litchfield & Partners requested to provide an evidenced based review of the city region economy, city region housing

market, city region transport system. The presentation included analysis of shared themes and suggestions of next steps based on the findings. The presentation would be followed by a formal report presented to a future meeting.

- 29.2 Councillor Theobald commended the achievement in bringing five authorities to work together as a Board and stated it the importance of a linked up approach in decision making going forward.
- 29.3 Councillor Blackman asked if there was any information available on average travel times for people commuting to work via cycle and those travelling by bus.
- 29.4 The representatives from Nathaniel Litchfield & Partners clarified that whilst there were many contributing factors and no clear data, their study appeared to indicate that people travelling to work by bicycle had an average journey time of thirty minutes and those travelling by bus an average journey time of forty to forty five minutes.
- 29.5 The Chair stated that he believed the Greater Brighton region was in a unique position in terms of the composition of its authorities and diverse geography and was an opportunity to be pressed.
- 29.6 Representatives from Nathaniel Lichfield & Partners commented that the next step would be to produce a draft report that would be circulated to all partners for comment with the final report submitted to an upcoming meeting.
- 29.7 **RESOLVED-** That the presentation be noted.

### **30 UPDATE ON INVESTMENT PROGRAMME**

- 29.1 The Board considered a report that provided a progress update on the Greater Brighton Investment Programme that was progressing to time, budget and quality with no major issues to report.
- 29.2 Councillor Theobald enquired to progress made on the development at Circus Street.
- 29.3 Nick Hibberd clarified that work was on track with demolition scheduled before the summer and construction beginning at the end of the summer.
- 29.4 **RESOLVED-** That the report be noted.

### **31 NEXT STEPS FOR OUR VIBRANT CITY REGION ECONOMY**

- 25.1 The Board considered a report that proposed the next steps for the Greater Brighton Economic Board that were focused on developing the City Region's long-term economic priorities and goals, exploring options for new delivery models for services relating to economic development and growth and ensuring that the City Region partners continued to have the capacity to deliver.
- 25.2 The Chair stated that whilst he acknowledged the issue was one of sensitivity and a difficult topic, he was of the view that the City Region would be presented with the

opportunities to make bids for devolution and now was the time to undertake the work to ensure the region was in the best position it could be when that came about.

- 25.3 Councillor Blackman stated that he supported devolution but thorough stakeholder's analysis would certainly be required as a fundamental part of progression to this end.
- 25.4 Councillor Wall stated that the timetable may need to be adjusted as there would naturally be a delay in progress due to the upcoming local elections. Councillor Wall urged that work on the matter not be rushed and that it represented good value for money.
- 25.5 Jenny Rowlands stated that she felt it would be productive for the leaders of each authority to hold discussions on the matter.
- 25.6 The Chair stated that he felt it important that draft proposals be produced in order for that discussion to be facilitated.
- 25.7 Councillor Theobald stated that there need to be a shared vision on the matter as it would be a sensitive issue for some areas.
- 25.8 Nick Hibberd stated that it was intended to pause on the matter ahead of the elections in May. However, there would need to be some informal work undertaken and whilst he was mindful of not rushing proposals, there was a need to press ahead.
- 25.9 Councillor Humphreys welcomed this update for allaying his concerns as he felt there was certainly a need to report after the national and local elections in May.
- 25.10 Dean Orgill asked if business would be requested for input on the matter.
- 25.11 Nick Hibberd stated that there would be no specific engagement on this piece of work as there were no direct implications but that the report would be circulated to partners including the Brighton & Hove Business Partnership.
- 25.12 John A. Peel stated that it was important to establish a way forward but Board Members would have discretion over when the policy proposals would be pitched.
- 25.13 Councillor Blackman asked if a member oversight group would be established.
- 25.14 Geoff Raw stated that this was a helpful selection and consideration could also be given to a meeting between stakeholders, businesses and elected members.
- 25.15 **RESOLVED-** That the Greater Brighton Economic Board:
- (1) Develops, in consultation with stakeholders, the City Region's long-term economic priorities and goals, building on the evidence base relating to the City Region's economy, housing market and transport system that is currently being developed by Nathaniel Lichfield & Partners (NLP).
  - (2) Develops draft policy proposals for a coherent and sensible devolution proposition for the City Region, which supports the delivery of the long-term economic priorities and

goals and ensures that the Greater Brighton local authorities are best able to collaborate to maximise economic development and regeneration.

- (3) Assesses and recommends options for the most effective delivery model for the services relating to the City Region's economic growth, including the possible identification of additional shared services and the appraisal of different models of service delivery, to ensure that the Greater Brighton partners have the continued capacity to deliver.

## **32 COAST TO CAPITAL EUROPEAN STRUCTURAL & INVESTMENT FUNDS 2014 – 20**

32.1 The Board considered a report that provided an update on European Structural & Investment Fund (ESIF) funding in the Coast to Capital Local Enterprise Partnership (C2C LEP) area including a summary of the thematic priorities, match funding requirements and likely timescales. The report also provided information on the C2C ESIF Committee and sought a Greater Brighton representative and alternative to be nominated to sit on the Committee. The report was supplemented with a presentation.

32.2 John A. Peel added that the issue was a complex one. Coast to Capital as an area would not be making decisions and instead would make recommendations to central government for endorsement. Furthermore, there would be a very short timeframe to work to as progressed had been significantly delayed by a misunderstanding from the EU regarding the format of LEP's.

32.3 **RESOLVED-** That the Greater Brighton Economic Board:

- (1) Notes the update on the C2C ESIF Programme;
- (2) Agrees the nomination of the Chair of the Brighton & Hove Economic Partnership as the Greater Brighton representative on the C2C ESIF Committee;
- (3) Agrees the nomination of the Director of the Shoreham Port Authority as the Greater Brighton alternate on the C2C ESIF Committee, and;
- (4) Agrees to task the Greater Brighton Officer Programme Board with continuing to develop a pipeline of ESIF projects, working with partners in Greater Brighton and across the wider C2C LEP area.

## **33 THE BIOSPHERE BOARD AND DEVELOPING THE RURAL ECONOMY**

33.1 The Board considered a report that sought approval for establishing a formal link between the Greater Brighton Economic Board and the Biosphere Board to better integrate environmental and socio-economic objectives for the City Region.

33.2 John A. Peel stated his support for the proposal however; he was concerned that there was an absence of direct input from the farming sector to the Biosphere Partnership.

33.3 Nick Hibberd stated that he would raise this issue with the Partnership.

33.4 **RESOLVED-** That the Greater Brighton Economic Board:

- (1) Notes the importance of designated Biosphere status to the City Region economy and to promoting the sustainable economic growth of the City Region;
- (2) Requests that the proposed transitional shadow Biosphere Board takes forward a programme of work that seeks to maximise the economic benefits of Biosphere status alongside its environmental and social objectives;
- (3) Asks the shadow Biosphere Board to develop a pipeline of projects that support Greater Brighton's sustainable economic growth, and;
- (4) Considers the opportunity that Biosphere status represents in becoming the overarching 'brand identity' for the area; to drive sustainability, economic development (especially tourism), local civic pride, and applied research and development.

**34 SUPER CONNECTED CITIES PROGRAMME: EXTENSION OF BROADBAND VOUCHER SCHEME**

34.1 The Board considered a report that outlined proposals to extend the boundary of the Broadband Voucher Scheme to incorporate urban areas and business clusters of the Greater Brighton City Region subject to the agreement of Broadband Delivery UK.

34.2 Councillor Wall asked if the proposal would include Haywards Heath and East Grinstead.

34.3 Nick Hibberd stated that the assessment was based on postcodes and these could be put forward.

34.4 Councillor Blackman stated that he had a number of proposals for urban districts and that he would qualify eligibility with Nick Hibberd subsequent to the meeting.

34.5 **RESOLVED-** That the Greater Brighton Economic Board:

- (1) Agrees to the extension of the Broadband Voucher Scheme, to include the urban areas and business clusters of the Greater Brighton City Region, as outlined in Section 3.9 of this report, and;
- (2) Supports Brighton & Hove City Council (BHCC) in seeking agreement from BDUK to extend the boundary of the Scheme, as part of the wider Greater Brighton Investment Programme, which aims to deliver a vibrant City Region economy.

**35 PART TWO MINUTES OF THE PREVIOUS MEETING**

35.1 **RESOLVED-** That the Part Two minutes of the previous meeting held on 14 October 2014 be approved and signed as the correct record.

**36 PART TWO PROCEEDINGS**

- 36.1 **RESOLVED-** That the Part Two minutes of the previous meeting remains exempt from disclosure to the press and public.

The meeting concluded at 3.30pm

Signed

Chair

Dated this

day of





<b>Subject:</b>	<b>Greater Brighton Investment Programme Update Report</b>		
<b>Date of Meeting:</b>	<b>21 April 2015</b>		
<b>Report of:</b>	<b>Chair, Greater Brighton Officer Programme Board</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Nick Hibberd</b>	<b>Tel: 29-3756</b>
	<b>Email:</b>	<a href="mailto:nick.hibberd@brighton-hove.gov.uk">nick.hibberd@brighton-hove.gov.uk</a>	
<b>LA(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT:**

- 1.1 This report provides the Greater Brighton Economic Board ('the Board') with a progress update on the Greater Brighton Investment Programme ('the Programme').
- 1.2 The period covered by this report is 16 February to 31 March 2015.

**2. RECOMMENDATIONS:**

- 2.1 The Board is asked to note the contents of this report.

**3. PROGRAMME HIGHLIGHTS:**

- 3.1 The Programme Dashboard and Reporting Book that are attached as Appendix 1 and 2 provide an overview of each project contained within the Programme and their current statuses.
- 3.2 The Programme is progressing to time, budget and quality and there currently are no major issues to report to the Board.

**Brighton Digital Exchange**

- 3.3 Work on site at New England House to build the Digital Exchange is nearing completion – fibre cabling has been installed throughout the building and the host room has been established.

**Brighton Digital Catapult**

- 3.4 The Digital Catapult was launched at New England House on 12 March 2015 and the collaboration agreement has been signed.

**Superconnected Cities Programme (Broadband Voucher Scheme)**

- 3.5 The Scheme has now been extended to cover the business clusters and urban areas of the Greater Brighton City Region. To date, 6 vouchers have been offered to companies in Shoreham, Southwick, Lancing and Burgess Hill.

- 3.6 Both the Coast to Capital Local Enterprise Partnership and Broadband Delivery UK have agreed to the further extension of the Scheme to cover the whole Coast to Capital area (excluding Croydon). Brighton & Hove City Council, as the Accountable Body, is in the process of finalising the formal paperwork with Broadband Delivery UK, in readiness for a formal launch in April 2015.

### **Advanced Engineering Centre**

- 3.7 Project Managers have been appointed and a Project Board meets regularly. A project plan to cover the funding period is in place, as is a detailed risk register.
- 3.8 Draft design proposals are currently being prepared. A planning application is due to be submitted in May 2015.

### **Newhaven Flood Alleviation Scheme**

- 3.9 Draft outline design options for the defences along the east and west banks of Newhaven have been prepared and on 09 and 13 February 2015 the Environment Agency held two exhibitions at the Hillcrest Centre to ask the public for their views on these options. Over 80 people attended the exhibitions and gave valuable and positive feedback. The Environment Agency is currently creating a summary report of the feedback that was received.
- 3.10 Site surveys (topographical, ground conditions and ecological) have or will be starting on site imminently.
- 3.11 To ensure spend, work to safeguard the delivery of the accelerated elements is on-going. These 'quick wins' are the University Technical College, the west bank and Network Rail.
- 3.12 The timetable for the works can be summarised as follows:
- Planning Application Requirements (PAR) approval December 2015
  - Phase 1 construction start April 2016  
(UTC in June 2015 if possible)
  - Phase 2 construction start April 2017
  - Construction complete 2019

### **Newhaven Enterprise Zone**

- 3.13 There was not an announcement about the Newhaven Enterprise Zone in this year's budget. However, two others were announced elsewhere in the country, showing that there is a renewed appetite for enterprise zones. Lewes District Council has refreshed the Newhaven Enterprise Zone application and continues to push the case with the Department for Business Innovation & Skills via the Coast to Capital Local Enterprise Partnership.

### **Shoreham Flood Defences – Adur Tidal Walls**

- 3.14 The detailed design work on the £25m flood defence scheme is progressing well and is currently on track. Public consultation has been undertaken and the associated 'design freeze' lifted. The Environment Agency is now developing the Environmental Impact Assessment (EIA) to support the full planning application, which will be submitted in Summer 2015.

- 3.15 Subject to planning permission being granted, it is intended that a tender for the construction of the approved scheme would be let in late 2015 and that work start on site in early 2016.

### **Shoreham Flood Defences – Western Harbour Arm**

- 3.16 The Flood Management Guide is currently being approved by Adur District Council and Brighton & Hove City Council. This will establish the key design principles for the comprehensive flood defence solution and in particular set out the broad design for the Sussex Yacht Club and Kingston Beach sections, which will be funded through the Growth Deal.
- 3.17 A 'design and build' tender is being prepared for the construction of the flood defence in both locations and it is hoped that an existing Framework Agreement can be utilised to speed-up the procurement process.
- 3.18 It is anticipated that a planning application for the works will be submitted in Autumn 2015, with a start date in Spring 2016.

### **Circus Street and Edward Street Quarter**

- 3.19 Planning permission for the development was granted by Brighton & Hove City Council in September 2014, subject to a Section 106 agreement that has now been signed by all parties (in March 2015). The council is progressing work with its development partners to finalise the details of the Development Agreement (legal agreement to guide the development process) and to ensure that the necessary funding mechanisms are in place for the development to go ahead. Tendering of various elements of the build contract is currently being undertaken by Cathedral. Demolition is due in July 2015 with full construction commencing in November 2015.

### **Preston Barracks Central Research Laboratory**

- 3.20 Brighton & Hove City Council continues to work closely with its partners at the University of Brighton and the Cathedral Group to progress exciting plans for the comprehensive redevelopment of the council owned former barracks site and adjacent university land. In parallel with working towards the satisfaction of a number of preliminary contractual conditions, the University and Cathedral have been assembling their full professional teams. They have also undertaken a review of their original masterplan proposals that is consistent with the original vision but reflects the University's wider estates strategy review. Their outline plans were presented to the council at a 'Planning Workshop' on 24 March 2015 and to the cross-party Project Board on 27 March 2015. The latest proposals will now need to be developed to a more detailed stage.

### **New England House Growth Centre**

- 3.21 As previously reported to the Board, the £4.9m City Deal funding has now been approved by the Department for Communities & Local Government and transferred to Brighton & Hove City Council. The Council is currently examining options for bringing forward the redevelopment and refurbishment and will be consulting with tenants and other stakeholders as part of this process.

### **Sussex Innovation Centre – Block J**

3.22 Construction of the new Sussex Innovation Centre Brighton facility is now underway. Site clearance has started on Block J at New England Square. It is anticipated that the Centre be open in Spring 2016 and that it will be a satellite site for the Sussex Innovation Centre Croydon, which will open in June 2015. Each site will be the base for new business engagement initiatives from the University of Sussex.

### **Skills Capital – City College Brighton and Hove**

3.23 Detailed design work for the new Construction Trades Centre is due to commence in Spring 2015, allowing for a start on site in late Summer 2015.

3.24 The project will consolidate all Construction trades from the current three sites into one bespoke new purpose built centre.

### **Brighton Valley Gardens – Phases 1 and 2**

3.25 In February 2015, the Coast to Capital Enterprise Partnership confirmed a Government grant of £8m for improvements in the area.

3.26 In March 2015, Brighton & Hove City Council's Environment, Transport and Sustainability Committee agreed that design work should continue on the project. This work will enable the project to be developed to the point where construction can begin, pending an additional further approval from Committee.

### **A2300 Corridor Improvements – Burgess Hill**

3.27 Government has confirmed £17m Local Growth Fund funding to deliver improvements to the A2300 road corridor. The dualling of this important road link between the A23 strategic route and Burgess Hill is vital to facilitate major housing and employment developments. These developments will create approximately 5,000 new jobs, 5,000 new homes and 200,000 square metres of employment floorspace in and around the town.

3.28 West Sussex County Council and Mid Sussex District Council are now working together to develop the business case for the A2300 scheme.

### **Transport Packages**

3.29 On 25 March 2015, the Local Transport Body appraised the following schemes for the City Region:

3.29.1 Transport Resilience Bids:

- Brighton & Hove City Council's Intelligent Transport Systems (ITS) Package (£1.83m of Local Growth Fund funding for variable messaging and technologies to improve travel for road users).

3.29.2 Transport Sustainability Bids:

- Worthing Sustainable Transport Package (£800,000 of Local Growth Fund funding).

- Brighton Bike Hire (£1.6m of Local Growth Fund funding for a shared bike scheme that will see 430 bikes available from 50 docking stations serving the City from the Marina to Portslade and along the Lewes Road to the Universities). Conditional approval was granted, subject to the scheme sponsor providing reassurance in writing to the Local Transport Body that any shortfall in running costs of the Scheme will be underwritten for at least the first period of the procurement of the scheme (that period to be not less than three years).
- 3.30 Brighton & Hove City Council has received £9m funding from the Department for Transport's Highways Maintenance Challenge Fund for the reconstruction of the former West Street Shelter Hall, part of both Brighton seafront's historic arches and the structure of the A259.

### **Business Finance**

- 3.31 The RGF Business Grants Programme is now closed. The Programme has offered Wave 2 RGF Business Growth grants to 21 companies across the City Region, totalling over £1,000,000 and with private match funding totalling £5,592,681. This will realise 204 planned jobs before April 2017 (against an original jobs target for grants of 65).
- 3.32 The total grants claim paid to date is £324,632 with the balance to be claimed and paid by 30 June 2015.
- 3.33 Other business support elements of the RGF programme are on-track to deliver by end June 2015. This includes the Business Navigator signposting service that is run by the C2C LEP and the Business Support 'Toolkit', which is delivered by the Universities of Brighton, Chichester and Sussex, Wired Sussex and Sussex Innovation Centre. Jobs and other outputs for these support programmes are on target, according to the profile agreed with Lancaster University.
- 3.34 Lewes District Council's (LDC) LEAP and BHCC's Ride the Wave programmes continue to deliver public match funding outputs according to the agreed profile.
- 3.35 93.5 jobs have been created from the whole programme to date, against a programme target of 400. Of these, 25.5 jobs have been created from the grant funding programme (against the original target of 65) and 68 jobs from the Business Growth Toolkit programmes.

### **Local Growth Fund**

- 3.36 On 23 March 2015, the Business Minister Matthew Hancock signed the Coast to Capital Growth Deal at Ricardo Ltd in Shoreham. The Deal will bring nearly £240m of Government investment to Brighton and Hove, Croydon, the Gatwick Diamond, Lewes and West Sussex. Over the lifetime of its Deal (2015-2021), the Coast to Capital Local Enterprise Partnership estimates that up to 21,000 new jobs could be created, 9,000 new homes built, and that it has the potential to generate £390m public and private investment.
- 3.37 The Coast to Capital Local Enterprise Partnership will release all Delivery Body Agreements imminently. In preparation, all delivery bodies are in the process of compiling the documentation needed to satisfy the grant agreements. Any

further delays in releasing and agreeing the Delivery Body Agreements may begin to impact upon the projects' delivery timescales.

- 3.38 On 26 March 2015, the Coast to Capital Local Enterprise Partnership received a letter from the Department for Communities & Local Government to advise that the proposed profiles for Local Growth Fund funding for 2016/17 to 2020/21 has been changed – a change that is being applied to all Local Enterprise Partnership Growth Deals. There is less funding at the front of the programme and more towards the end. The overall totals across all years remain the same and funding for 2015/16 is unaffected. At the time of writing, it is anticipated that all Greater Brighton City Region projects will be protected with the exception of the Shoreham Western Harbour Arm Flood Defences and Brighton Valley Gardens Phase 3 projects and Adur & Worthing Councils and Brighton & Hove City Council are therefore in the process of developing and agreeing new profiles for these projects with the Coast to Capital Local Enterprise Partnership. This position is, however, subject to change as it is dependent on the Coast to Capital Local Enterprise Partnership completing negotiations across the whole of its area.
- 3.39 The timetable for the next round of the Local Growth Fund is still to be set by Government. It is anticipated that the first calls will be issued after the general election but Greater Brighton partners are encouraged to firm-up their business cases now to enable the City Region to respond swiftly to any announcements.

### **LGC Awards 2015**

- 3.40 On 11 March 2015, the Greater Brighton Investment Programme won the LGC Award for 'Driving Growth'. The judging panel commended that:

*“The combination of clear measurable ambition and tangible projects shows that this impressive programme is working. Creating a new city region is very ambitious. Bringing six very different councils, some of which would not previously identify themselves as part of a Greater Brighton, shows that it can be achieved. Putting universities and businesses at the center of the programme shows that skills and innovation are central to its success.”*

### **City Deal Stocktake 2015**

- 3.41 The Greater Brighton City Deal Stocktake took place on 17 March 2015. The Cabinet Office is satisfied that good progress is being made across the City Region.

### **European Structural and Investment Funds**

- 3.42 Government officially launched the Programme on 23 March 2015. The first Call under the European Regional Development Fund will be issued shortly and will focus on support for the Creative, Digital and IT (CDIT) sector through promoting Higher Education Institution and Small and Medium Sized Enterprises collaborative research, innovation and commercialisation. The Coast to Capital Local Enterprise Partnership European Structural and Investment Funds Update attached in Appendix 3 provides further detail on the Programme and the associated processes.

## **Commissioned Work**

- 3.43 Nathaniel Lichfield and Partners have prepared a set of Background Papers on the Greater Brighton and Coastal West Sussex economy, housing and transport. The papers will be presented to the Board on 21 April 2015, for which they will be joined by members of the Coastal West Sussex Board and the Greater Brighton and Coastal West Sussex Strategic Planning Board.
- 3.44 The tender for the Next Steps for the City Region Economy work has been finalised and the procurement process has begun. The work will focus on developing the City Region's long-term economic priorities and goals and the associated policy proposals for a coherent and sensible devolution proposition to support delivery of these goals. The work will also assess and recommend options for the most effective delivery model for the services relating to the City Region's economic growth, to ensure that the Greater Brighton partners have the continued capacity to deliver. This work will be reported to the Board after the general election.

## **4. TASKS TO BE COMPLETED IN THE NEXT PERIOD**

4.1 The next period will be focused on:

- Putting in place the necessary operational arrangements for the running of the Board in 2015/16. A report on this is featured elsewhere on the agenda.
- Agreeing the Delivery Body Agreements with the Coast to Capital Local Enterprise Partnership and undertaking the necessary re-profiling work.
- Working with the Coast to Capital Local Enterprise Partnership to finalise and roll-out clear monitoring and reporting processes for City Deal and Local Growth Fund projects.
- Working with partners to continue to develop the pipeline of projects for the next round of the Local Growth Fund.
- Working with partners to continue to develop the pipeline of projects in preparation for the Calls on European Structural and Investment Funds funding.
- Appointing and supporting the consultant team to complete the work on the Next Steps for the City Region Economy.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1 This report is for information and noting only. The report provides updates on the progress of a number of projects each with varying sources of funding and with the delivery of different financial impacts to the City Region. The financial implications relating to each of the projects in the Programme will have been and will continue to be considered at appropriate stages by the respective lead bodies and will be subject to individual business cases that consider these financial implications and risks associated with each project.

*Finance Officer Consulted: Rob Allen, Principal Accountant, BHCC  
Date: 31 March 2015*

Legal Implications:

- 5.2 This report is for information and noting only. The legal implications relating to each of the projects in the programme will have been and will continue to be considered at appropriate stages by the respective lead bodies.

*Lawyer Consulted: Bob Bruce, Deputy Head of Law BHCC*

*Date: 31 March 2015*

Equalities Implications:

- 5.3 None. As the business cases for individual projects are developed, lead partners will be asked to develop an Equality Impact Assessment for their projects as appropriate.

Sustainability Implications:

- 5.4 None

Any Other Significant Implications:

- 5.5 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

Appendix 1: Greater Brighton Investment Programme Dashboard (10 March 2015)

Appendix 2: Greater Brighton Investment Programme Reporting Book (10 March 2015)

Appendix 3: European Structural and Investment Funds Update (23 March 2015)

**Background Documents**

None



Coast to Capital LGF Delivery 2015/16 Programme Dashboard															
1. Investment Theme	2. Project/ Programme Name	3A. LGF allocation 15/16	3B. Total LGF allocation all years	4. Main outputs (Full Programme, all years)	5. Lead delivery body	6. C2C Lead - Person & Committee Manager	7. Start Date	8. End Date	9. Any Corrective Action Required	Overall Status Indicator (auto cat)	10. Inception and Set Up	11. Time	12. Spend	13. Impact	14. Risk
Accelerate Research and Innovation	Growth is Digital including Ultrafast hubs	£650,000	£3,350,000	200 Jobs	C2C & EM3	Ian Parkes/ Finance	Q1 15/16	20/21 or earlier	Funding agreement	●	●	●	●	●	●
Accelerate Research and Innovation	Advanced Engineering Centre - UoB and Ricardo	£4,500,000	£7,000,000	50 jobs	UoB	Ian Parkes/ Enterprise	Q1 15/16	16/17	Funding agreement	●	●	●	●	●	●
Flood Defences	Newhaven flood defences - City Deal	£700,000	£1,500,000	5,000 Jobs 177,000SQM	EA	Ian Parkes/ Infrastructure	Q1 15/16	17/18	Funding agreement	●	●	●	●	●	●
Flood Defences	Shoreham Harbour Flood Defences - ATW	£2,000,000	£6,000,000	4,460 Jobs 2,320 Homes 36,600 SQM	EA	Ian Parkes/ Infrastructure	Q1 15/16	17/18	Funding agreement	●	●	●	●	●	●
Flood Defences	Shoreham Harbour Flood Defences - WHA	£0	£3,500,000	1,063 Jobs 142 Homes 9,012 SQM	A&W C	Ian Parkes/ Infrastructure	TBC	20/21 or earlier	Delivery Plan and Business case	●	●	●	●	●	●
Homes and Employment Space	Brighton Circus Street/ Edward Street Quarter	£1,500,000	£2,700,000	854	BHCC	Ian Parkes/ Infrastructure	14/15	18/19	Funding agreement	●	●	●	●	●	●
Accelerate Research and Innovation	Freston Barracks Central Research Lab - City Deal Centre	£1,000,000	£7,700,000		BHCC	Ian Parkes/ Infrastructure	Q4 15/16	18/19	Funding agreement	●	●	●	●	●	●
Enhancing business and skills	Skills Capital	£11,000,000	£21,000,000		Chichester College & City College	Heather Binning/ Skills Capital	Q1 15/16	16/17	Funding agreement	●	●	●	●	●	●
Transport Package	Sustainable Transport package	£3,700,000	£31,700,000		LTB	Ian Reeve/ LTB/ Infrastructure	Q1 15/16	20/21 or earlier	Business case to LTB	●	●	●	●	●	●
Transport Package	Resilience Package	£5,500,000	£30,900,000		LTB	Ian Reeve/ LTB/ Infrastructure	Q1 15/16	20/21 or earlier	Business case to LTB	●	●	●	●	●	●
LTB 2013	Valley Gardens Phases 1 & 2 (LTB)	£2,800,000	£8,000,000		BHCC	Ian Reeve/ LTB/ Infrastructure	Q1 15/16	16/17	Business case to LTB	●	●	●	●	●	●
16/17 Indicative Allocation	Newhaven Port Access Road	£0	£10,000,000	335 Homes 1,000 SQM	ESCC	Ian Parkes/ Infrastructure	16/17	18/19	Business case	●	●	●	●	●	●
16/17 Indicative Allocation	Brighton Valley Gardens Phase 3	£0	£6,000,000	securages 5000 homes 200,000	BHCC	Ian Reeve/ LTB/ Infrastructure	16/17	18/19	Business case to LTB	●	●	●	●	●	●
Growth Deal 2	A2300+ Burgess Hill	£0	£17,000,000		WSCC	Ian Reeve/ LTB/ Infrastructure	16/17	19/20	Business case to LTB	●	●	●	●	●	●

Key	10. Inception and Set Up	11. Time	12. Spend	13. Impact	14. Risk
THIS IS A GATE AND MUST BE GREEN FOR THE PROJECT TO START	<p>Delivery body identified; business case approved; scope is understood &amp; under control; contract/grant agreement signed; project budget agreed; project schedule agreed</p> <p>Potential delivery bodies identified but yet to be confirmed; business case in development; contract/grant agreement yet to be signed; scope not clarified; budget contributions not finalised; schedule yet to be agreed</p>	<p>Delivering in line with agreed timeline; will deliver in full in current year; later years on track; project is will complete on or before target date</p> <p>May not deliver in full in current year; project may not complete prior to completion date. Viable recovery plan in place.</p>	<p>Spending in line with forecast drawdown. Project may not spend 100% of LGF over whole lifetime. Viable recovery plan in place.</p> <p>Project is forecast to spend 100% of LGF.</p>	<p>Project is on track to deliver the expected outputs, match funding and leverage</p> <p>There is likely to be a reduction of up to 15% in outputs, match funding or leverage</p>	<p>Risks are understood and anticipated and viable mitigation plans are in place.</p> <p>Risks are materialising which could present a significant challenge to the project and/or a risk analysis has not been completed. Mitigation not working. Revised mitigation in place.</p>
	<p>No delivery body identified; business case not approved; scope is uncertain or shifting; budget insufficient for deliverables; project cannot be delivered in the available time</p>	<p>Will not start in target year. Project will not complete on time. No viable recovery plan in place.</p>	<p>Project will spend less than 20% of forecast LGF in current year. Will not drawdown full LGF over whole lifetime. No viable recovery plan.</p>	<p>Project is Complete</p>	<p>Project is Complete</p>
	<p>It is highly likely that there will be more than a 50% reduction in planned outputs, match funding or leverage</p> <p>Risk management plan missing or out of date.</p>	<p>Project is Complete</p>	<p>Project is Complete</p>	<p>Project is Complete</p>	<p>Project is Complete</p>




## LOCAL GROWTH FUND PROGRAMME MANAGEMENT REPORTING BOOK

Version: 10 March 2015



This Programme Management Book provides a one page summary and RAG rating of each project in the Greater Brighton Investment Programme.

The following key is used for the RAG Ratings:

RAG Key	Green	Amber	Red
<b>10. Inception and Set Up</b>  <b>THIS IS A GATE AND MUST BE GREEN FOR THE PROJECT TO START</b>  	<b>Delivery body identified; business case approved; scope is understood &amp; under control ; contract/grant agreement signed; project budget agreed; project schedule agreed</b>	<b>Potential delivery bodies identified but yet to be confirmed; business case in development; contract/grant agreement yet to be signed; scope to be clarified; budget contributions not finalised; schedule yet to be agreed</b>	<b>No delivery body identified; business case not approved; scope is uncertain or shifting; budget insufficient for deliverables; project cannot be delivered in the available time</b>
<b>11. Time</b>	<b>Delivering in line with agreed timeline; will deliver in full in current year; later years on track; project is will complete on or before target date</b>	<b>May not delivery in full in current year; project may not complete prior to completion date. Viable recovery plan in place.</b>	<b>Will not start in target year. Project will not complete on time. No viable recovery plan in place.</b>
<b>12. Spend</b>	<b>Spend in line with forecast drawdown. Project is forecast to spend 100% of LGF.</b>	<b>Spend not in line with forecast drawdown. Project may not spend 100% of LGF over whole lifetime. Viable recovery plan in place.</b>	<b>Project will spend less than 20% of forecast LGF in current year. Will not drawdown full LGF over whole lifetime. No viable recovery plan.</b>
<b>13. Impact</b>	<b>Project is on track to deliver the expected outputs, match funding and leverage</b>	<b>There is likely to be a reduction of up to 15% in outputs, match funding or leverage</b>	<b>It is highly likely that there will be more than a 50% reduction in planned outputs, match funding or leverage</b>
<b>14. Risk Management</b>	<b>Risks are understood and anticipated and viable mitigation plans are in place.</b>	<b>Risks are materialising which could present a significant challenge to the project and/or a risk analysis has not been completed. Mitigation not working. Revised mitigation in place.</b>	<b>Risk management plan missing or out of date. Unanticipated risks are materialising. No mitigation plans in place.</b>

## Contents

1. Growth is Digital including Ultrafast Hubs.....	2
2. Advanced Engineering Centre - UoB and Ricardo .....	4
3. Newhaven Flood Defences .....	6
4. Shoreham Flood Defence - Adur Tidal Walls .....	7
5. Shoreham Flood Defences - Western Harbour Arm .....	8
6. Brighton Circus Street and Edward Street Quarter .....	10
7. Preston Barracks Central Research Laboratory .....	11
8. Skills Capital .....	12
9. Sustainable Transport Package .....	13
10. Transport Resilience Package .....	14
11. Brighton Valley Gardens Phases 1&2 .....	15
12. Newhaven Port Access Road.....	16
13. Brighton Valley Gardens Phase 3 .....	17
14. A2300 Corridor Improvements- Burgess Hill .....	18

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Accelerate Research and Innovation																																																																																																
2. Project/Programme Name & Description	<p><b>Growth is Digital including Ultrafast Hubs</b></p> <p>Elements include:</p> <ul style="list-style-type: none"> <li>As part of the Digital Catapult Brighton, investment with other LEPs in the national 5G Research centre at Surrey University with the condition that SMEs involved in the Catapult will get early access to the technology. There will be a 5G “Brain” in New England House, Brighton</li> <li>Support for business clusters (and rural not spots) to bring Ultrafast and Superfast broadband to their businesses. Will build on Digital Caterham, Brighton Digital exchange and Manor Royal BID models.</li> <li>Digital Exchange in New England House as part of GB City Deal.</li> <li>Revenue funded strand in SEP for increasing take up of e-commerce by SMEs will be supported by ESIF funding.</li> </ul>																																																																																																
3. Spend Profile	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>15/16</th> <th>16/17</th> <th>17/18</th> <th>18/19</th> <th>19/20</th> <th>20/21</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>LGF:</td> <td>650,000</td> <td>650,000</td> <td>650,000</td> <td>700,000</td> <td>500,000</td> <td>200,000</td> <td>3,350,000</td> </tr> <tr> <td>5G</td> <td>(200,000)</td> <td>(200,000)</td> <td>(200,000)</td> <td>(200,000)</td> <td>(200,000)</td> <td>(200,000)</td> <td>(1,200,000)</td> </tr> <tr> <td>Catapult</td> <td>(225,000)</td> <td>(225,000)</td> <td>(50,000)</td> <td></td> <td></td> <td></td> <td>(500,000)</td> </tr> <tr> <td>Digital</td> <td>(225,000)</td> <td>(225,000)</td> <td>(400,000)</td> <td>(TBC)</td> <td>(TBC)</td> <td>(TBC)</td> <td></td> </tr> <tr> <td>Infrastructure</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>City Deal</td> <td>(£705,000) Bal. from 14/15 tbc.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Public</td> <td>6,323,000</td> <td>3,930,000</td> <td>6,522,000</td> <td>250,000</td> <td>200,000</td> <td>150,000</td> <td>17,375,000</td> </tr> <tr> <td>Private inc.</td> <td>6,567,000</td> <td>6,767,000</td> <td>6,767,000</td> <td>250,000</td> <td>250,000</td> <td>100,000</td> <td>20,701,000</td> </tr> <tr> <td>HEI</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ESIF</td> <td>50,000</td> <td>100,000</td> <td></td> <td>100,000</td> <td>50,000</td> <td>200,000</td> <td>500,000</td> </tr> <tr> <td><b>Total</b></td> <td><b>13,590,000</b></td> <td><b>11,447,000</b></td> <td><b>13,939,000</b></td> <td><b>1,300,000</b></td> <td><b>1,000,000</b></td> <td><b>650,000</b></td> <td><b>41,926,000</b></td> </tr> </tbody> </table>		15/16	16/17	17/18	18/19	19/20	20/21	Total	LGF:	650,000	650,000	650,000	700,000	500,000	200,000	3,350,000	5G	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(1,200,000)	Catapult	(225,000)	(225,000)	(50,000)				(500,000)	Digital	(225,000)	(225,000)	(400,000)	(TBC)	(TBC)	(TBC)		Infrastructure								City Deal	(£705,000) Bal. from 14/15 tbc.							Public	6,323,000	3,930,000	6,522,000	250,000	200,000	150,000	17,375,000	Private inc.	6,567,000	6,767,000	6,767,000	250,000	250,000	100,000	20,701,000	HEI								ESIF	50,000	100,000		100,000	50,000	200,000	500,000	<b>Total</b>	<b>13,590,000</b>	<b>11,447,000</b>	<b>13,939,000</b>	<b>1,300,000</b>	<b>1,000,000</b>	<b>650,000</b>	<b>41,926,000</b>
	15/16	16/17	17/18	18/19	19/20	20/21	Total																																																																																										
LGF:	650,000	650,000	650,000	700,000	500,000	200,000	3,350,000																																																																																										
5G	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(1,200,000)																																																																																										
Catapult	(225,000)	(225,000)	(50,000)				(500,000)																																																																																										
Digital	(225,000)	(225,000)	(400,000)	(TBC)	(TBC)	(TBC)																																																																																											
Infrastructure																																																																																																	
City Deal	(£705,000) Bal. from 14/15 tbc.																																																																																																
Public	6,323,000	3,930,000	6,522,000	250,000	200,000	150,000	17,375,000																																																																																										
Private inc.	6,567,000	6,767,000	6,767,000	250,000	250,000	100,000	20,701,000																																																																																										
HEI																																																																																																	
ESIF	50,000	100,000		100,000	50,000	200,000	500,000																																																																																										
<b>Total</b>	<b>13,590,000</b>	<b>11,447,000</b>	<b>13,939,000</b>	<b>1,300,000</b>	<b>1,000,000</b>	<b>650,000</b>	<b>41,926,000</b>																																																																																										
4. Main Outputs (full programme all years)	<p>Jobs: 200; Homes: 0; SQM: 500 Other:</p> <ul style="list-style-type: none"> <li>1,000 enterprises receiving non financial support</li> <li>Number of new enterprises supported</li> <li>Number of potential entrepreneurs assisted to be enterprise ready</li> <li>Number of enterprises receiving grant support</li> <li>Number of enterprises receiving financial support other than grants</li> <li>Additional businesses with broadband access of at least 30mbps</li> </ul>																																																																																																
5. Lead Delivery Body & partners	<p><b>EM3 - 5G</b></p> <p><b>Wired Sussex – Digital Catapult Centre Brighton</b></p> <p><b>WSCC – Ultrafast/Superfast hubs</b></p> <ul style="list-style-type: none"> <li>Universities of Brighton, Chichester, Sussex and Surrey</li> <li>WSCC</li> <li>Greater Brighton City Deal</li> <li>West Sussex Rural Partnership &amp; Coastal West Sussex Partnership</li> <li>SDNPA</li> </ul>																																																																																																
6. Lead C2C Project Manager and sponsor Committee	Ian Parkes Enterprise																																																																																																
7. Start Date & Key Milestones Current Year	<p>Q1; Digital Catapult Brighton launches w/c 9<sup>th</sup> March 2015</p> <p>Ultrafast/Superfast invitations to put forward proposals launched in March 2015</p> <p>Digital exchange completion date is 31<sup>st</sup> May 2015</p>																																																																																																
8. End Date	2021 or earlier																																																																																																
9. Current Status and any Corrective Action required	<ol style="list-style-type: none"> <li>Digital Catapult Brighton announced on 5<sup>th</sup> November. Project team in place. Contracting meeting with CDEC on 19<sup>th</sup> Jan.</li> <li>5G to be wholly integrated with Digital Catapult – two lab based test rigs and external demonstrator for the City of Brighton</li> <li>Working group has developed three pilot proposals for digital infrastructure – Rural business/community cluster; Coastal business cluster; industrial estate/business park</li> </ol>																																																																																																

	Business case approved by Enterprise Committee on 7 <sup>th</sup> January 2015. Business case submitted to BIS. Since submitting, additional questions have been asked and a response has been submitted. WSCC will be the lead delivery body for all three ultrafast/superfast hub pilots and the day to day management will be led by WSCC for the Coastal pilot, RWSP and SDNP for the rural pilot and GDI for the industrial estates.		
Status	RAG*	Comments	
10. Inception and Set Up	A	<i>Business case approved by Enterprise Committee 7<sup>th</sup> Jan. Lead bodies to be identified. Funding agreements not yet in place.</i>	
11. Time	G	<i>Build on existing models and roll out; simplify the offer.</i>	
12. Spend	G	<i>Modest target for Ultrafast hubs in yr1.</i>	
13. Impact	G	<i>May need ESIF funding alongside to fully exploit the jobs created</i>	
14. Risk Management	G	<i>Builds on exiting models; has backing of national Catapult Centre.</i>	
Completed By	I Parkes/ H Shepherd	Date	10th March 2015

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Accelerate Research and Innovation							
2. Project/Programme Name & Description	<b>Advanced Engineering Centre – UoB and Ricardo</b> Creation of a new facility at Moulscome which will train engineers for the automotive industry and also carry out research. Combination of a new building which is physically linked to re-modelled & refurbished existing building							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	4,500,000	2,500,000					7,000,000
	Public	5,000,000						5,000,000
	Private inc. HEI	3,500,000	6,310,000	5,500,000	6,200,000	6,800,000	7,400,000	35,710,000
	ESIF							
	Total	13,000,000	8,810,000	5,500,000	6,200,000	6,800,000	7,400,000	47,710,000
4. Main Outputs (full programme all years)	Jobs:50 Homes: SQM: 3,600 Other: <ul style="list-style-type: none"> <li>• 60 additional trained engineering graduates per year</li> <li>• Number of enterprises assisted to cooperate with research entities/institutions</li> <li>• Number of enterprises supported to introduce new to the market products</li> <li>• Number of enterprises supported to introduce new to the firm products</li> <li>• Additional STEM students – inc. women into STEM</li> <li>• Research funding won</li> <li>• Research contracts won</li> </ul>							
5. Lead Delivery Body & partners	<b>University of Brighton – Prof Andrew Lloyd</b> <ul style="list-style-type: none"> <li>• Ricardo</li> </ul>							
6. Lead C2C Project Manager and sponsor Committee	Ian Parkes Enterprise							
7. Start Date & Key Milestones Current Year	Q1							
8. End Date	16/17							
9. Current Status and any Corrective Action required	HEFCE funding confirmed. UoB have established a project board. Business case approved Enterprise committee on 7 <sup>th</sup> January 2015. Outline design and build contract has been let by UoB. Design work is underway. Work will commence first on the refurbishment of the existing facilities while the final design of the new building is agreed. Planning app due end of March/early April 2015							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case approved..</i>						
11. Time	G	<i>Project Board already up and running</i>						
12. Spend	G	<i>Significant capital works in 15/16. Refurbishment can commence immediately.</i>						
13. Impact	G	<i>UoB jobs will itself meet most of the target</i>						
14. Risk Management	A	<i>Planning risk being handled by UoB – may be tied to planning for Preston Barracks. BHCC considering a PPA.</i>						
Completed By	I Parkes/ H Shepherd			Date		10 <sup>th</sup> March 2015		





## Coast to Capital Local Growth Fund Highlight Report

<b>1. Investment Category</b>	Flood Defences							
<b>2. Project/Programme Name &amp; Description</b>	<b>Newhaven Flood Defences</b> Creation of new flood defences along the R Ouse to allow new developments of housing and employment land on both sides of the river and harbour.							
<b>3. Spend Profile</b>		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF (C2C)	700,000	700,000	100,000				1,500,000
	LGF SELEP	750,000	750,000					1,500,000
	Public (EA)			6,000,000				6,000,000
	Private inc. HEI			250,000				250,000
	ESIF							
	<b>Total</b>	<b>1,450,000</b>	<b>1,450,000</b>	<b>8,100,000</b>				<b>9,250,000</b>
<b>4. Main Outputs (full programme all years)</b>	Jobs: 5,000 Homes: SQM: 177,000 Other: <ul style="list-style-type: none"> <li>Number properties with reduced flood risk</li> <li>Number greenfield or brownfield sites with reduced flood risk</li> </ul>							
<b>5. Lead Delivery Body</b>	<b>Environment Agency</b> <ul style="list-style-type: none"> <li>Greater Brighton Economic Board</li> <li>Lewes DC</li> <li>ESCC</li> <li>Newhaven TC</li> <li>Network Rail</li> <li>Newhaven Port and Property</li> </ul>							
<b>6. Lead C2C Project Manager and sponsor Committee</b>	Ian Parkes Infrastructure							
<b>7. Start Date &amp; Key Milestones Current Year</b>	Q1							
<b>8. End Date</b>	18/19							
<b>9. Current Status and any Corrective Action required</b>	EA business case and project board already established. Business case approved by Infrastructure Committee on 26 <sup>th</sup> January. Testing of schedule to accelerate 15/16 spend underway. Stakeholder engagement and consent programme to be jointly delivered. Three quick fixes have been identified – UTC, Network Rail and West Quay. PPA being put in place to manage planning risk. Technical problems have arisen at the UTC which may delay the build. Contingency will involve switch to Shoreham flood defences (ATW or WHA) in 15/6 with switch back in 16/17. Exhibitions were held during the week of 9 <sup>th</sup> February and consultations are on-going. Form G must be submitted by 20 <sup>th</sup> March to request upfront approval for quick wins.							
<b>Status</b>	<b>RAG*</b>	<b>Comments</b>						
<b>10. Inception and Set Up</b>	A	<i>Business case and project governance already established. Approved 26<sup>th</sup> Jan. C2C to sign contributions agreement – draft has been received.</i>						
<b>11. Time</b>	A	<i>Route options work and consultation follows a set time table. Will attempt to shorten consultation and stakeholder engagement.</i>						
<b>12. Spend</b>	A	<i>Spend may be delayed by route finalisation and consultation. Plan B in discussions with LDC and ESCC,</i>						
<b>13. Impact</b>	G	<i>ESCC/LDC new commission to assess economic impact</i>						
<b>14. Risk Management</b>	G	<i>EA well established project arrangements</i>						
<b>Completed By</b>	I Parkes/H Shepherd	<b>Date</b>	23rd February 2015					

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Flood Defences							
2. Project/Programme Name & Description	<b>Shoreham Flood Defence – Adur Tidal Walls</b> Reinforcement of flood defences for River Adur at Shoreham to protect the harbour and airport and unlock employment and housing developments.							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	2,000,000	3,500,000	500,000				6,000,000
	Public	2,900,000	7,900,000	6,700,000				17,500,000
	Private inc. HEI	1,500,000	3,100,000	4,000,000				8,600,000
	ESIF							
	Total	6,400,000	14,500,000	12,100,000	2,000,000	2,000,000		37,000,000
4. Main Outputs (full programme all years)	Jobs:4,450 Homes: 2,320 SQM: 36,600 Other: <ul style="list-style-type: none"> <li>• Number properties with reduced flood risk</li> <li>• Number greenfield or brownfield sites with reduced flood risk</li> </ul> NOTE outputs shared with Western Harbour Arm							
5. Lead Delivery Body & partners	<b>Environment Agency</b> <ul style="list-style-type: none"> <li>• Greater Brighton Economic Board</li> <li>• BHCC</li> <li>• WSCC</li> <li>• Adur and Worthing Councils</li> <li>• Coastal West Sussex</li> <li>• Shoreham Harbour Board</li> <li>• Shoreham Regeneration Partnership</li> </ul>							
6. Lead C2C Project Manager and sponsor Committee	Ian Parkes Infrastructure							
7. Start Date & Key Milestones Current Year	Q1							
8. End Date	17/18							
9. Current Status and any Corrective Action required	Business case and project board already established. Approved by Infrastructure committee 26 <sup>th</sup> Jan. Draft contribution agreement received but EA delays on response to agreement. Planning permission to be applied for by EA (though not strictly required). Investigating a PPA with A&W Councils to manage the planning risk. design and consultation work underway.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>C2C to sign contribution agreement – delays with EA legal - now resolved at national level.</i>						
11. Time	G	<i>On track</i>						
12. Spend	G	<i>Will spend fully in 15/16</i>						
13. Impact	G	<i>EA study completed</i>						
14. Risk Management	G	<i>EA well established project arrangements</i>						
Completed By	I Parkes/ H Shepherd			Date		9 <sup>th</sup> February 2015		

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Flood Defences																																																
2. Project/Programme Name & Description	<b>Shoreham Flood Defences – Western Harbour Arm</b> Addressing long standing flood issues for the harbour to unblock significant development of the harbour for employment and housing.																																																
3. Spend Profile	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>15/16</th> <th>16/17</th> <th>17/18</th> <th>18/19</th> <th>19/20</th> <th>20/21</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>LGF</td> <td></td> <td>2,000,000</td> <td>1,500,000</td> <td></td> <td></td> <td></td> <td>3,500,000</td> </tr> <tr> <td>Public (EA)</td> <td></td> <td>1,200,000</td> <td></td> <td></td> <td></td> <td></td> <td>1,200,000</td> </tr> <tr> <td>Private inc. HEI</td> <td></td> <td>3,300,000</td> <td>2,000,000</td> <td>2,000,000</td> <td></td> <td></td> <td>7,300,000</td> </tr> <tr> <td>ESIF</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>12,000,000</b></td> </tr> </tbody> </table>		15/16	16/17	17/18	18/19	19/20	20/21	Total	LGF		2,000,000	1,500,000				3,500,000	Public (EA)		1,200,000					1,200,000	Private inc. HEI		3,300,000	2,000,000	2,000,000			7,300,000	ESIF								<b>Total</b>							<b>12,000,000</b>
	15/16	16/17	17/18	18/19	19/20	20/21	Total																																										
LGF		2,000,000	1,500,000				3,500,000																																										
Public (EA)		1,200,000					1,200,000																																										
Private inc. HEI		3,300,000	2,000,000	2,000,000			7,300,000																																										
ESIF																																																	
<b>Total</b>							<b>12,000,000</b>																																										
4. Main Outputs (full programme all years)	<p>Jobs:4,450 Homes: 2,320 SQM:36,600 Other:</p> <ul style="list-style-type: none"> <li>• Number of residential properties with reduced flood risk (150) and 35 existing businesses.</li> <li>• Release the Western Harbour Arm for development, securing land for up to 1,100 dwellings and 13, 212 square metres of employment generating uses.</li> <li>• Protect the main A259 Coast Road from flooding which impacts part of the strategic road network.</li> <li>• Provides new public realm and off road cyclepath (improving part of the NCN cycle route).</li> <li>• Deliver new sustainable development and assist the consolidation of Port activities.</li> </ul> <p>NOTE - outputs shared with Adur Tidal Walls</p>																																																
5. Lead Delivery Body	<p><b>Adur and Worthing Councils- James Appleton</b></p> <ul style="list-style-type: none"> <li>• WSCC</li> <li>• Environment Agency</li> <li>• Greater Brighton Economic Board</li> <li>• Coastal West Sussex (Caroline Wood)</li> <li>• Shoreham Harbour Board</li> <li>• Shoreham Regeneration Partnership</li> </ul>																																																
6. Lead C2C Project Manager and sponsor Committee	<p>Ian Parkes Infrastructure</p>																																																
7. Start Date & Key Milestones Current Year	May bring forward some early works into 15/16 in particular detailed design work and ideally start on Sussex Yacht Club early 2016.																																																
8. End Date	18/19																																																
9. Current Status and any Corrective Action required	<p>Business Case in draft form. Flood Management Guide Supplementary Planning Document (SPD) being progressed and has secured support from the Sussex Yacht Club. SPD sets out the design parameters for the comprehensive flood defence solution. SPD approved by Planning Committee February 2015.</p> <p>Tender document being prepared February/March 2015 for detailed design of the initial two sections of flood defence at Sussex Yacht Club and Kingston Beach. Presentation to Sussex Yacht Club AGM in early February has helped to secure support for the Project. Consultants to work up a delivery plan and spend profile as well as engage with key stakeholders on the emerging designs.</p> <p>Planning application to be submitted in autumn with initial start date on Sussex Yacht Club spring 2016.</p> <p>Governance structure to be resolved but initially Flood Defence Sub-Group will oversee the project and report to the Shoreham Harbour Regeneration Partnership.</p> <p>Private sector funding still not all tied to named contributors – will come from developers who</p>																																																

	come on-stream later in the project. The large supermarket proposal delivering an early section of flood defence wall appears likely not to proceed and this may increase the overall funding shortfall.		
<b>Status</b>	<b>RAG*</b>	<b>Comments</b>	
10. Inception and Set Up	A	<i>Draft Business Case prepared but requires further input following adoption of the Flood Defence Management Guide.</i>	
11. Time	G	<i>Not due to start in 15/16 but sections of flood defence at Sussex Yacht Club and Kingston Beach to be brought forward at an earlier stage.</i>	
12. Spend	A	<i>Still a gap in securing the private sector contributions, however, the early implementation of sections of flood defence at each end of the Harbour Arm would help to increase confidence in the project and help to influence the design of the remainder of the comprehensive flood solution.</i>	
13. Impact	G	<i>Shoreham potential well established and evidenced</i>	
14. Risk Management	G	<i>Risks include- not being able to find sufficient compensatory habitat; cannot secure necessary support from stakeholders; detailed design identifies additional funding requirement. Risk mitigated by early engagement of stakeholders on SPD, Consultants to be commissioned to undertake detailed design and costings for the Sussex yacht Club and Kingston Beach sections of flood defence.</i>	
Completed By	I Parkes/H Shepherd	Date	10 <sup>th</sup> March 2015

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Homes and Employment Space							
2. Project/Programme Name & Description	<p><b>Brighton Circus Street and Edward Street Quarter</b>                  A public-private partnership scheme to transform the 2.5-acre site off Circus Street. The former municipal fruit and veg market will become a mixed-use scheme and 'innovation quarter', with new homes, student bed spaces, new teaching and research facilities for the University of Brighton, a new dance studio for South East Dance and a seven-storey office building. Also restaurants or shops around a new public square.</p>							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	1,500,000	1,200,000					2,700,000
	Public	2,925,000						2,925,000
	Private inc. HEI		1,135,461	8,661,221	15,125,745	9,319,881	1,289,981	35,532,289,
	ESIF							
	Total	4,425,000	2,335,461	8,661,221	15,125,745	9,319,881	1,289,981	41,157,289
4. Main Outputs (full programme all years)	Jobs: 1,063 (232 direct from Circus street, remaining are indirect) Homes: 142 SQM: 9,012 <b>Other:</b> <ul style="list-style-type: none"> <li>• 450 student accommodation bed spaces</li> <li>• A Library and Academic building for the University of Brighton (UoB)</li> <li>• A cultural building for South East Dance (SED) called "The Dance Space"</li> <li>• New start-up workshops, Retail units and restaurants,</li> <li>• New public realm to include a public square and landscaped courtyards</li> </ul>							
5. Lead Delivery Body & partners	<b>BHCC- Alan Buck</b> <ul style="list-style-type: none"> <li>• Cathedral</li> <li>• UoB</li> </ul>							
6. Lead C2C Project Manager and sponsor Committee	Ian Parkes Infrastructure							
7. Start Date & Key Milestones Current Year	Q1 – may be able to start in 14/15							
8. End Date	17/18							
9. Current Status and any Corrective Action required	Planning approved on 17 September. First step is to clear the site. Business Case approved by Infrastructure Committee on 26 <sup>th</sup> January.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case received approved 26<sup>th</sup> Jan. Funding agreement not in place</i>						
11. Time	G	<i>Will make a start in 14/15</i>						
12. Spend	G	<i>Early start will ensure 15/16 funding is fully used</i>						
13. Impact	G	<i>Mixed use scheme will deliver a mix of outputs. High leverage from UoB and Cathedral</i>						
14. Risk Management	G	<i>Planning was the big risk – now achieved.</i>						
Completed By	I Parkes/H Shepherd	Date				9 <sup>th</sup> February 2015		

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Accelerate Research and Innovation							
2. Project/Programme Name & Description	<b>Preston Barracks Central Research Laboratory</b> An innovation hub in the centre of a mixed use site which will also deliver homes and employment space. One of three CRLs being developed by Cathedral.							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	1,000,000	3,000,000	3,700,000				7,700,000
	Public	500,000						500,000
	Private inc. HEI		5,000,000					5,000,000
	ESIF							
	Total	1,500,000	8,000,000	3,700,000				13,200,000
4. Main Outputs (full programme all years)	Jobs:854 Homes: SQM:4645 Other:TBC							
5. Lead Delivery Body & partners	<b>BHCC- Mark Jago</b> <ul style="list-style-type: none"> <li>Cathedral</li> <li>UoB</li> </ul>							
6. Lead C2C Project Manager and sponsor Committee	Ian Parkes Infrastructure							
7. Start Date & Key Milestones Current Year	Cathedral will start site preparation in 14/15.							
8. End Date	18/19							
9. Current Status and any Corrective Action required	Cathedral will be preparing the site in early 15/16 at risk. Full start on site in January 16. Business case received and delivery plan in development. Business case approved by Infrastructure committee 26 <sup>th</sup> January. BIS requested to see this business case and after additional questions were answered, it has now been approved. Site development underway. Interim CRL on site will start in 15/16 Master plan and scheme designs were presented by UoB and Cathedral to tripartite project team on Monday 9 <sup>th</sup> March. Planning app late summer 2015.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case received but funding agreement not in place. Approved 26<sup>th</sup> Jan.</i>						
11. Time	A	<i>Late planning in 15/16 but Cathedral working at risk in site preparation</i>						
12. Spend	G	<i>Cathedral working at risk and bringing forward aspects of the site early. Interim CRL up and running in 15/16</i>						
13. Impact	G	<i>Strategic site with high impact. Leverage committed from BHCC, Cathedral and UoB.</i>						
14. Risk Management	A	<i>Dependent on Planning approval in Sept. 15</i>						
Completed By	I Parkes/H Shepherd			Date		2 <sup>nd</sup> March 2015		

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Enhancing Business and Skills							
2. Project/Programme Name & Description	<b>Skills Capital</b> Investment in capital projects which support skills development in Coast to Capital priority sectors and industries. In 15/16 we have interim arrangements - the two recipients are Chichester College for refurbishment of their hospitality training facility; and City College Brighton to complete a refurbishment of the whole college							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF (Chi. Coll)	11,000,000 (1,398,000)	10,000,000 (563,041)					21,000,000 (1,961,041)
	(City Coll) Other projects TBC	(5,340,000)	(3,660,000)					(9,000,000)
	Public	2,900,000						2,900,000
	Private inc. HEI	43,021,369	10,000,000					53,021,369
	ESIF							
	Total	56,921,369	20,000,000					76,921,369
4. Main Outputs (full programme all years)	Jobs:0; Homes:0; SQM:0 Other: <ul style="list-style-type: none"> <li>• Apprenticeships</li> <li>• Disabled learners</li> <li>• HE learners</li> <li>• New build training/learning floorspace</li> <li>• Refurbished training/learning facilities</li> <li>• Floorspace rationalised</li> <li>• Follow on investment at site, including revenue funding</li> </ul>							
5. Lead Delivery Body & partners	<b>Chichester College – Steve Coulthard</b> <b>City College Brighton- Alex Wakefield</b> <ul style="list-style-type: none"> <li>• SFA</li> </ul>							
6. Lead C2C Project Manager and sponsor Committee	Heather Binning Skills Capital							
7. Start Date & Key Milestones Current Year	Q1 ;							
8. End Date	Q4							
9. Current Status and any Corrective Action required	<p><u>Chichester College</u> business cases approved. 14/15 spend as LGF not approved by Accountable body. College have re-profiled.</p> <p><u>City College</u> lease issue resolved. Conditions attached to approval of application - senior project management capacity and establishment of CCB/C2C/BHCC project completion board. 14/15 spend as LGF not approved by Accountable Body. City College have now re-profiled. Project meeting being held on 11<sup>th</sup> March.</p> <p>New process was launched in October for <u>16/17 bidding rounds</u> which will be open to all sectors, not just FE College. 11 bids received. Panel on 20<sup>th</sup> January shortlisted 4 projects for second stage. There will be a <u>condition survey round</u> for 15/16 and 16/17. .</p>							
Status	RAG*	Comments						
10. Inception and Set Up	A	Formal agreements to be put in place						
11. Time	G	College Plans well established						
12. Spend	R	15/16 not completely allocated –may need condition survey round.						
13. Impact	G	Significant matched investment already identified and committed. Outputs are learner related.						
14. Risk Management	A	CCB - three-way project completion board to be established..						
Completed By	I Parkes/H Shepherd			Date		10th March 2015		

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Transport Package							
2. Project/Programme Name & Description	<b>Sustainable Transport Package</b> A range of transport measures to improve public transport, walking, cycling and reduced car usage. Based on packages of measures in small areas to address specific issues and opportunities.							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	3,700,000	7,000,000	7,000,000	7,000,000	7,000,000		31,700,000
	Public	478,000	660,000	900,000	1,000,000	800,000		3,838,000
	Private inc. HEI	910,000	840,000	600,000	1,230,000	1,200,000		4,780,000
	ESIF							
	<b>Total</b>	<b>5,088,000</b>	<b>8,500,000</b>	<b>8,500,000</b>	<b>9,230,000</b>	<b>9,000,000</b>		<b>40,318,000</b>
4. Main Outputs (full programme all years)	Jobs: Homes: SQM: Other: <ul style="list-style-type: none"> <li>• Total length of new cycle ways</li> <li>• Type of infrastructure</li> <li>• Type of service improvement</li> <li>• Follow on investment at site</li> <li>• Commercial floorspace occupied</li> <li>• Average annual CO2 emissions</li> <li>• Nitrogen Oxide and particulate emissions</li> <li>• Annual average daily and peak hour passenger boardings</li> <li>• Bus/light rail travel time by peak period</li> <li>• Mode share (%)</li> <li>• Pedestrians counts on new/existing routes (#)</li> <li>• Cycle journeys on new/existing routes (#)</li> <li>• Households with access to specific sites by mode within threshold times (#)</li> </ul>							
5. Lead Delivery Body	BHCC, Surrey CC or WSCC							
6. Lead C2C Project Manager and sponsor Committee	Iain Reeve LTB							
7. Start Date & Key Milestones Current Year	Q1							
8. End Date	20/21 or sooner							
9. Current Status and any Corrective Action required	Bidding guidance issued October 2014 for 15/16 projects. Five bids and 2 hybrid bids received. Going through appraisal process with decisions by the LTB on 25 <sup>th</sup> March 2015. LTB will over contract by circa 20% Abbreviated assurance process agreed with DfT.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Process agreed with three authorities and launched in October 14. Bids received. Decisions March.</i>						
11. Time	G	<i>Process timescale on track. Selection criteria will give preference to early starts.</i>						
12. Spend	G	<i>LTB will over-programme by 20% and manage the overall budget.</i>						
13. Impact	G	<i>Based on DfT measures.</i>						
14. Risk Management	G	<i>Low – well tried projects with quick start and completion. No planning issues.</i>						
Completed By	I Parkes/H Shepherd	Date	23 <sup>rd</sup> February 2014.					



## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Transport Package							
2. Project/Programme Name & Description	<b>Transport Resilience Package</b> Flood alleviation measures, strategic maintenance, improvements to traffic information, responses to incidents and weather events.							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	5,500,000	5,000,000	5,100,000	5,100,000	5,100,000	5,100,000	30,900,000
	Public	1,424,000	4,788,000	4,704,000	3,543,000	460,000	240,000	15,159,000
	Private inc. HEI							
	ESIF							
	Total	6,924,000	9,788,000	9,804,000	8,643,000	5,560,000	5,340,000	46,059,000
4. Main Outputs (full programme all years)	Other: Total length of resurfaced roads Utilities installed Area of land experiencing a reduction in flooding likelihood (ha) Follow on investment at site Accident rate Casualty rate							
5. Lead Delivery Body	BHCC, Surrey CC or WSCC							
6. Lead C2C Project Manager and sponsor Committee	Iain Reeve LTB							
7. Start Date & Key Milestones Current Year	Q1							
8. End Date	20/21/ or sooner							
9. Current Status and any Corrective Action required	Bidding guidance issued October 2014 for 15/16 projects. 5 bids received and 2 hybrids. Going through appraisal process with decisions by the LTB on 25 <sup>th</sup> March 2015. LTB will over contract by 20% Abbreviated assurance process agreed with DfT.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Process agreed with three authorities and launched in October 14. Bids received. Decisions March.</i>						
11. Time	G	<i>Process timescale on track. Selection criteria will give preference to early starts.</i>						
12. Spend	G	<i>LTB will over-programme by 20% and manage the overall budget.</i>						
13. Impact	G	<i>Based on DfT measures.</i>						
14. Risk Management	G	<i>Low – well tried projects with quick start and completion. No planning issues.</i>						
Completed By	I Parkes/H Shepherd	Date	23 <sup>rd</sup> February 2015					

## Coast to Capital Local Growth Fund Highlight Report

<b>1. Investment Category</b>	LTB 2013		
<b>2. Project/Programme Name &amp; Description</b>	<b>Brighton Valley Gardens Phases 1&amp;2</b> Tackles severance on the main road route into the City. Improves connectivity to the City centre. It will include simplifying the road layout, improvements to the bus infrastructure, a new cycle route, improved lighting and landscaping.		
<b>3. Spend Profile</b>	15/16	16/17	17/18
	LGF	2,800,000	3,310,000
	Public	700,000	700,000
	Private inc. HEI	100,000	100,000
	ESIF		
<b>Total</b>	<b>3,600,000</b>	<b>4,110,000</b>	<b>1,890,000</b>
<b>4. Main Outputs (full programme all years)</b>	Jobs: 1,063 (232, direct from Circus Street, remaining are indirect) Homes: 142 SQM: 9,012 (linked to Circus Street/Edward Street) Other: <ul style="list-style-type: none"> <li>Total length of resurfaced roads</li> <li>Total length of new cycle ways</li> <li>Type of service improvement</li> <li>Area of site reclaimed, (re)developed or assembled</li> <li>Utilities installed</li> <li>Area of land experiencing a reduction in flooding likelihood (ha)</li> <li>Average daily traffic and by peak/non peak periods</li> <li>Average AM and PM peak journey time per mile on key routes (journey time measurement)</li> <li>Average AM and PM peak journey time on key routes (journey time measurement)</li> <li>Day-to-day travel time variability</li> <li>Average annual CO2 emissions</li> <li>Accident rate</li> <li>Casualty rate</li> <li>Nitrogen Oxide and particulate emissions</li> <li>Traffic noise levels at receptor locations</li> <li>Annual average daily and peak hour passenger boardings</li> <li>Bus/light rail travel time by peak period</li> <li>Mode share (%)</li> <li>Pedestrians counts on new/existing routes (#)</li> <li>Cycle journeys on new/existing routes (#)</li> <li>Households with access to specific sites by mode within threshold times (#)</li> </ul>		
<b>5. Lead Delivery Body</b>	BHCC		
<b>6. Lead C2C Project Manager and sponsor Committee</b>	Iain Reeve LTB		
<b>7. Start Date &amp; Key Milestones Current Year</b>	Q1		
<b>8. End Date</b>	16/17		
<b>9. Current Status and any Corrective Action required</b>	Business Case approved by LTB on 18 <sup>th</sup> February. Project Board established.		
<b>Status</b>	<b>RAG*</b>	<b>Comments</b>	
<b>10. Inception and Set Up</b>	<b>A</b>	<i>Business case approved. Funding agreement not yet in place.</i>	
<b>11. Time</b>	<b>G</b>	<i>Will start on time – no planning or consent issues.</i>	
<b>12. Spend</b>	<b>G</b>	<i>Will start promptly.</i>	
<b>13. Impact</b>	<b>G</b>	<i>Very high – linked to wider area redevelopment.</i>	
<b>14. Risk Management</b>	<b>G</b>	<i>No planning issues.</i>	
<b>Completed By</b>	I Parkes/H Shepherd	<b>Date</b>	23rd February 2015.

## Coast to Capital Local Growth Fund Highlight Report

<b>1. Investment Category</b>	16/17 Indicative Allocation							
<b>2. Project/Programme Name &amp; Description</b>	<p><b>Newhaven Port Access Road</b>                  This scheme has been proposed since 1996 and is crucial to the unblocking of strategic employment and housing sites on the east side of the harbour. Access to the sites at present is via a narrow residential street. There are significant technical and engineering problems which require LGF investment to make them viable. Port Access road will allow a new deep water berth to be constructed and for a re-modelling of the port.</p>							
<b>3. Spend Profile</b>		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF		10,000,000					10,000,000
	Public		13,000,000					13,000,000
	Private inc. HEI	800,000	14,000,000	11,000,000	11,000,000			36,800,000
	ESIF							
	<b>Total</b>	<b>800,000</b>	<b>37,000,000</b>	<b>11,000,000</b>	<b>11,000,000</b>			<b>59,800,000</b>
<b>4. Main Outputs (full programme all years)</b>	<p>Jobs:                  Homes: 335                  SQM: 1,000                  Other:</p> <ul style="list-style-type: none"> <li>Total length of newly built roads</li> <li>Total length of new cycle ways</li> <li>Follow on investment at site</li> <li>Area of site reclaimed, (re)developed or assembled</li> <li>Average daily traffic and by peak/non peak periods</li> <li>Average AM and PM peak journey time per mile on key routes (journey time measurement)</li> <li>Average AM and PM peak journey time on key routes (journey time measurement)</li> <li>Day-to-day travel time variability</li> <li>Average annual CO2 emissions</li> <li>Accident rate</li> <li>Casualty rate</li> <li>Nitrogen Oxide and particulate emissions</li> <li>Traffic noise levels at receptor locations</li> </ul>							
<b>5. Lead Delivery Body</b>	<p><b>ESCC- Jon Wheeler</b></p> <ul style="list-style-type: none"> <li>LDC</li> <li>Newhaven Port and Property</li> </ul>							
<b>6. Lead C2C Project Manager and sponsor Committee</b>	<p>Ian Parkes/Iain Reeve                  Infrastructure</p>							
<b>7. Start Date &amp; Key Milestones Current Year</b>	No start in 15/16. Starts 16/17							
<b>8. End Date</b>	18/19							
<b>9. Current Status and any Corrective Action required</b>	<p>ESCC and LDC have commissioned a new economic impact study. ESCC have confirmed they want the C2C LTB assurance framework to apply. DfT have named this project as one of their "retained schemes" and hence it will have an extra layer of approval. A national workshop by DfT will be held on 4<sup>th</sup> March to look at the approval process for the retained schemes. Site investigation is complete. Business case to be prepared by ESCC.</p>							
<b>Status</b>	<b>RAG*</b>	<b>Comments</b>						
<b>10. Inception and Set Up</b>	<b>A</b>	<i>Technical and feasibility studies already completed. Additional scrutiny by DfT.</i>						
<b>11. Time</b>	<b>G</b>	<i>Start in 16/17</i>						
<b>12. Spend</b>	<b>G</b>	<i>Starts in 16/17</i>						
<b>13. Impact</b>	<b>G</b>	<i>ESCC and LDC have commissioned a new economic impact survey</i>						
<b>14. Risk Management</b>	<b>G</b>	<i>Planning is already secured.</i>						
<b>Completed By</b>	I Parkes/H Shepherd			<b>Date</b>		23rd February 2015		

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	16/17 Indicative Allocation							
2. Project/Programme Name & Description	<b>Brighton Valley Gardens Phase 3</b> Phase 3 of improvements to this strategic corridor. Tackles severance on the main road route into the City. Improves connectivity to the City centre. It will include simplifying the road layout, improvements to the bus infrastructure, a new cycle route, improved lighting and landscaping.							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF		6,000,000					6,000,000
	Public			800,000	400,000			1,200,000
	Private inc. HEI			50,000				50,000
	ESIF							
	Total		6,000,000	850,000	400,000			7,250,000
4. Main Outputs (full programme all years)	(all shared with Phases 1&2) Jobs: 1.063 Homes: 100 SQM: 9,012 Other: <ul style="list-style-type: none"> <li>• Total length of resurfaced roads</li> <li>• Total length of new cycle ways</li> <li>• Type of service improvement</li> <li>• Area of site reclaimed, (re)developed or assembled</li> <li>• Utilities installed</li> <li>• Area of land experiencing a reduction in flooding likelihood (ha)</li> <li>• Average daily traffic and by peak/non peak periods</li> <li>• Average AM and PM peak journey time per mile on key routes (journey time measurement)</li> <li>• Average AM and PM peak journey time on key routes (journey time measurement)</li> <li>• Day-to-day travel time variability</li> <li>• Average annual CO2 emissions</li> <li>• Accident rate</li> <li>• Casualty rate</li> <li>• Nitrogen Oxide and particulate emissions</li> <li>• Traffic noise levels at receptor locations</li> <li>• Annual average daily and peak hour passenger boardings</li> <li>• Bus/light rail travel time by peak period</li> <li>• Mode share (%)</li> <li>• Pedestrians counts on new/existing routes (#)</li> <li>• Cycle journeys on new/existing routes (#)</li> <li>• Households with access to specific sites by mode within threshold times (#)</li> </ul>							
5. Lead Delivery Body	BHCC							
6. Lead C2C Project Manager and sponsor Committee	Iain Reeve LTB							
7. Start Date & Key Milestones Current Year	Does not start until 16/17							
8. End Date	18/19							
9. Current Status and any Corrective Action required	Business case will not come to the LTB until 2015. Will flow through the Assurance Framework.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case not yet developed. Governance to be established.</i>						
11. Time	G	<i>Business case needs to be submitted in early 2015. Will flow on from phases 1&amp;2.</i>						
12. Spend	G	<i>Unclear until business case submitted. However, builds directly from Phases 1&amp;2.</i>						
13. Impact	G	<i>High impact – unlocks significant housing and employment.</i>						
14. Risk Management	G	<i>Low risk – low technical and permission issues.</i>						

Completed By	Ian Parkes	Date	9 <sup>th</sup> February 2015					
<b>Coast to Capital Local Growth Fund Highlight Report</b>								
1. Investment Category	Growth Deal 2							
2. Project/Programme Name & Description	<b>A2300 Corridor Improvements– Burgess Hill</b> This scheme would reduce congestion in the Burgess Hill area, improve access to the town from the A23 trunk road and so help to deliver major new residential and employment developments.							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF		1,030,000	5,350,000	5,310,000	5,310,000		17,000,000
	Public	400,000	255,000					655,000
	Private inc. HEI			1,860,000	1,860,000	1,860,000		5,180,000
	ESIF							
	Total	400,000	1,285,000	7,210,000	7,210,000	7,210,000		23,315,000
4. Main Outputs (full programme all years)	Jobs: 5,000 Homes: 5,000 SQM: 200,000 List of Indicators:							
5. Lead Delivery Body	WSCC- Darryl Hemmings MSDC- Hamish Walke							
6. Lead C2C Project Manager and sponsor Committee	Iain Reeve LTB							
7. Start Date & Key Milestones Current Year	Project start -15/16 LGF- 16/17							
8. End Date	19/20							
9. Current Status and any Corrective Action required	Business case will not come to the LTB until December 2015. Will flow through the Assurance Framework.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case developed but will not be appraised by LTB until late 2015/early 2016.</i>						
11. Time	A	.						
12. Spend	A							
13. Impact	G	<i>High impact – unlocks significant housing and employment.</i>						
14. Risk Management	G							
Completed By	Hayley Shepherd	Date	25 <sup>th</sup> February 2015					



## European Structural and Investment Funds Update

23<sup>rd</sup> March 2015

### Overview

Our European Structural and Investment Funds Strategy sets out Coast to Capital LEP's priorities for use of our £61.2m allocation for the three funds:

- £28.7m European Regional Development Fund (ERDF),
- £28.7m European Social Fund (ESF); and
- £3.8m European Agricultural Fund for Rural Development (EAFRD) during the programming period 2014 to 2020.

Under ERDF this includes support for:

- SME innovation and R&D, through supporting university and SME collaboration;
- Business competitiveness including support for start-ups and growth companies, for internationalisation and for businesses in our priority sectors and their supply chains;
- Adoption of low carbon technologies and solutions.

Under ESF this includes support for:

- Skills to support future growth including higher level skills and intermediate skills for our priority sectors and other important industries;
- Support for those who need it to access employment and improved opportunities
- Social inclusion initiatives to help those in target groups and communities.

Under EAFRD, this includes support for:

- The rural economy and for rural businesses including the visitor economy

For more information including financial allocations to each of our priorities see our ESIF Strategy. [Coast to Capital ESIF Strategy](#)

---

### Implementing the ESIF Strategy

The responsibility for managing and defraying the ESI Funds is vested in the Government departments which are the Managing Authorities (MAs) for each of the Funds. This is Department for Communities and Local Government in the case of ERDF, the Department for Work and Pensions in the case of ESF and the Department for Food and Rural Affairs (Defra) in the case of EAFRD. The MAs work closely with the Coast to Capital area partners through the Coast to Capital Area Shadow ESIF Committee to ensure that local needs are met and the ESIF Strategy achieves its aims.

After protracted negotiations between the UK Government and the European Commission agreement on the Operational Programmes (OPs) for each of the three funds was reached in February 2015. This means that delivery can finally begin and Government officially launched the Programme on 23<sup>rd</sup> March 2015.

The ESI Funds are deployed through a process of issuing Calls for Projects to deliver the priorities set out in the ESIF Strategy. Bidding in response to Calls is open to all organisations that meet the eligibility criteria as ESI Funds are subject to EC open procurement regulations. Calls are usually time limited and will be issued at different times throughout the programming period up to 2020.

The Coast to Capital Area Shadow ESIF Committee will advise the Managing Authorities (MAs) for the ESI Funds on which Calls to issue and which projects to fund to ensure fit with our local priorities.

---

### **What happens next?**

We want to start delivery as soon as possible but in practice, there is very little opportunity to issue Calls before the general election as Government enters the pre-election period or “purdah” on 30<sup>th</sup> March. Nevertheless, we are aiming for our first Call under ERDF to be issued before the end of March 2015 for approximately £500K of the £2,390,253 allocated to this activity over the life of the programme. With match funding, this will give a total project value of £1m for the first Call which is for projects to support the Creative, Digital and IT (CDIT) sector through promoting Higher Education Institution (HEI) and SME collaborative research summarised below:

#### **Coast to Capital Area: ESIF first Call under ERDF**

**CtoC ESIF Strategy: Priority 1.** Promote SME/HEI/public sector collaborative research and innovation and commercialisation, including collaboration with HEIs and local business research and innovation institutes within and across our five priority sectors and our specialised technology futures.

**Call: A. Call relating to the CREATIVE DIGITAL & IT SECTOR (CDIT)** to engage SMEs in one of our five priority sectors in collaborative research projects with HEIs and research/other specialist institutes. This Call will also encourage the application of our identified specialised technology futures in the CDIT sector.

#### **First calls under ESF**

The situation in regard to ESF is somewhat different due to the complexities of the opt-in arrangements and there will be no first Calls before the general election. (See below for more details on opt-in arrangements.) Recognising the desirability of beginning delivery as soon as possible, we are preparing early Calls for employment support, social inclusion and skills which will be issued as soon as possible. We wish to avoid a hiatus between the activities funded under the last programming period and this one but at the same time issue Calls in a manageable and timely way.

---



### **How to access funding**

Calls will be posted on the ESIF pages of the Government's website [Funding Finder](#) with annexes relating to the relevant LEP areas. When a Call includes projects to be delivered in Coast to Capital, these will also be notified on the European Funding pages of the Coast to Capital website. [Coast to Capital website European pages](#).

All applications for ERDF and ESF will be made on-line via a system called LOGASnet. Applicants will need to register on the system before submitting their applications and it is recommended that registration is done as soon as possible as we have been advised it may take some time for Government to process them. Details will be on the relevant pages of [ESIF Funding Finder](#) under each Call page.

### **ERDF Calls**

In the case of ERDF, applicants will be invited to submit an outline application, followed by a full application if they meet the initial assessment criteria. Applications will be agreed by the MAs, advised by the Coast to Capital Area ESIF Committee.

### **ESF Calls**

In the case of ESF, there will be a similar process of direct bidding to the MA (i.e. DWP), for a proportion of ESF at a future date but, initially, Calls will be issued by the ESF Opt-in Organisations. These Opt-in Organisations are national organisations who will act as managers and contractors for ESF provision and who will supply match funding for projects through their own delivery activities. This means that project applicants do not need to supply match funding and will operate in a similar way to the co-financing arrangements under the last programming period.

Coast to Capital has made arrangements with the three ESF Opt-in Organisations as follows:

- Skills Funding Agency: for activities to provide support for skills development;
- Big Lottery Fund: for support for social inclusion activities;
- Department for Work and Pensions: for activities to support the move into sustainable employment.

There will be no outline application for ESF Calls issued through the Opt-in Organisation route; instead applicants will be required to proceed straight to a full application.

### **EAFRD Calls**

Defra will issue Calls for EAFRD relating to a small number of the more rural LEP areas in March which will also be published on the Government's website. Coast to Capital is not one of the LEPs included in this first round. Defra will issue further Calls from the summer onwards. These will be published on the EAFRD pages of the Government's website: [EAFRD Funding Finder](#) When there is a Call which includes Coast to Capital we will notify this on our website as outlined above. This is expected to take place later in 2015.

---

### Match Funding

ERDF and ESF both have to be matched. The intervention rate is 50% in more developed regions such as Coast to Capital.

### ERDF

For ERDF match funding is supplied by applicants and partners; the total project costs are equal to the ESI Funding and the match combined. Match funding can be either **public** (i.e. from an organisation that receives over 50% of its funding from government) or **private** from a private sector organisation. The following types of funding are eligible as match, provided that they **directly contribute** to the project costs:

- Cash payments going through the accounts of project applicant and /or deliverer,
- Salaries of members of staff assigned to the project by the lead applicant or named delivery organisation;
- Private sector company (including social enterprise) contributions contributing to the total eligible costs;
- Actual salary costs of professional services e.g. accountancy.

N.B. In-kind contributions, including volunteer time, are usually ineligible.

### Opt-ins arrangements (ESF only).

Under the Opt-in route, the match will be provided by the Opt-in Organisations and so the applicant does not have to concern themselves with where match will come from. DWP and SFA will provide programme-based match as in the previous co-financing model. BIG Lottery will provide actual cash match for the project.

For ESF accessed through direct bidding, applicants will need to provide their own match, subject to the conditions above.

### More information

Government has provided a number of guidance documents published on GOV.UK including a number of [assessment and selection documents](#) and [project requirements guidance](#) have been published on the GOV.UK website today including:

- ERDF State Aid Law Requirements
- ERDF Eligibility Rules
- ESF Eligibility Rules
- ERDF/ESF Selection Criteria
- ERDF/ESF Branding and Publicity Requirements
- ESIF Logos and Publicity Templates
- ERDF / ESF Technical Assistance Guidance and timesheet example
- ERDF / ESF Outline Application Form and Guidance

Additional information will also be published on the Coast to Capital website.

---

<b>Subject:</b>	<b>Greater Brighton Economic Board Operational Arrangements for 2015/16</b>		
<b>Date of Meeting:</b>	<b>21 April 2015</b>		
<b>Report of:</b>	<b>Chair, Greater Brighton Officer Programme Board</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Nick Hibberd</b>	<b>Tel: 01273 293756</b>
	<b>Email:</b>	<a href="mailto:nick.hibberd@brighton-hove.gov.uk">nick.hibberd@brighton-hove.gov.uk</a>	
<b>LA(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT:**

- 1.1 This report outlines the preparatory steps needed to support the operational aspects of the Greater Brighton Economic Board ('the Board') in 2015/16.
- 1.2 This report should be read in conjunction with the Heads of Terms ('HoTs') for the Board. The latest version of the Heads of Terms, as agreed by the Board on 20 May 2014, is attached as Appendix 1.

**2. RECOMMENDATIONS:**

2.1 The Board is asked to:

- (1) Agree and secure the budgetary contributions that are being sought to fund the costs of running the Board in 2015/16;
- (2) Agree the process by which the Chair of the Board shall be nominated for 2015/16;
- (3) Note that the Heads of Terms will be revised to include the South Downs National Park Authority as a formal member of the Board;
- (4) Note the date by which the lead authority must be notified of all named substitutes and instruct any necessary actions within their respective organisations;
- (5) Note the date by which the lead authority must be notified of all nominations to the Greater Brighton Call-In Panel and instruct any necessary actions within their respective organisations;
- (6) Note the date and time of the Board's training session, and;
- (7) Note that the Annual Report will be drafted for presentation to the Board at its first meeting in the new municipal year.

### 3. COSTINGS AND FINANCIAL CONTRIBUTIONS:

- 3.1 The budget to support the running costs of the Board in 2014/15 was £85,537. The actual spend, as at 16 March 2015, was £73,359. This underspend relates largely to salary costs, as the Business Manager for the Board did not start in post until 05 January 2015. It is proposed that the remaining £12,178 be rolled-over to 2015/16 as the year's contingency fund. A breakdown of the budgetary contributions and actual spend in 2014/15 is attached as Appendix 2.
- 3.2 As outlined in section 1.7 of the HoTs, Brighton & Hove City Council will continue to act as the lead authority for the Board in 2015/16.
- 3.3 Brighton & Hove City Council has estimated that the Board will cost £83,157 to run in 2015/16. A breakdown of this budget forecast is attached as Appendix 3.
- 3.4 In line with sections 12 and 13 of the HoTs, Brighton & Hove City Council is seeking the following contributions from the Board's member organisations:

<b>Organisation</b>	<b>2015/16 Contribution Sought</b>
Coast to Capital Local Enterprise Partnership	£7,650
South Downs National Park Authority	£5,100
University of Sussex	£5,100
University of Brighton	£5,100
City College Brighton & Hove	£5,100
Adur District Council	£5,986
Brighton & Hove City Council	£25,714
Worthing Borough Council	£9,348
Lewes District Council	£8,631
Mid Sussex District Council	£5,428
<b>Total:</b>	<b>£83,157</b>

- 3.5 Appendices 4 and 5 outline the approach and detail the calculations used to develop the contributions that are being sought.

### 4. 2015/16 BOARD MEETING DATES:

- 4.1 The Board meeting dates for the new municipal year have been set as follows:
- 14 July 2015
  - 20 October 2015

- 26 January 2016
- 18 April 2016

4.2 As in 2014/15, it is proposed that all meetings will commence at 10:00 and be held in alternating locations across the City Region.

## **5. MEMBERSHIP AND CHAIRPERSON:**

5.1 Section 5 of the HoTs no longer accurately reflects the Board's membership and will be updated to include the South Downs National Park Authority as a formal member of the Greater Brighton Business Partnership. The Board will be asked to ratify the revised HoTs at its first meeting in the new municipal year.

5.2 The City Region comprises four further education colleges – City College Brighton and Hove, Northbrook College, Plumpton College and Sussex Downs College. The Principals of these colleges have confirmed that City College Brighton and Hove will continue to represent their sector on the Board in 2015/16. As the Interim Principal for City College Brighton and Hove, Monica Box will attend Board meetings until a permanent appointment is made.

5.3 It is anticipated that the Greater Brighton Business Partnership representatives will remain unchanged in 2015/16.

5.4 With the exception of Adur District Council, elections are due to take place in all local authority areas in May 2015. (Note, Durrington and Northbrook wards are excluded from Worthing Borough Council's 2015 elections). Representatives on the Greater Brighton Economic Joint Committee may, therefore, change.

5.5 As outlined in section 6 of the HoTs, the role of Chair shall rotate annually between the Greater Brighton Economic Joint Committee members. The Chair of the Joint Committee shall, by virtue of his/her democratic mandate, be the Chair of the Board. It is for the Joint Committee to determine the order in which their members shall chair.

5.6 The Leader of Brighton & Hove City Council was Chair of the Board in 2014/15 and the council will therefore be excluded from nominations in 2015/16.

5.7 The new Chair must be formally appointed at the Board's first meeting in the new municipal year. It is proposed that nominations be sought in advance and that the following process be adopted:

(1) On 22 May 2015, Brighton & Hove City Council's Democratic Services team will issue an e-mail to the local authority Leaders to ask if they would like to put themselves forward as Chair.

(2) Those Local authority Leaders choosing to put themselves forward must notify Brighton & Hove City Council's Democratic Services of their decision by 05 June 2015.

(3) On 08 June 2015, Brighton & Hove City Council's Democratic Services will issue an e-mail to all local authority Leaders, advising of the nominations and

asking them to cast a vote for their preferred nominee. Each Greater Brighton Economic Joint Committee member will have one vote, save for Brighton & Hove City Council where the Leader of the Opposition will also have a vote. Voting will be completed in confidence. The deadline for votes will be 12 June 2015.

(4) On 15 June 2015, Brighton & Hove City Council Democratic Services will issue an e-mail to all members of the Board to advise them of the new Chair.

(5) On 14 July 2015, members of the Greater Brighton Joint Committee will formally appoint the new Chair (this will be the first item of business).

5.8 In the event that the vote is tied, Brighton & Hove City Council's Democratic Services will issue an e-mail to all local authority Leaders, informing that the first round has been tied and asking them to vote again on the two (or more) preferred nominees.

5.9 All member organisations are required to inform Brighton & Hove City Council's Democratic Services of their substitute representatives by 12 June 2015. In line with section 9 of the HoTs, the list of substitutes will be approved by the Board at its first meeting in the new municipal year.

5.10 As stated in section 4.3 of the HoTs, the work of the Board shall be subject to review by an ad hoc joint local authority scrutiny panel that is managed by the lead authority. It is proposed that the current Call-In Protocol remains unchanged for 2015/16. The Protocol is attached as Appendix 6. Members of the Board are required to inform Brighton & Hove City Council's Democratic Services of their Greater Brighton Call-In Panel representatives by 12 June 2015.

5.11 Training will be offered to all Board members and their substitutes, in the form of a joint half-day workshop. It is proposed that the workshop be held on 23 June 2015 (13:00 – 17:00, King's House Hove).

## **6. ANNUAL REPORT:**

6.1 As outlined in section 4.1 of the HoTs, the Board shall submit an annual report to each of the bodies represented on the Board.

6.2 It is proposed that the 2014/15 Annual Report be presented to the Board for approval at its first meeting in the new municipal year, scheduled for 14 July 2015.

## **7. CONCLUSION:**

7.1 To ensure that the Board transitions smoothly into the new municipal year, Board members are asked to:

(1) Agree the budgetary contributions that are being sought to fund the costs of running the Board in 2015/16;

(2) Agree the process by which the Chair of the Board shall be nominated for 2015/16, and;

(3) Note the requirement, and instruct the necessary actions within their respective organisations, to:

- a. Notify the lead authority of their named substitutes by 12 June 2015;
- b. Notify the lead authority of their nominations to the Greater Brighton Call-In Panel by 12 June 2015, and;
- c. Note the proposed date and time of the training session for the Board.

7.2 The Board's HoTs will be updated to include the South Downs National Park Authority as formal members of the Greater Brighton Business Partnership. The Board will be asked to ratify the revised HoTs at its first meeting in the new municipal year.

## **8. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 8.1 The purpose of the Greater Brighton Economic Board is to assist with bringing about sustainable economic development and growth across the Greater Brighton City Region. To achieve this, the role of the Board is to co-ordinate economic development activities and investment at the regional level. This will entail working to secure funding and investment for the City Region. To deliver this support the Board requires funding contributions from each member to enable delivery its functions.
- 8.2 Brighton & Hove City Council, as the lead authority, shall provide administrative support to the Greater Brighton Economic Board for finance, legal, reporting and administrative services. The Greater Brighton Economic Board will be administered by a full-time post (Greater Brighton Business Manager) funded from the contributions from partners as detailed within this report. The projected budget for 2015/16 is £83,157 and the anticipated breakdown for the spend is detailed in Appendix 3. The budget is met from contributions from each member and is based upon a reasonable split on the size of each organisation as detailed in paragraph 3.4 above and Appendices 4 and 5. The cost of the support will include a contingency to support ad hoc and exceptional spend that may arise throughout the year. The contingency is funded from the projected £12,178 underspend from 2014/15.

*Finance Officer Consulted: Rob Allen, Principal Accountant, BHCC  
Date: 30 March 2015*

### Legal Implications:

- 8.3 The legal implications arising are set out in the body of the report, including the constitutional steps necessary to ensure that the Board continues to operate effectively.

*Lawyer Consulted: Bob Bruce, Deputy Head of Law BHCC  
Date: 30.03.15*

Equalities Implications:

8.4 None.

Sustainability Implications:

8.5 None.

Any Other Significant Implications:

8.5 None.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

- Appendix 1: Heads of Terms for Greater Brighton Economic Board
- Appendix 2: Breakdown of Spend in 2014/15
- Appendix 3: Budget Forecast for 2015/16
- Appendix 4: Funding Contribution Requests 2015/16
- Appendix 5: Greater Brighton City Region Totals (all figures from Nomis)
- Appendix 6: Greater Brighton Economic Board Call-In Protocol

### **Background Documents**

None.



## **Appendix 1: Heads of Terms for Greater Brighton Economic Board**

The Heads of Terms are attached as a separate document.

## Appendix 2: Breakdown of Spend in 2014/15

- The 2014/15 budget to support the running costs of the Greater Brighton Economic Board totalled £85,537. This was made-up of the following contributions:

Adur District Council	£4,964
Brighton & Hove City Council	£25,000
Worthing Borough Council	£8,629
Lewes District Council	£7,801
Mid Sussex District Council	£11,643
Coast to Capital Local Enterprise Partnership	£7,500
South Downs National Park Authority	£5,000
University of Sussex	£5,000
University of Brighton	£5,000
City College Brighton & Hove	£5,000

- The actual spend in 2014/15 (including all known commitments as at 16 March 2015) was as follows:

Salary costs (including on-costs) January – March 2015	£12,728.70
Recruitment costs:	
- Internal advertising	£400.00
- External advertising	£2,742.50
Consultancy costs:	
- Nathaniel Lichfield & Partners	£44,998.00
- Contribution from Coastal West Sussex Partnership	- £11,249.50
Financial Services support	£6,720.00
Legal Services support	£9,204.00
Democratic Services support	£3,000.00
Venue hire (Board meetings)	£2,033.00
Communications & Branding	
- City Deal Brochure	£300.00
- Greater Brighton Logo	£650.00
- Greater Brighton Pop-Up Screens	£500.00
- Investment Programme Prezi	£1,200.00
Ad hoc	
- Printing (BHCC)	£19.80
- City Deal stocktake	£112.20
<b>Total</b>	<b>£73,358.70</b>

- The budget remaining as at 16 March 2015 is £12,178. This will be rolled-over into 2015/16 as the year's contingency fund.

### Appendix 3: Budget Forecast for 2015/16

1. It is anticipated that the budget required to support the running of the Greater Brighton Economic Board in 2015/16 is £83,157. This is made-up of the following costs:

Salary costs (including on-costs) (increase due to inflationary rise (1%))	£50,914.80
Finance support (increase due to inflationary rise (2%))	£6,854.00
Legal support (increase due to inflationary rise (2%))	£9,388.00
Scrutiny (charged £500 (excluding venue) on a 'pay as you go' basis)	£2,000.00
Democratic Services support (administrative) (increased by £1,000)	£4,000.00
Venue hire (x4 Board meetings)	£2,000.00
Communications, design and branding	£2,000.00
Procurement and licences for on-line workspace system	£6,000.00
<b>Total</b>	<b>£83,156.80</b>

2. The budget forecast excludes a contingency as the £12,178 2014/15 underspend (as at 16 March 2015) will be rolled-over into the new financial year and act as the contingency fund.
3. On 29 July 2014, the Board agreed to re-advertise the Business Manager post as a three-year contract in order to attract a more suitable candidate.

## Appendix 4: Funding Contribution Requests 2015/16

### Greater Brighton Business Partnership:

Organisation	2015/16 Contribution Sought	2014/15 Contribution Paid
Coast to Capital Local Enterprise Partnership	£7,650	£7,500
South Downs National Park Authority	£5,100	£5,000
University of Sussex	£5,100	£5,000
University of Brighton	£5,100	£5,000
City College Brighton & Hove	£5,100	£5,000
Total	£28,050	

- The increase in the contributions sought is based on a 2% inflationary rise.
- Due to their being largely local authority funded, no contributions will be sought from the Brighton & Hove Economic Partnership, the Adur & Worthing Business Partnership and the Coastal West Sussex Partnership (CWS).

### Greater Brighton Economic Joint Committee:

- The total remaining funding contribution required is £55,107
- The contributions sought from the unitary, district and borough councils have been apportioned in relation to the size of their working age populations. See Appendix 5.
- As a large proportion of Mid Sussex District Council's working age population is based in East Grinstead – an area this is currently outside of the scope of the Investment Programme – it is proposed that they pay 50% of their original contribution calculation and that the remaining 50% be divided equally amongst the remaining members (an additional £1,357 each).

Organisation	% of working age population	Original 2015/16 Contribution Calculation	Actual 2015/16 Contribution Sought	2014/15 Contribution Paid
Adur District Council	8.4%	£4,629	£5,986	£4,964
Brighton & Hove City Council	44.2%	£24,357	£25,714	£25,000
Worthing Borough Council	14.5%	£7,991	£9,348	£8,629
Lewes District Council	13.2%	£7,274	£8,631	£7,801
Mid Sussex District	19.7%	£10,856	£5,428	£11,643

Council				
<b>Total</b>			£55,107	

## Appendix 5: Greater Brighton City Region Totals (all figures from Nomis)

Local Authority	Population (2013)	Working age population (2013)	VAT/PAYE businesses (2014)	Businesses per 1,000 working age residents	% of total population	% of working age population	% of businesses
Adur	62,500	37,200	2,365	63.6	9.1	8.4	7.3
Brighton & Hove	278,100	195,700	14,115	72.1	40.4	44.2	43.7
Lewes	99,500	58,300	4,435	76.1	14.4	13.2	13.7
Mid Sussex	142,800	87,400	7,315	83.7	20.7	19.7	22.6
Worthing	106,100	64,100	4,110	64.1	15.4	14.5	12.7
<i>Totals</i>	<i>689,000</i>	<i>442,700</i>	<i>32,340</i>	<i>n/a</i>	<i>100.0</i>	<i>100.0</i>	<i>100.0</i>

Note, in the last year:

- The population has grown by 5,700 people.
- The working age population has grown by 1,700.
- The business base has grown by 2,570 (this is higher in percentage terms than the population growth due, in part, to being updated from using 2011 to 2014 data).

## **Appendix 6: Greater Brighton Economic Board Call-In Protocol**

The Call-In Protocol is attached as a separate document.





## **Heads of Terms Greater Brighton Economic Board**

### **1. Establishment, Purpose and Form**

- 1.1 The Greater Brighton Economic Board (“the Board”) shall be established from the Commencement Date.
- 1.2 The over-arching purpose of the Board is to bring about sustainable economic development and growth across Greater Brighton (‘the City Region’). To achieve this, the principal role of the Board is to co-ordinate economic development activities and investment at the regional level.
- 1.3 The Board comprises the Greater Brighton Economic Joint Committee (“GBEJC”), on which the local authorities will be represented; and the Greater Brighton Business Partnership (“GBBP”), on which the Coast to Capital Local Enterprise Partnership, business, university and further education sectors will be represented.
- 1.4 Meetings of the Board comprise concurrent meetings of GBEJC and GBBP.
- 1.5 GBEJC shall be a joint committee appointed by two or more local authorities represented on the Board, in accordance with section 102(1)(b) of the Local Government Act 1972.
- 1.6 The Board may appoint one or more sub-committees.
- 1.7 For the two years starting with the Commencement Date, the lead authority for the Board shall be Brighton & Hove City Council (“BHCC”), whose functions in that capacity shall include the provision of scrutiny (see paragraph 4.3), management of the call-in and review process (see paragraph 8), and the support detailed in paragraph 12.
- 1.8 Unless the Board resolves otherwise, before the start of the third year following the Commencement Date, and every two years thereafter, the Board shall review the lead authority arrangements and, subject to paragraph 1.9, invite each of the local authorities represented on the Board to submit an expression of interest in fulfilling the role of lead authority for the subsequent two year period. The Board shall then instigate a procurement exercise to select the most appropriate authority for that role.
- 1.9 Notwithstanding the appointment of a successor lead authority pursuant to paragraph 1.8, the incumbent lead authority may retain such of their Accountable Body functions as are necessary to enable that local authority to comply with its on-going commitments and liabilities associated with its Accountable Body status.

## **2. Interpretation**

### **2.1 In these Heads of Terms –**

- (i) 'Commencement Date' means 1<sup>st</sup> April 2014.
- (ii) 'City Region' means the area encompassing the administrative boundaries of BHCC, Adur District Council, Worthing Borough Council, Lewes District Council and Mid Sussex District Council as lie within the Coast to Capital Local Enterprise Partnership area; and 'regional' shall be construed accordingly;
- (iii) 'economic development' shall bear its natural meaning but with particular emphasis given to:
  - employment and skills;
  - infrastructure and transport;
  - housing;
  - utilisation of property assets;
  - strategic planning;
  - economic growth.
- (iv) 'Accountable Body' means the local authority represented on the Board carrying out the function set out in paragraph 12.2.

## **3. Functions**

3.1 The functions of the Board are specified in paragraph 3.2 below and may be exercised only in respect of the Region.

3.2 The functions referred to in paragraph 3.1 are as follows:

- (i) To make long-term strategic decisions concerning regional economic development and growth;
- (ii) To be the external voice to Government and investors regarding the management of devolved powers and funds for regional economic growth;
- (iii) To work with national, sub-national (in particular the Coast to Capital Local Enterprise Partnership) and local bodies to support a co-ordinated approach to economic growth across the region;
- (iv) To secure funding and investment for the Region;
- (v) To ensure delivery of, and provide strategic direction for, major projects and work streams enabled by City Deal funding and devolution of powers;
- (vi) To ensure good governance of projects relating to regional economic development and growth arrangements;

- (vii) To enable those bodies to whom section 110 of the Localism Act 2011 applies to comply more effectively with their duty to co-operate in relation to planning of sustainable development.
- (viii) To incur expenditure on matters relating to economic development where funds have been allocated directly to the Board for economic development purposes; and for the avoidance of doubt, no other expenditure shall be incurred unless due authority has been given by each body represented on the Board.

3.3 In discharging its function specified in paragraph 3.2 (viii) above, the Board shall–

- (i) (save in exceptional circumstances) seek to invest funding on the basis of–
  - (a) proportionality, by reference to the economically active demographic of each administrative area within the City Region;
  - (b) deliverability;
  - (c) value for money and return on investment / cost benefit ratio; and
  - (d) economic impact to the City Region as a whole
- (ii) delegate implementation of that function to the lead authority , who shall also act as Accountable Body in relation to any matters falling within that function.

#### **4. Reporting and Accountability**

- 4.1 The Board shall submit an annual report to each of the bodies represented on the Board.
- 4.2 The Greater Brighton Officer Programme Board shall report to the Board and may refer matters to it for consideration and determination.
- 4.3 The work of the Board is subject to review by an ad hoc joint local authority scrutiny panel set up and managed by the lead authority.

#### **5. Membership**

5.1 The following bodies shall be members of the Board:

- (i) BHCC
- (ii) Adur District Council
- (iii) Worthing Borough Council

- (iv) Lewes District Council
- (v) Mid-Sussex District Council
- (vi) University of Sussex
- (vii) University of Brighton
- (viii) Further Education Representative
- (ix) Coast to Capital Local Enterprise Partnership
- (x) Brighton & Hove Economic Partnership
- (xi) Adur & Worthing Business Partnership
- (xii) Coastal West Sussex Partnership

- 5.2 GBEJC shall comprise the bodies specified in paragraphs 5.1(i) to (v); and GBBP shall comprise the bodies specified in paragraphs 5(vi) to (xii).
- 5.3 Each of the bodies listed in paragraph 5.1 shall be represented at the Board by one person, save that BHCC shall, by reason of it being a unitary authority, be represented by two persons (as further specified in paragraph 5.4).
- 5.4 Each local authority member shall be represented at the Board by its elected Leader and, in the case of BHCC, by its elected Leader and the Leader of the Opposition.
- 5.5 Each business sector member shall be represented at the Board by the Chairman of that member.
- 5.6 Each university member shall be represented by a Vice Chancellor or Pro Vice-Chancellor of that university.
- 5.7 Each further education member shall be represented by its Principal or the Chair of its Governing Body

## **6. Chair**

- 6.1 The Chair of GBEJC shall, by virtue of his/her democratic mandate, be Chair of the Board.
- 6.2 If the Chair of GBEJC is unable to attend a Board meeting, the Board shall elect a substitute from its local authority member representatives, provided that no such member representative attending in the capacity of a substitute shall be appointed as Chair of GBEJC / the Board.
- 6.3 The Chair of GBEJC for its first year of operation shall be the Leader of BHCC.
- 6.4 Following GBEJC's first year of operation, its Chair shall rotate annually between its members, with the new Chair being appointed at the first meeting of the Board in the new municipal year.

6.5 GBEJC shall decide the order in which their members shall chair that body.

## **7. Voting**

7.1 Each person representing a member of GBEJC, and each person representing a member of GBBP, shall be entitled to vote at their respective meetings.

7.2 Voting at each of the concurrent meetings of GBEJC and GBBP shall be by show of hands or, at the discretion of the chair, by any other means permitted by law, and voting outcomes reached at those meetings shall be on a simple majority of votes cast.

7.3 Where voting at a meeting of GBEJC results in an equal number of votes cast in favour and against, the Chair of GBEJC shall have a casting vote.

7.4 Where voting at a meeting of GBBP results in an equal number of votes cast in favour and against, the motion/proposal/recommendation under consideration shall fall in relation to GBBP.

7.5 Where the respective voting outcomes of GBEJC and GBBP are the same, that shall be taken as the agreed Board decision and the Board may pass a resolution accordingly.

7.6 Where the respective voting outcomes of GBEJC and GBBP differ, the Board –

- (i) may not pass a resolution relating to that matter; and
- (ii) may refer the matter to the Chief Executive of the lead authority, who may consult with members of the Board or such other persons as are appropriate, with a view to achieving agreement on the matter between GBEJC and GBBP by discussion and negotiation.

7.7 Where, pursuant to paragraph 7.6(ii), agreement is reached the matter at issue shall be remitted to, and voted upon at, the next meeting of the Board.

7.8 Where, pursuant to paragraph 7.6(ii), no agreement is reached the motion/proposal/recommendation at issue shall fall.

## **8. Review of decision**

8.1 Decisions of the Board will be subject to call-in and review in the following circumstances:

- (i) where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;
- (ii) where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;
- (iii) where any local authority represented on the Board considered that the interests of the body they represent had been significantly prejudiced; or
- (iv) where any local authority represented on the Board considered that the Board had made a decision beyond its scope of authority.

8.2 The procedure for requesting, validating, and implementing a call-in and review is specified in Schedule 1.

8.3 Where a request for call-in is accepted, the Board decision to which it relates shall be stayed pending the outcome of the call-in.

8.4 Following call-in, the panel convened to review a Board decision may refer the decision back to the Board for re-consideration. Following referral, the Board shall, either at its next scheduled meeting or at a special meeting called for the purpose, consider the panel's concerns over the original decision.

8.5 Having considered the panel's concerns, the Board may alter its original decision or re-affirm it. Paragraph 8.1 shall not apply to the Board's follow-up decision. In consequence, the latter decision may be implemented without further delay.

## **9. Substitution**

9.1 Subject to paragraph 9.2, where a representative of a member of the Board is unable to attend a Board meeting, a substitute representative of that member may attend, speak and vote, in their place for that meeting.

9.2 A substitute member must be appointed from a list of approved substitutes submitted by the respective member to the Board at the start of each municipal year.

## **10. Quorum**

10.1 No business shall be transacted at any meeting of the Board unless at least one third of all member bodies are present, and both GBEJC and GBBP are quorate.

10.2 Quorum for GBEJC meetings shall be three member bodies.

10.3 Quorum for GBBP meetings shall be three member bodies.

## **11. Time and Venue of Meetings**

11.1 Ordinary meetings of the Board shall be convened by the lead authority and normally take place in the geographical area of that authority.

11.2 The Chair of the Board may call a special meeting of the Board at any time, subject to providing members with minimum notice of two working days.

## **12. Administrative, financial and legal support**

12.1 The lead authority shall provide the following support services to the Board:

- (i) administrative, as more particularly specified in the Memorandum of Understanding pursuant to paragraph 13;
- (ii) financial (including the Accountable Body function specified in paragraph 12.2); and
- (iii) legal, comprising Monitoring Officer and Proper Officer functions in relation to GBEJC meetings.

12.2 The function of the Accountable Body is to take responsibility for the financial management and administration of external grants and funds provided to the Board, and of financial contributions by each member of the Board, as more particularly specified in the Memorandum of Understanding pursuant to paragraph 13. In fulfilling its role as Accountable Body, the lead authority shall remain independent of the Board.

12.3 Other members of the Board shall contribute to the reasonable costs incurred by the lead authority in connection with the activities described in paragraphs 12.1 and 12.2, at such time and manner as the Memorandum of Understanding shall specify.

## **13. Memorandum of Understanding**

13.1 Members of the Board may enter into a memorandum of understanding setting out administrative and financial arrangements as between themselves relating to the functioning of the Board.

13.2 The memorandum may, in particular, provide for –

- 13.2.1 Arrangements as to the financial contributions by each member towards the work of the Board, including:

- (i) the process by which total financial contributions are calculated;
- (ii) the process for determining the contribution to be paid by each member;
- (iii) the dates on which contributions are payable;
- (iv) how the Accountable Body shall administer and account for such contributions;

13.2.2 Functions of the Accountable Body; and

13.2.3 The terms of reference for the Greater Brighton Officer Programme Board.

#### **14. Review and Variation of Heads of Terms**

14.1 The Board shall keep these Heads of Terms under review to ensure that the Board's purpose is given full effect.

14.2 These Heads of Terms may be varied only on a resolution of the Board to that effect, and subject to the approval of each body represented on the Board.

#### **Schedules**

1. Call-in protocol



# Greater Brighton Economic Board: Call-in Protocol

## Call-in

### 1 Requesting a Call-in

- 1.1** Call-in is a process via which decisions made by the Greater Brighton Economic Board (GBEB) but not yet implemented can be challenged by GBEB members and referred to an independent 'call-in panel' for consideration.
- 1.2** Any decision made by the GBEB may be called-in up to five working days from the date of the meeting at which the decision was taken.
- 1.3** Call-in may triggered by any one or more of the constituent members of the GBEB. Such a request shall be made in writing to the Chief Executive of the lead Local Authority (i.e. the Local Authority responsible for GBEB administration at the time of the call-in request) and shall include the reasons for the request and any alternative decisions proposed.
- 1.4** A request for call-in may be made by any GBEB member local authority:
- (i) where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;
  - (ii) where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;
  - (iii) where any local authority represented in the Board considered that the interests of the body they represent had been significantly prejudiced; or
  - (iv) where any local authority represented in the Board considered that the Board had made a decision beyond its scope of authority.
- 1.5** The Chief Executive may refuse to accept a call-in request which in his/her opinion is frivolous, vexatious or defamatory or where no reason for the decision to be called-in is given.
- 1.6** Should the request be accepted, the Chief Executive will call-in the decision. This shall have the effect of suspending the decision coming into force and the Chief Executive shall inform the relevant decision-makers of the call-in. The Chief Executive shall then call a meeting of the GBEB call-in panel to scrutinise the decision.

1.7 The GBEB call-in panel must meet within seven working days of the Chief Executive accepting the call-in request. Should the call-in committee fail to meet within this period, or meet but not be quorate, then the original decision shall come into force at the expiry of the seven day period.

## 2 The GBEB Call-in Panel

2.1 The GBEB call-in panel shall include members representing each of the constituent members of the GBEB (i.e. both the Greater Brighton Economic Joint Committee and the Greater Brighton Business Partnership).

2.2 The GBEB call-in panel could potentially also include co-opted members from other bodies. Any decision on co-option would be made annually by the GBEB.

2.3 Each constituent member of the GBEB shall appoint a member to the GBEB call-in panel. No member of the GBEB call-in panel may also be a member or substitute member on the GBEB – GBEB call-in panel members should be independent of the GBEB to the degree that they have not as individuals been involved in the decision that they are being asked to consider as a call-in.

2.4 The Chair of the GBEB call-in panel shall be appointed annually by the GBEB.

2.5 Appointments to the GBEB call-in panel shall be annual.

2.6 Substitution is permitted on to the GBEB call-in panel. However, no substitute member may be or have been a GBEB member or substitute.

2.7 The GBEB call-in panel shall make decisions on the basis of a majority vote. If the vote is spilt then the panel Chair shall have a casting vote.

2.8 **Quorum.** To be quorate a meeting of the GBEB call-in panel shall require at least one third of members to be in attendance.

2.9 For the purposes of call-in no distinction shall be made between representatives from the members of the Greater Brighton Economic Joint Committee and representatives from the members of the Greater Brighton Business Partnership: all members of the call-in panel will vote together.

## 3 Call-in meetings

3.1 The GBEB call-in panel will consider call-in requests at a special call-in meeting. Typically, the call-in panel will hear from:

**a)** the GBEB member who made the call-in request (where a request has been made by more than one member the Chair of the GBEB call-in panel will decide whether to take representations from all the signatories to the call-in request or to ask the signatories to make a single representation). The member(s) who requested a call-in will explain why they feel the original decision was unsound and will suggest an alternative decision.

**b)** the GBEB. The GBEB Chair (or another GBEB member or an officer supporting the GBEB at the request of the GBEB Chair) will explain why the original decision was made and will provide any additional information they feel is germane. Where the GBEB Chair is a signatory to the call-in request, then another GBEB member (or officer supporting the GBEB) shall attend the call-in meeting to represent the GBEB. This representative will be chosen by the Chief Executive of the lead authority, after discussion with GBEB members.

**c)** Other organisations, stakeholders or members of the public may be granted the right to make representations to the call-in panel at the discretion of the GBEB call-in panel Chair. However, in general the intention should be to re-examine the decision originally made not to hold a broader enquiry into the decision in question.

- 3.2** Call-in does not provide for the call-in panel to substitute its own decision for the original GBEB decision, but merely to refer the matter back to the GBEB. The GBEB can only be asked to reconsider any particular decision once.
- 3.3** In essence the call-in panel is simply tasked with deciding whether the decision in question should be referred back to the GBEB to be reconsidered. Therefore the only substantive decision the GBEB call-in panel can make is whether to refer the decision back to the GBEB or to let the original decision stand.
- 3.4** In deciding whether to refer a decision back to the GBEB, the call-in panel shall have regard to:
- Any additional information which may have become available since the original decision was made
  - The implications of any delay in implementing the original decision
  - Whether reconsideration is likely to lead to a different decision
  - The importance of the matter raised and the extent to which it relates to the achievement of the GBEB strategic priorities
  - Whether there is evidence that the decision-making rules in the GBEB constitution have been breached
  - Whether there is evidence that the GBEB consultation processes have not been followed
  - Whether the decision taken is not in accordance with a policy previously agreed by the GBEB

- Whether there might be an alternative way of dealing with the matter in hand short of referral back to the GBEB
- 3.5** If having scrutinised the decision, the GBEB call-in panel feels that the decision was seriously flawed, it may refer it back to the GBEB for reconsideration, setting out in writing the nature of its concerns.
- 3.6** Implementation of any decision referred back to the GBEB remains suspended until the GBEB has met to reconsider the matter. However, should the GBEB call-in panel choose not to refer the matter back to the GBEB for reconsideration then implementation may begin immediately following the call-in committee meeting.
- 3.7** The GBEB shall reconsider any matter referred back to it by the GBEB call-in panel either at its next scheduled meeting or at a special meeting called for the purpose. Having considered the concerns expressed by the GBEB call-in panel the GBEB is free to make any decision it chooses *including re-affirming its original decision*.

#### **4 Call-in and urgency**

- 4.1** The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the interests of the GBEB or the general public across the 'Greater Brighton' region. The record of the decision, and notice by which it is made public, shall state if in the opinion of the GBEB the decision is an urgent one and therefore not subject to call-in. This is subject to the agreement of the Chief Executive of the lead authority.
- 4.2** Any decision exempted from call-in for reasons of urgency shall be communicated to the Chair of the GBEB call-in panel by the Chief Executive of the lead authority, together with an explanation as to why the decision has been deemed urgent. The intention is that urgency exceptions are used sparingly and only where there is an overriding reason to do so.