



# **GREATER BRIGHTON ECONOMIC BOARD**

**10.00AM  
14 JULY 2015**

**TERRACE ROOM, BRAMBER HOUSE, UNIVERSITY OF SUSSEX,  
BRIGHTON, BN1 9RH**

## **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 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, 6 July 2015



Title:	<b>Greater Brighton Economic Board</b>
Date:	<b>14 July 2015</b>
Time:	<b>10.00am</b>
Venue	<b>Terrace Room, Bramber House, University of Sussex, Brighton, BN1 9RH</b>
Members:	<b>Councillors:</b> Parkin (Chair), Blackman, Humphreys, Morgan, G Theobald and Wall <b>Business Partners:</b> Prof. Julian Crampton, Prof. Michael Davies, John A. Peel, Dean Orgill, Peter Davies, Andrew Swayne, Monica Box and Trevor Beattie
Contact:	<b>John Peel</b> Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk



**University of Brighton**



# Greater Brighton Economic Board

**Alex Bailey**  
CE - WBC/ADC

**Councillor  
Neil Parkin  
(Chair)**

**Councillor  
Geoffrey Theobald**  
BHCC

**Councillor  
Warren  
Morgan**  
BHCC

**Geoff Raw**  
BHCC

**Councillor  
Rob Blackman**  
LDC

**Jenny Rowlands**  
CE - LDC

**Councillor  
Daniel  
Humphreys**  
WBC

**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

Secretary to the  
Board - BHCC

Lawyer

Ian Parkes

Caroline Wood

Chris Baker

**Nick Hibberd**  
BHCC

**Nazeya Hussain**  
LDC

**Martin  
Randall**  
WBC/ADC

**Hamish Walke**  
MSDC

Public Seating



Press



**AGENDA**

<b>Part One</b>	<b>Page</b>
<b>1 APPOINTMENT OF CHAIR</b>	
<b>2 PROCEDURAL BUSINESS</b> Procedural matters pertaining to the meeting of the Board (copy attached).	<b>1 - 2</b>
<b>3 MINUTES OF THE PREVIOUS MEETING</b> Minutes of the previous meeting held on 21 April 2015 (copy attached).	<b>3 - 8</b>
<b>4 CHAIR'S COMMUNICATIONS</b>  <b>GENERAL MATTERS</b>	
<b>5 GREATER BRIGHTON ECONOMIC BOARD- OPERATING PRINCIPLES 2015/16</b> Report of the Chief Executive, Lead Authority (copy attached).  <i>Contact Officer: John Peel Tel: 29-1058</i>	<b>9 - 44</b>
<b>BUSINESS MATTERS</b>	
<b>6 GREATER BRIGHTON ECONOMIC BOARD 2014/15 ANNUAL REPORT</b> Report of the Chair, Greater Brighton Officer Programme Board (copy attached).  <i>Contact Officer: Nick Hibberd Tel: 01273 293756</i>	<b>45 - 48</b>
<b>7 GREATER BRIGHTON INVESTMENT PROGRAMME UPDATE</b> Report of the Chair, Greater Brighton Officer Programme Board (copy attached).  <i>Contact Officer: Nick Hibberd Tel: 01273 293756</i>	<b>49 - 82</b>
<b>8 GREATER BRIGHTON SKILLS</b> Verbal Update (Councillor Tom Bewick to lead discussion)	

## **GREATER BRIGHTON ECONOMIC BOARD**

### **9 GREATER BRIGHTON AND COASTAL WEST SUSSEX BACKGROUND PAPERS 83 - 86**

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

*Contact Officer: Nick Hibberd*

*Tel: 01273 293756*

### **10 FINDINGS FROM COAST TO CAPITAL INFRASTRUCTURE REVIEW**

Ian Parkes- Strategic Director, Coast to Capital Local Enterprise Partnership to present

## 1. 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.*





**BRIGHTON & HOVE CITY COUNCIL**  
**GREATER BRIGHTON ECONOMIC BOARD**

**10.00am 21 APRIL 2015**

**RICHMOND ROOM, WORTHING**

**MINUTES**

**Present:** Councillor J Kitcat (Chair), Councillor Beresford, Councillor Blackman, Councillor Theobald, Councillor Turner, Councillor Wall

**Business Partners:** Monica Box, Dr. Carter, Peter Davies, Dean Orgill, John A. Peel, Andrew Swayne

**PART ONE**

**37 PROCEDURAL BUSINESS**

**37a Declarations of substitutes**

37.1 Councillor Beresford was present as substitute for Councillor Parkin.

37.2 Councillor Turner was present as substitute for Councillor Humphreys.

37.3 Dr. Carter was present as substitute for Prof. Davies.

**37b Declarations of interests**

37.4 There were none.

**37c Exclusion of the press and public**

37.5 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.

37.6 **RESOLVED** - That the press and public not be excluded from the meeting.

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

- 38.1 Councillor Wall stated when he was present at the meeting but was not listed as such in the attendance list. Councillor Wall also referred to recommendation two of Item 31 and asked if the Board had not also agreed that there should be a sense of realism, caution and a position of caution in the draft proposals for the devolution propositions of the City Region.
- 38.2 Nick Hibberd clarified that the tender proposals for this matter were currently advertised and the issues raised by Councillor Wall as discussed by the Board at the previous meeting were clearly set out in the specification of that tender. Nick Hibberd added that this was likely to be realised in one to one sessions or through a Member reference group.
- 38.3 Councillor Wall welcomed the assurance provided.
- 38.4 Andrew Swayne noted that Scott Marshall had been present at the meeting as his substitute and the minutes should be amended to reflect that.
- 38.5 John A. Peel noted that minute item 27.4 should read “*any decision on a new runway*” rather than “*any decision on a new airport*”.
- 38.6 Dean Orgill noted that minute item 31.14 should be amended to read “*Brighton & Hove Economic Partnership*” rather than “*Brighton & Hove Business Partnership*”.
- 38.7 **RESOLVED-** That the minutes of the previous meeting held on 13 February 2015 be approved as the correct record subject to the above amendments.

## 39 CHAIR'S COMMUNICATIONS

- 39.1 Councillor Kitcat noted that he would be standing down at the forthcoming local elections and therefore this would be his last meeting as Chair and member of the Board. Councillor Kitcat extended his thanks to his fellow Board members as together had they realised significant progress for the city region in the past year.

## 40 GREATER BRIGHTON INVESTMENT PROGRAMME UPDATE

- 40.1 The Board considered a report of the Chair, Greater Brighton Officer Programme Board that provided a progress update on the Greater Brighton Investment Programme in the period 16 February to 31 March 2015. The report was supplemented with a presentation.
- 40.2 Councillor Kitcat expressed his thanks to Officers for achieving a huge amount of progress in a relatively short timeframe.
- 40.3 Andrew Swayne asked for a verbal briefing on *Enhancing business and skills- Skills Capital* that was currently the only category ranked as red.
- 40.4 Nick Hibberd stated this issue related to the Skills Capital Budget and was currently ranked red because of the requirement to spend allocated capital in a set timeframe.

- 40.5 Monica Box further clarified that City College were making every effort to get this issue back on track. Initial work had started and was progressing well.
- 40.6 Councillor Theobald asked for further clarification on estimated timescales.
- 40.7 Monica Box stated that the issue had been delayed predominately by the need to ratify legal agreements. These were now in place and the initial stage of regeneration and renewal could begin.
- 40.8 Councillor Kitcat asked what the likely outcome would be of the allocated funds not being spent in the 2015/16 financial year.
- 40.9 Nick Hibberd clarified that it was likely the allocation would return to the LEP to re-profile. He added that meetings were taking place and assistance provided.
- 40.10 Councillor Kitcat asked the Further Education representative if they were currently receiving everything they needed to progress.
- 40.11 Monica Box confirmed that the assistance provided had been valuable and there would be a meeting on 27 March to confirm the legal agreements.
- 40.12 Councillor Theobald stated that he wished to echo the sentiments of the Chair that significant progress had been made on projects across the counties.
- 40.13 John A. Peel recorded his thanks to Nick Hibberd for an excellent, succinct presentation.
- 40.14 **RESOLVED-** That the report is noted.

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

- 41.1 The Board considered a report of the Chair, Greater Brighton Officer Programme Board that outlined the preparatory steps needed to support the operational aspects of the Greater Brighton Economic Board in 2015/16.
- 41.2 Andrew Swayne stated that from a business perspective, the Board has been run very professionally, established excellent partnership working and had laid a platform of success to build upon. Andrew Swayne stated that he hoped the annual report would be short and sharp to allow continued focus on delivering projects.
- 41.3 Dean Orgill stated that he believed that it would be of benefit to the Board to conduct a PR exercise on the significant and continued progress being made.
- 41.4 Councillor Kitcat agreed with the comments made and that it was also important for Board Members who represented local authority's to convey the work of the Board to their colleagues.
- 41.5 John A. Peel stated that he had spent time providing individual engagements that had achieved great success.

41.6 Councillor Wall stated that he wish to record the commendable role of Councillor Kitcat in establishing the Board and bringing together the private and public sectors to achieve success. Councillor Wall stated his personally thanks to Councillor Kitcat for his excellent stewardship of the Board.

41.7 **RESOLVED-** That the Board:

- (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.

## 42 PRESENTATION ON NEWHAVEN INVESTMENTS STRATEGY

42.1 The Board considered a presentation provided by Max Woodford outlining the progress made on a number of projects related to the Newhaven Investment Strategy.

42.2 Councillor Theobald enquired with regard to extra housing developments intended to support the rise in employment levels.

42.3 Max Woodford stated that sites had been identified on the east side of Newhaven and in the Harbour Heights are of the town. Newhaven District Council were currently developing their Neighbourhood Plan proposing sites for additional housing. He added that increased housing levels and developments would assist the economy and improve the perception of Newhaven.

42.4 **RESOLVED-** That the Board note the presentation.

## 43 ANY OTHER BUSINESS

43.1 John A. Peel updated the Board that following discussions, the European Union had agreed to provide technical assistance toward the European Structural Investment Fund (ESIF) of 2% of the overall funding and officers were currently putting bids together.

43.2 Dean Orgill added that he had attended the first meeting of the C2C ESIF Committee that he had found valuable adding that the LEP had worked very hard in liaison with the Department for Local Government and Communities to move the matter forward.

The meeting concluded at 11.00am

Signed

Chair

Dated this

day of



<b>Subject:</b>	<b>Greater Brighton Economic Board- Operating Principles 2015/16</b>		
<b>Date of Meeting:</b>	<b>14 July 2015</b>		
<b>Report of:</b>	<b>Lead Authority Chief Executive</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>John Peel</b>	<b>Tel:</b> 29-1058
	<b>Email:</b>	<b>john.peel@brighton-hove.gov.uk</b>	
<b>Authorities affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT AND POLICY CONTEXT:**

- 1.1 This report sets out the operating principles for the Greater Brighton Economic Board (GBEB), which comprises the Greater Brighton Economic Joint Committee (GBEJC) and the Greater Brighton Business Partnership (GBBP).
- 1.2 The various documents relating to the running and operation of the Board, its Operating Principles, are listed in appendices 2 – 5 and cover the Heads of Terms (HoT), the Memorandum of Understanding (MoU), the Procedural Rules (PR) and the Call-in Procedure.

**2. RECOMMENDATIONS:**

- 2.1 That the Greater Brighton Economic Board approve and adopt its operating principles as set out in appendices 1-4 to the report.

**3. CONTEXT / BACKGROUND INFORMATION:**

- 3.1 The GBEB runs as a concurrent meeting of the GBEJC and the GBBP and has an over-arching purpose 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.
- 3.2 At its meeting on 21 April 2015, the Board agreed to a number of recommendations as to its Operating Principles as outlined below:
  - The process by which the Chair of the Board shall be nominated for 2015/16;
  - That the Heads of Terms be revised to include the South Downs National Park Authority as a formal member of the Board
- 3.3 Following a confidential nomination and voting process undertaken by Brighton & Hove City Council Democratic Services, Councillor Parkin was nominated by fellow Board Members to the role of Chair of the Board for the 2015/16 municipal year. The Board is asked to ratify that nomination at the meeting.

- 3.4 The above process also requested nomination for nomination to the Greater Brighton Call-In Panel.
- 3.5 Meetings of the Greater Brighton Economic Board are scheduled to take place on the following dates during 2015/16:

Tuesday 14 July 2015  
Tuesday 13 October 2015  
Tuesday 26 January 2016  
Tuesday 19 April 2016

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The GBEB has been established following the successful City Deal bid to government and no other mechanism was considered appropriate to enable joint collaboration and delivery of economic growth at a regional level.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The various local authorities and business organisations were consulted on its operating principles in a report to its meeting on 21 April 2015. The report recommendations were agreed at that meeting.

#### **6. CONCLUSION**

- 6.1 The Board is seen as an important element in enabling partnership working and building relations both across the local authorities and with the local business organisations to facilitate economic development activities and investment at a regional level.

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

##### Financial Implications:

- 7.1 The Greater Brighton Economic Board will assist with delivering economic development and growth across the region. The Board will seek to securing government and private funding and investment in order to deliver this economic development. An annual budget is agreed for the Accountable Body to provide legal, financial and administrative support for the Board to operate. Annual contributions are made from member authorities to the Accountable Body toward this budget. These contributions are detailed in Schedule 2 of the Memorandum of Understanding at Appendix 3. The Board's budget and Accountable Body Role are also detailed within Appendix 3 of this report as is the method of indemnifying the Accountable Body against any over spends.

Finance Officer Consulted: Rob Allen

Date: 02.07.15



#### Legal Implications:

- 7.2 The operating principles are drafted to ensure compliance with local government governance rules and at the same time ensure joint decision making with private sector partners. There are no additional legal issues arising.

*Lawyer consulted: Bob Bruce*

*Date: 03.06.15*

#### Equalities Implications:

- 7.3 The agreement to rotate the role of Chair and support functions to the Board provides for all partner bodies to have an opportunity to take responsibility for the co-ordination of the Board.

#### Sustainability Implications:

- 7.4 There are no sustainability implications arising from the establishment of the Board and it will endeavour to account for sustainability considerations in seeking to achieve economic development and growth across the region.

#### Corporate / Citywide Implications:

- 7.5 The Board provides opportunity to work with neighbouring authorities and business organisations to ensure a voice is heard at both regional and national level in regard to the co-ordination of economic development activities and investment at the regional level.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

1. Board Members
2. Head of Terms
3. Memorandum of Understanding
4. Procedural Rules
5. Call-in Procedure

#### **Background Documents:**

1. Report to the Greater Brighton Economic Board 21 April- *Greater Brighton Economic Board Operational Arrangements for 2015/16*

**BOARD MEMBERS**

Appendix 1

<b>Organisation</b>	<b>Representative</b>
Adur & Worthing Business Partnership	Andrew Swayne
Brighton & Hove Business Partnership	Dean Orgill
Coast to Capital Local Enterprise Partnership	John A. Peel
Coastal West Sussex Partnership	Peter Davies
South Downs National Park Authority	Trevor Beattie
University of Sussex	Prof. Crampton
University of Brighton	Prof. Davies
City College Brighton & Hove	Monica Box
Adur District Council	Councillor Parkin
Brighton & Hove City Council	Councillor Morgan Councillor Theobald
Worthing Borough Council	Councillor Humphreys
Lewes District Council	Councillor Blackman
Mid Sussex District Council	Councillor Wall

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

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

- 1.1 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) '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;
- (ii) '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) Brighton & Hove City Council
  - (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
- (xiii) South Downs National Park Authority

- 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 (xiii).
- 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 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 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.

## **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 with each meeting rotating 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**

### **Memorandum of Understanding**

#### **1. Background**

- 1.1 This Memorandum of Understanding ('Memorandum') is made pursuant to paragraph 13 of the Heads of Terms for the Greater Brighton Economic Board (the 'Board'), and sets out the arrangements in respect of:
- (i) The Accountable Body's role in relation to the Board;
  - (ii) The Board's budget and financial accountability;
  - (iii) Financial contributions by specified Board members towards the running and administration of the Board;
  - (iv) The administrative support to be provided to the Board by the Lead Authority.
- 1.2 In this Memorandum, 'Lead Authority' and 'Accountable Body' both mean the local authority member of the Board appointed as lead authority in accordance with the Board's Heads of Terms.

#### **2. Accountable Body Role**

- 2.1. The following provisions set out the responsibilities of the Accountable Body.
- 2.2. The Accountable Body shall, in relation to any funds received by it on behalf of the Board, be responsible for the legal and financial management of those funds and for ensuring that they are spent in accordance with the objectives and criteria for those funds and the directions of the Board. Any Board decision which incurs expenditure or which could generate any ongoing liability which cannot be defrayed directly from any central government funds or other external funding sources held by the Accountable Body on behalf of the Board shall require the unanimous agreement of all members of the Board prior to its implementation by the Accountable Body.
- 2.3. The Accountable Body will undertake an administrative role which will include but is not limited to the following:
- 2.3.1. development and maintenance of administrative systems to enable the Accountable Body and the Board to fulfil their responsibilities, including setting up such accounting and other financial and management arrangements as are required;

- 2.3.2. where applicable, submitting grant claims to the Board for approval.
- 2.4. The Board and the Greater Brighton Officer Programme Board will carry out their activities so far as practicable in a manner which enables the Accountable Body –
- (i) to comply with the terms of any central government or other third party funds received in connection with the Board’s functions; and
  - (ii) to ensure that the functions of the Board are carried out with regard to the principles of sound financial practice.
- 2.5. The Accountable Body shall not be obliged to act upon any decision or direction of the Board if such action is not in accordance with the proper exercise of the Accountable Body’s powers or if such a decision or direction would cause the Accountable Body to be in breach of its obligations under any funding agreement. Furthermore, the Accountable Body shall not be obliged to act upon any decision or direction of the Board which is in conflict with its own constitution.
- 2.6. Subject to paragraph 1.9 of the Board’s Heads of Terms, if the local authority appointed as Accountable Body is no longer to act as the Accountable Body for any reason, then upon ceasing to act the exiting Accountable Body will forthwith transfer any funds held in the Board’s budget, or funds held on behalf of the Board, to the local authority that is to be the replacement Accountable Body.

### **3. Board Budget**

- 3.1. Any increase in the financial contributions made by specified members of the Board towards the running and administration of the Board shall be agreed unanimously by the Board no later than 2 (two) calendar months before the commencement of each financial year.
- 3.2. The Board’s budget will not exceed the total amount of the following:
- 3.2.1. the financial contributions made by members of the Board pursuant to paragraph 5;
  - 3.2.2. any other financial contributions from central government and other third parties; and
  - 3.2.3. any contributions from the private sector.
- 3.3. The financial contributions from Board members pursuant to paragraph 5 will be paid to the Accountable Body within 30 days of receipt of the Accountable Body’s invoice.
- 3.4. The Accountable Body shall not take any action which will result in expenditure exceeding the Board’s budget for the year without the prior

unanimous approval of the Board. Any expenditure in excess of the Board's budget shall be funded by additional contributions from those Board members specified in Schedule 2.

- 3.5. Subject to paragraph 3.6 below,
- (i) all expenditure and liabilities in connection with the running and administration of the Board shall be met from the Board's budget;
  - (ii) nothing in this Memorandum shall oblige the Accountable Body to spend any money or otherwise incur any liabilities whatsoever that are not fully recoverable through the Board's budget; and
  - (iii) the Accountable Body shall be indemnified by the Board members to such extent and in such proportions as set out in Schedule 1 for all and any losses relating solely to the running and administration of the Board (such losses to include costs, liabilities, claims, demands, actions, damages and expenses (including reasonable legal expenses)) properly and reasonably incurred and arising from or incurred by the Accountable Body in performing its role pursuant to this Memorandum.
- 3.6. Notwithstanding paragraph 3.5, where any losses (as defined in the preceding paragraph) are incurred as a result of a negligent act or default of or breach of this Memorandum by a Board member or an act of a Board member which was not authorised by the Board, that Board member shall indemnify the other Board members in respect of any such losses arising.
- 3.7. For the avoidance of doubt, the indemnities referred to in paragraphs 3.5 and 3.6 above shall not apply in the case of any losses that occur in relation to projects which the Board is managing in exercise of its functions.
- 3.8. Where the Board has delegated the implementation of a project to the Lead Authority pursuant to paragraph 3.3(ii) of the Board's Heads of Terms, that authority shall, in its capacity as Accountable Body, be individually liable for any losses or overspend incurred in the delivery of that project.

#### **4. Financial Accountability**

- 4.1. The Accountable Body will operate the financial systems relating to the Board in respect of obligations undertaken in accordance with paragraph 1.
- 4.2. The Board will act upon the advice of the Accountable Body's chief financial officer in respect of improvements to controls, both financial and non-financial.

- 4.3. The Accountable Body will provide financial monitoring statements to the Board in relation to the Board's budget on a quarterly basis together with a financial year end report.
- 5. Financial Contributions of Board Members to the running and administration of the Board**
- 5.1 Financial contributions are set as proportional to the financial contributions made by each Board member and are payable annually from 1 April 2015. Those Board members listed in Schedule 2 shall, in respect of the period 1 April 2015 to 31 March 2016, pay the respective contributions set out in that Schedule.
- 6. Administrative Support to be provided to the Board by the Lead Authority**
- 6.1 The Lead Authority will provide the following administrative support to the Board:
- (i) The timetabling of Board meetings and the booking of venues;
  - (ii) the co-ordination, publication and circulation of agendas (in hardcopy and electronic format as appropriate), including on the internet.
  - (iii) the taking of minutes at Board meetings and their subsequent circulation.
  - (iv) other functions to facilitate the smooth running of the Board, at the discretion of the Lead Authority.

**Agreed on behalf of...**

*[List of each Board member signatory]*

## Schedule 1

### Apportionment of Losses in relation to administrative functions between Board Members

<b>Board Member</b>	<b>Relevant Proportion of Losses</b>
Brighton & Hove City Council	1/10 <sup>th</sup> (one tenth)
Adur District Council	1/10 <sup>th</sup> (one tenth)
Worthing District Council	1/10 <sup>th</sup> (one tenth)
Lewes District Council	1/10 <sup>th</sup> (one tenth)
Mid Sussex District Council	1/10 <sup>th</sup> (one tenth)
University of Sussex	1/10 <sup>th</sup> (one tenth)
University of Brighton	1/10 <sup>th</sup> (one tenth)
Further Education Representative	1/10 <sup>th</sup> (one tenth)
Coast to Capital Local Enterprise Partnership	1/10 <sup>th</sup> (one tenth)
Brighton & Hove Economic Partnership	N/A
Adur & Worthing Business Partnership	N/A
Coastal West Sussex Partnership	N/A
South Downs National Park Authority	1/10 <sup>th</sup> (one tenth)

## Schedule 2

### Financial Contributions Payable by Specified Board Members to the running and administration of the Board in respect of the period 1 April 2015 to 31 March 2016

<b>Board Member</b>	<b>Contribution</b>
Adur	£5,986
Brighton & Hove	£25,714
Lewes	£8,631
Mid Sussex	£5,428
Worthing	£9,348
Coast to Capital LEP	£7,650
University of Sussex	£5,100
University of Brighton	£5,100
FE Colleges	£5,100
South Downs National Park	£5,100



## **GREATER BRIGHTON ECONOMIC BOARD PROCEDURE RULES**

### **1. GENERAL PROVISIONS**

- 1.1 **Application** These procedure rules apply to meetings of the Board, which will run as concurrent meetings of the Joint Committee and Business Partnership.

#### **Amendment of Rules**

- 1.2 These Procedure Rules may only be varied, revoked or added to by resolution of the Board. No arrangements shall be made whereby either the GBEJC or the GBPB or officer may exercise any power of the Board to vary, revoke or add to these Procedure Rules.

#### **Interpretation**

- 1.3 The ruling of the Chair or person presiding at the meeting as to the construction or application of any of these Procedure Rules shall not be challenged at any meeting.

#### **Suspension of Rules**

- 1.4 These Procedure Rules may be suspended by the Board provided that notice of the intention to move suspension has been included in the agenda for the meeting or at least one half of the number of Members of the Board are present. Suspension can only be for the duration of the meeting.
- 1.5 This Procedure Rule and Procedure Rules 7.1, and 13.2, are not capable of being suspended.

#### **Service of Notices and Other Documents**

- 1.6 Any notice, requisition, or other document which under these Procedure Rules is required to be given or delivered to the Chief Executive of the Lead Authority or to their office may be sent by letter, fax or e-mail; but shall not have been properly given or delivered until it has been received by the Chief Executive at their designated office of work.

### **2. MEETINGS OF THE BOARD**

#### **Meeting Days**

- 2.1 Ordinary meetings of the Board will take place in accordance with a programme decided by the Board.

#### **Time and Place**

- 2.2 The time and place of the meeting will be determined by the Lead Authority and it will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. Except in cases of urgency, at least five clear working days before a

meeting, the Lead Authority will send a summons by post/e-mail to every Member of the Board or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

### **3. EXTRAORDINARY MEETINGS OF THE BOARD**

#### **Extraordinary Meeting called by the Chair**

- 3.1 The Chair may at any time call an extraordinary meeting of the Board.
- 3.2 If the Chair is unable to act for any reason, the Chief Executive of the Lead Authority may at any time call an extraordinary meeting of the Board, having consulted with their counterparts.

#### **Extraordinary Meeting Requisitioned by Members**

- 3.3 An extraordinary meeting of the Board may be called by submission of a requisition signed by at least 3 Members from both the GBEJC and the GBPB, specifying the business to be transacted. The requisition shall be delivered to the Chief Executive of the Lead Authority (see Procedure Rule 1.6). The meeting shall be called within 7 days of receipt of the requisition by the Chief Executive to take place as soon as reasonably practicable.

#### **Extraordinary Meeting**

- 3.4 No extraordinary meeting shall be called unless it is proposed to transact at the meeting business which, in accordance with statute and these Procedure Rules, may be transacted at a meeting of the Board.

### **4. PERSON PRESIDING AT MEETINGS OF THE BOARD**

- 4.1 Any power of the Chair in relation to the conduct of a meeting of the Board may be exercised by the person presiding at the meeting.
- 4.2 If it is necessary to choose a person to preside in the absence of the Chair the Lead Authority shall invite nominations, and shall conduct the discussion in accordance with the powers of the Chair.

### **5. QUORUM OF MEETINGS OF THE BOARD**

- 5.1 The quorum for Board meetings shall be 6 with 3 representatives from the GBEJC and GBPB.
- 5.2 If, at the beginning of or during any meeting of the Board, the Chair declares that there is not a quorum present, the meeting shall stand adjourned for 15 minutes.
- 5.3 If after 15 minutes, the Chair should declare that there is still no quorum present, the meeting shall not take place or shall end, as the case may be. Remaining business shall be considered at a time and

date fixed by the Chair. If the Chair does not fix a date, the remaining business shall be considered at the next ordinary meeting.

## **6. ORDER OF BUSINESS AT MEETINGS OF THE BOARD**

6.1 The order of business at every meeting of the Board shall normally be:

- (a) In the absence of the Chair to choose a Member of the Board to preside;
- (b) To receive declarations of interest;
- (c) To approve as a correct record the minutes of the last meeting of the Board, and of any earlier meeting of which the minutes have not been already approved, and for the person presiding to sign them;
- (d) To receive communications from the Chair;
- (e) Where the meeting has been requisitioned under Procedure Rule 3, to consider the business specified;
- (f) To consider business expressly required by statute to be decided by the Board;
- (g) To consider items of business (if any) remaining from the last meeting;
- (h) To receive and consider reports, minutes and recommendations of any sub-committees;
- (i) To consider any other business specified in the summons for the meeting including business for which a motion to exclude the press and public is to be put to the Board.

### **Variation of Order of Business**

6.2 The order of business in paragraph 6.1 may be varied by direction of the Chair or by resolution of the Board.

### **Urgent Items**

6.3 If the Chair decides that an item of business not included in the agenda for the meeting may be taken for reasons of urgency, such reasons must be specified and noted in the minutes and that item will be taken at the end of other items of business unless otherwise decided in accordance with paragraph 6.2 above.

### **Withdrawal of items from the Agenda**

6.4 After consulting the Leaders (or a GBEJC member acting on behalf of a local authority) the Chair may remove or withdraw any item of business from the agenda for the meeting. Consultation may take place before or during the meeting and the Chair may (if he/she considers appropriate) adjourn the meeting for the purposes of undertaking the consultation.

## **7. CONDUCT OF MEETINGS**

### **Minutes**

- 7.1 Minutes of every meeting of the Board shall be submitted to and signed at the next following ordinary meeting of the Board.
- 7.2 The Chair shall put the question that the minutes submitted to the meeting be approved as a correct record.
- 7.3 No discussion shall take place upon the minutes, except upon their accuracy. Any question as to accuracy shall be raised by motion. The Chair shall then sign the minutes.
- 7.4 The minutes shall record the names of Members present and any decisions taken at the meeting.
- 7.5 The minutes will be recorded in a book of loose leaf pages and when signing the minutes, the Chair shall sign each page of the approved minutes.
- 7.6 Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

## **8. MOTIONS AND AMENDMENTS**

### **Motions where notice is not required**

- 8.1 The following motions may be moved without notice at any meeting:
  - (a) to elect in the event of a vacancy a Chair, or to appoint a person to preside at the meeting at which the motion is made;
  - (b) motions relating to the accuracy of the minutes;
  - (c) motions relating to a change in the order of business;
  - (d) “that the Board proceed to the next business”;
  - (f) “that the question be now put”;
  - (g) “that the debate be now adjourned”;
  - (h) “that the Board do now adjourn”;
  - (i) motions as to the termination of meetings;
  - (j) motions relating to the suspension of Procedure Rules without notice;
  - (k) motions to exclude the public from a meeting where there is likely to be otherwise disclosure of exempt or confidential information, in accordance with the Access to Information Procedure Rules;
  - (l) motions giving consent of the Board where it is required under these Procedure Rules;

- (m) motions to appoint a sub-committee or Member arising from an item on the summons for the meeting.

### **Moving Recommendations**

- 8.2 On consideration of a report or a recommendation from a sub-committee, or officer, the adoption of the report or recommendation and any resolutions consequential upon that adoption may be moved without notice.

### **Consent**

- 8.3 Where the consent of the Board is required for anything, that consent may be given either by the Chair asking the meeting whether there are any objections to the consent being given, and if no objection is raised, giving that consent, or if objection is raised, or if the Chair so chooses, by a motion moved, seconded and put to the meeting.

## **9. WRITTEN REPORTS**

- 9.1 No report upon which decisions are proposed to be made shall be taken at any meeting of the Board, unless it is in writing.
- 9.2 Verbal amendments and additions to written reports may be made unless the effect is to nullify the recommendations in the report and replace them with others, other than for special reasons which must be recorded in the minutes.

## **10. RULES OF DEBATE (ALL MEETINGS)**

### **General**

- 10.1 The rules of debate in this Procedure Rule shall apply to all meetings of the Board and any of its Sub-Committees.

### **Speeches**

- 10.2 If two or more Members of the Board offer to speak, the Chair shall call on one to speak.
- 10.3 When speaking, a Member shall address the Chair.
- 10.4 A Member shall direct his/her speech to the question under discussion, or to a personal explanation or to a point of order under the provisions of the next paragraph.
- 10.5 When a Member is speaking, the other Members of the Board shall remain silent, unless wishing to raise a point of order or in personal explanation.

### **Point of Order**

- 10.5 A Member claiming to speak on a point of order or in personal explanation shall be entitled to be heard forthwith. The point of order shall relate only to an alleged breach of a specified statutory provision

or a specified Procedure Rule, and the way in which the member raising it considers that it has been broken. Personal explanation shall be confined to some material part of the speech by him/her which may appear from the current debate to have been misunderstood.

- 10.6 The ruling of the person presiding on a point of order or on the admissibility of a personal explanation shall not be open to discussion except on a motion of which due notice has been given.

#### **Procedural Motions**

- 10.7 When a motion is under debate, no other motion shall be moved except the following:

- (a) to withdraw or amend the motion;
- (b) a closure motion under the next paragraph;
- (c) a motion dealing with the prevention of disorder;
- (d) a motion to exclude the press and public.

### **11. SUB-COMMITTEES**

#### **Delegation to Sub-Committee**

- 11.1 The Board may appoint Sub-Committees for such purposes as they think fit, and may make arrangements for a Sub-Committee to discharge any of the functions of the Board.

#### **Continuity of Committees & Sub-Committees**

- 11.2 Each Sub-Committee set up under this Procedure Rule, shall continue to discharge the functions committed to them until the Board resolves otherwise.

#### **Continuity of holders of Office**

- 11.3 Every person appointed as a voting Member of such a Sub-Committee and every person appointed to exercise other functions in relation to a Sub-Committee shall continue to act as such until such time as the appointment is terminated by the Board.

#### **Substitutes**

- 11.4 Where Members of the Board who are Members of Sub-Committees are unable to attend a meeting for whatever reason, a substitute Member may attend and speak and vote in their place for that meeting.
- 11.5 The substitute Member shall be a Member of the same authority as the Member who is unable to attend the meeting, and must not already be a Member of the relevant Sub-Committee. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

## **Meetings of Sub-Committees**

### **Time and Date of Meeting**

- 11.6 The Board or the relevant Sub-Committee, may fix the date, time and place of ordinary meetings of Sub-Committees.
- 11.7 The Chair of a Sub-Committee may call a special meeting of the Sub-Committee as the case may be at any time.

### **Requisition of a Meeting**

- 11.8 One third of the total number of voting Members of a Sub-Committee may requisition a meeting of the Sub-Committee. Such requisition must specify the business proposed to be transacted and shall be delivered to the Chief Executive of the Lead Authority.

## **Chairs of Sub-Committees**

### **Appointment of Chairs**

- 11.9 The Board may appoint, from amongst its voting Members, a Chair of its Sub-Committees.
- 11.10 If no appointments have been made by the Board under paragraph 20.1 above the Sub-Committee shall at its first meeting after the Board elect from amongst its voting Members a Chair.
- 11.11 In the absence of the Chair at a meeting of a Sub-Committee, those voting Members present shall elect a person from amongst their number to preside over the meeting.
- 11.12 The Chief Executive of the Lead Authority or his/her representative shall invite nominations and shall exercise the powers of the Chair in order to regulate the discussion.
- 11.13 No Member of the Board shall be Chair of more than one Sub-Committee without the permission of the Board.

### **Quorum of Sub-Committees**

- 11.14 No business shall be transacted at any meeting of a Sub-Committee unless at least **one third** of the whole number of voting Members of the Sub-Committee are present, provided that in no case shall any business be transacted until at least two voting Members are present.
- 11.15 The provisions of Procedure Rule 5 shall apply to a meeting of the Committee or Sub-Committee at which a quorum is not present as they would apply if it were a meeting of the Board.

### **Order of Business in Sub-Committees**

- 11.16 Except in cases of urgency, at least five clear working days before the date of every meeting of a Committee or Sub-Committee, or as soon as the meeting is called, whichever is the later, the Chief Executive

shall send to every voting Member and to every other person entitled to receive the papers of the Sub-Committee a copy of the agenda for the meeting.

11.17 The agenda shall include:

- (a) all items of business which have been, or are deemed to have been, referred to the Sub-Committee by the Board;
- (b) all reports submitted to the Sub-Committee;
- (c) any item of business directed to be included by the Chair of the Sub-Committee.

#### **Proceedings of Sub-Committees**

11.18 A report of the proceedings of each Sub-Committee meeting shall be submitted to the next meeting of the Board.

## **12. MISCELLANEOUS**

### **Prevention of Disorderly Conduct**

#### **Misbehaviour by a Member**

12.1 If the person presiding at any meeting of the Board, or a Sub-Committee, is of the opinion that a Member has misconducted, or is misconducting, himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Board, he/she may notify the meeting of that opinion, and may take any of the following courses, either separately or in sequence:

- (a) he/she may direct the Member to refrain from speaking during all, or part, of the remainder of the meeting;
- (b) he/she may direct the Member to withdraw from all, or part, of the remainder of the meeting;
- (c) he/she may order the Member to be removed from the meeting;
- (d) he/she may adjourn the meeting for 15 minutes or such period as shall seem expedient to him/her.

#### **Misbehaviour by a Member of the Public**

12.2 If a member of the public interrupts proceedings at any meeting, the person presiding shall order him/her to leave the room where the meeting is being held. If he/she does not leave, the person presiding shall order him/her to be removed. If a member of the public persistently creates a disturbance, the person presiding may adjourn the meeting for 15 minutes or such period as shall seem expedient to him/her.



- 12.3 If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as he/she thinks necessary. If there is a general disturbance in any part of the meeting room open to the public the Chair may call for that part to be cleared.

#### **Declaration of Interests**

- 12.4 Where any Member who is present at a meeting of the Board, or its sub-committees has a Disclosable Pecuniary Interest within the meaning of Section 30(3) of the Localism Act 2011 in connection with any item under consideration, he/she shall withdraw from the meeting room for the duration of the consideration of the item of business, including the debate and any related vote.

#### **Exclusion of Public and Press**

- 12.5 Members of the public and press may only be excluded from meetings of the Board or its Sub-Committees either (i) in accordance with the Access to Information Rules; (ii) in accordance with the provisions of Procedure Rule 25 above ('Prevention of Disorderly Conduct'), or (iii) Under common law or statutory powers available to the Board, which shall be exercisable by the relevant Chair, or the Chief Executive of the Lead Authority.

#### **Voting**

##### **General**

- 13.1 Except where a requisition is made under the next paragraph, the method of voting at meetings of the Board and its Sub-Committees shall be by show of hands. Any matter will be decided by a simple majority of the Members voting and present in the room at the time the question was put. If there is an equal number of votes for and against the motion, the Chair will have a second or casting vote. There will be no restriction on how the Chair may choose to exercise a casting vote. If the Chair does not exercise his/her casting vote the motion or proposal shall fall.

##### **Recorded Votes**

- 13.2 Any Member who is present when the vote was taken may require that his/her vote or abstention shall be recorded in the minutes by informing the Chair forthwith, immediately after the vote is taken.

##### **Voting on Appointments**

- 13.3 Where a vote is required on a motion to appoint or elect a Member of the Board to a position to be filled by the Board, and there are two or more Members nominated for that position, the names of all those nominated shall be put to the meeting in alphabetical order of surname. Those entitled to vote shall each vote for any one person. If there is not a majority of those voting in favour of one person, the name of the person having the least number of votes shall be struck off the list and

a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

### **Attendance**

- 13.4 Every person attending as a Member of a meeting of the Board, or a Sub-Committee shall sign his/her name in the attendance book or on the attendance sheet provided for that purpose.
- 13.5 At the end of each municipal year a report shall be circulated by the Chief Executive as to the number of meetings held by the Board and each Sub-Committee and the attendance of Members at those meetings.

### **Cameras/TV Cameras/Recording at Council**

- 13.6 Subject to prior approval, which shall be at the absolute discretion of the Chair or the person presiding at the meeting, one or more accredited representatives of newspapers\* within the meaning of the Local Government Act 1972 or any other person may be permitted to film, video or photograph the proceedings at Board meetings except for that part of the meeting where the public are excluded pursuant to a resolution passed in accordance with Section 100A(2) or (4) of the Local Government Act 1972 as amended.

[\*representatives of news agencies, radio and television organisations etc. are included within the definition of newspaper representative].

- 13.7 Any person attending a meeting of the Board or of a Sub-Committee may use a mobile communication device and audio record and transmit proceedings provided that:-
- (i) Any mobile communications device shall be kept in silent mode throughout the meeting;
  - (ii) There should be no use of any voice facility to make calls, receive calls or check voice messages. Only text or non-voice uses can be made of mobile phones;
  - (iii) The person presiding at the meeting may order that all mobile phones be switched off and any audio recording cease at any time;
  - (iv) There shall be no recording or transmission of Board proceedings when exempt business is discussed or at meetings.

### **Smoking at Meetings**

- 13.8 Any person at or attending a meeting of the Board or a Sub-Committee shall observe the Board's rule that no smoking be permitted in such meetings.

### **Definitions**

- 13.9 In these Procedure Rules, unless the context otherwise demands, the following terms have these meanings:

## **14. ROLES AND FUNCTIONS OF ALL MEMBERS**

**Key roles.** All Board Members will:

- 14.1 (i) maintain the highest standards of conduct and ethics;
- (ii) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- (iii) represent their communities and bring their views into the Board's decision-making process, i.e. become the advocates of and for their communities;
- (iv) balance different interests identified within the Board's area of influence;
- (vi) be involved in decision-making and scrutinising decisions made by others under the scrutiny arrangements; and
- (vii) be available to represent the Board on other bodies.

### **Rights and duties**

- 14.2 (i) Board Members will have such rights of access to such documents and information, as are necessary for the proper discharge of their role as Members and in accordance with the law.
- (ii) Board Members will not make public information which is confidential or exempt without the consent of the Board or divulge information given in confidence to anyone other than a Board Member or officer entitled to know it.
- (iii) For these purposes, "confidential" and "exempt" information are defined in the Access to Information Rules of the Local Government Act 1972.

### **Delegations to Officers**

- 14.3 Some of the functions of the Board and Sub-Committees may be discharged by an officer under delegated powers.

### **Officers**

#### **Terminology**

- 14.4 The use of the word "officers" means all employees and staff engaged by the Board to carry out its functions.

## **15. DECISION MAKING**

### **Principles of decision making**

- 15.1 All decisions of the Board will be made in accordance with the following principles:
- (a) proportionality (i.e. the action must be proportionate to the desired outcome);
  - (b) due consultation and the taking of professional advice from officers;
  - (c) respect for human rights (the authority will give particular consideration to the implications for human rights of any proposals at an early stage in the decision making process);
  - (d) a presumption in favour of openness;
  - (e) clarity of aims and desired outcomes.

### **Interpretation**

- 15.2 The ruling of the Chair as to the construction or application of any proceedings of the Board shall not be challenged at any meeting of the Board. Such interpretation will have regard to the purposes of these procedures.

## **16. ROLE AND POWERS OF THE CHAIR**

### **Fulfilling the Role of Chair**

- 16.1 The Board expects that its Chair will:-
- have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Board;
  - lead in the development of the work of the Board, also taking into account the wider vision, such as corporate, cross-service and partnership issues;
  - lead in service delivery and the implementation of policies approved by the Board;
  - be the spokesperson for the Board;
  - meet regularly to progress the objectives of the Board with officers, and as appropriate other people, groups and organisations;
  - represent and pursue the interests of the Board in the community and if appropriate at regional and wider levels;

- ensure that:
  - (1) the meetings of the Board are properly conducted and
  - (2) reports of proceedings are forwarded on as necessary, for example to partner bodies and government departments;
- maintain professional working relationships and establish mutual respect with all Members and officers;
- be a promoter and upholder of:
  - (1) equalities throughout the region;
  - (2) high standards of ethical conduct by the Board's Members and officers.

### **Legal powers and Duties**

- 16.2 (a) The responsibility of a Chair for the proper conduct of meetings is formally recognised in law. There are provisions in the Local Government Act 1972 which apply to the holding and chairing of meetings, but much of the detail is supplied in the Board's Procedure Rules, which are standing orders made under powers in the 1972 Act. For any eventuality not covered in the legislation or the Procedure Rules, it may be possible to turn to the body of common law which the Courts have developed in relation to meetings.
- (b) The following are specific functions which a Chair has under the Local Government Act 1972:-
- a power to exercise a second (casting) vote in the event of an equality of votes on any matter;
  - a duty to sign the minutes of the previous meeting;
  - a power to agree the addition of a late item of business to the agenda, if the Chair is of the opinion that it should be considered at the meeting as a matter of urgency.
- (c) To help the Board make effective decisions, they will not only ensure that the procedural rules applying to the Board are observed, but also that any decisions made are sound at law. With assistance from officers as necessary, the Chair will ensure that the Board (1) observes any particular legal duties relevant to a proposed decision and (2) has regard as necessary to any general duties such as:-
- best value;
  - compliance with the Human Rights Act 1998;
  - equalities;

- the general fiduciary duties to Taxpayers to act with financial prudence.
- (d) Finally, the Chair will ensure that the Board reaches its decisions rationally, taking into account relevant factors and disregarding those which are irrelevant.

### **Powers and Duties under the Board's Procedures**

- 16.3 Under the Board's Heads of Terms and Memorandum of Understanding, the role and powers of the Chair are recognised in a number of ways, including the following:-
- (a) Appointment as Chair.
  - (b) Settling the Agenda: - Chairs have power to direct that items of business be placed on the agenda and the order in which business is arranged on the agenda.
  - (c) Conducting the meeting: - the Chair controls the proper conduct of meetings and has discretion to depart from the formality of the Rules of Debate applicable to Board meetings and such discretion is regularly exercised.
  - (d) Reserve Power to call special Meetings: - The Chair can call a special meeting of the Board at any time.

## **17. ROLE OF OFFICERS**

- 17.1 Officers from the various partner authorities will support their respective Members at Board meetings and where required will introduce reports and answer questions from Board Members.
- 17.2 The Chief Executive of the Lead Authority and/or their designated representative will meet with the Chair to review and determine items of business to be placed on the agenda.

# Greater Brighton Economic Board: Proposed 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 Whilst call-in may only be requested by members of the GBEB, each member organisation is free to devise its own internal procedures with regard to influencing or instructing its GBEB member around call-in – for example a local authority might agree a protocol enabling a minority political group to require that the organisation call a decision in.
- 1.5 A request for call-in may be made by any GBEB member:
  - (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 Board member considered that the interests of the body they represent had been significantly prejudiced; or
  - (iv) where any Board member considered that the Board had made a decision beyond its scope of authority.
- 1.6 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.

- 1.7** 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.
- 1.8** 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.

<b>Subject:</b>	<b>Greater Brighton Economic Board 2014/15 Annual Report</b>		
<b>Date of Meeting:</b>	<b>14 July 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:</b> 01273 29-3756
	<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 The Heads of Terms for the Greater Brighton Economic Board ('the Board') outline the Board's reporting and accountability arrangements. The requirement of the Board to submit an annual report to each of its representative bodies is included within these arrangements.
- 1.2 On 21 April 2015, the Board agreed a report outlining the preparatory steps needed to support the operational aspects of the Board in 2015/16. As part of that report, it was agreed that the annual report for 2014/15 be presented to the Board for approval at the first meeting of the new municipal year.
- 1.3 The Board's 2014/15 Annual Report is intended to be used as an interactive electronic document. It will therefore be presented to the Board at their meeting on 14 July 2015.

**2. RECOMMENDATIONS:**

- 2.1 The Board is asked to approve the 2014/15 Annual Report.
- 2.2 The Board is asked to give delegated authority to the Greater Brighton Officer Programme Board to make any minor amendments to the 2014/15 Annual Report.
- 2.3 Board members are asked to submit the 2014/15 Annual Report to their respective organisations.

**3. BACKGROUND AND CONTEXT:**

- 3.1 The 2014/15 Annual Report commends the Board for the enormous progress that it has made in its first year of operation. The Board has built a strong alliance of public and private sector partners and a 'brand' that is recognised by Government, investors and stakeholders. It has established the Greater Brighton Investment Programme and project pipeline that will grow the economy, creating businesses and jobs and unlocking employment floor space and new homes. To date, the Board has successfully secured over

£96m in Government funding for the Greater Brighton Investment Programme, through its City Deal and rounds 1 and 2 of the Coast to Capital Growth Deal.

- 3.2 The 2014/15 Annual Report recognises the major opportunities and challenges facing the Board in the year ahead. It outlines the Board's key areas of focus for 2015/16, enabling it to:
- Continue to work collaboratively to ensure that all parts of the Greater Brighton City Region benefit from its work;
  - Be ready to respond to the national policy debate on place-based devolution and, in so doing, be able to both seize any new opportunities, freedoms and flexibilities that the new Government creates and successfully negotiate new funding with HM Treasury and the Coast to Capital Local Enterprise Partnership;
  - Ensure that City Region partners have the on-going capacity to deliver, responding to the rapid and profound reductions in local government funding, and ultimately;
  - Have a clear and agreed plan for how it will strengthen and boost the local and national economy over the next 5 years.

#### **4. CONCLUSIONS:**

- 4.1 The Board is asked to agree the 2014/15 Annual Report and to submit this to its representative bodies.
- 4.2 The 2014/15 Annual Report recognises the many achievements of the Board thus far and outlines the key areas of focus for the Board in the year ahead.

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

##### Financial Implications:

- 5.1 The Annual Report includes updates on a number of projects throughout the region and incorporates up to £96m of government investment from City Deal and Coast to Capital funding into the Greater Brighton Investment Programme. This funding supports a number of different projects and each of these have been subject to separate reports and business cases that details the financial benefits and risks. Further updates to the Board for each project will be reported throughout the year.

*Finance Officer Consulted: Rob Allen, Principal Accountant*      *Date: 25.06.15*

##### Legal Implications:

- 5.2 Specific legal issues have been or will be addressed in reports relating to individual projects and workflows. There are no additional legal implications arising from the annual report.

*Lawyer Consulted: Bob Bruce, Deputy Head of Law*      *Date: 25.06.15*

Equalities Implications:

5.3 None

Sustainability Implications:

5.4 None

Any Other Significant Implications:

5.5 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

None

**Background Documents**

- [Greater Brighton Economic Board Operational Arrangements for 2015/16](#), 21 April 2015



<b>Subject:</b>	<b>Greater Brighton Investment Programme Update Report</b>		
<b>Date of Meeting:</b>	<b>14 July 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 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 22 April 2015 to 22 June 2015.

**2. RECOMMENDATIONS:**

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

**3. PROGRAMME HIGHLIGHTS:****Schedule Status**

- 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 status.
- 3.2 The Programme is making steady progress and there are currently no major issues to report to the Board.
- 3.3 The Board is advised that whilst there has been a significant delay in finalising the grant agreements for all Local Growth Fund projects, the Coast to Capital Local Enterprise Partnership (C2C LEP) reports that good progress is now being made. The C2C LEP and the Accountable Body (West Sussex County Council) are treating this as a priority and are working with a large number of delivery bodies, all of which is taking time. To aid the process, all delivery bodies are asked to provide any outstanding documentation that is required to satisfy the grant agreements to the C2C LEP and the Accountable Body as quickly as possible.

**New England House Growth Centre**

- 3.4 Redevelopment and investment options are currently being explored with potential joint venture partners.

- 3.5 Brighton & Hove City Council will be consulting with tenants and other stakeholders throughout the process. A tenants association has recently been formed and council officers attended a question and answer session.

### **Digital Exchange Brighton**

- 3.6 The build of the Digital Exchange at New England House will be completed by the end of June 2015. The Digital Exchange is due to launch in July 2015.

### **Digital Catapult Centre Brighton**

- 3.7 The Digital Catapult Centre Brighton at New England House will focus specifically on projects that encourage innovation and value from real-time and location-based data – known as the Internet of Place. The Centre was launched on March 2015 and initial engagement activities for SMEs are underway.

### **Superconnected Cities Programme – Broadband Voucher Scheme**

- 3.8 The Broadband Voucher Scheme has now been extended to cover the wider Coast to Capital LEP area (excluding Croydon). A total refresh of all eligible postcodes for the area has been completed and over 41,000 postcodes are now covered by the scheme. To date, 157 vouchers have been offered (against a total target of 300).

### **Advanced Engineering Centre**

- 3.9 A full planning application was submitted on 01 June 2015.
- 3.10 The University of Brighton is procuring the project on a 2-stage basis and expect to announce the award of contract by end June 2015.

### **Sussex Innovation Brighton (Block J)**

- 3.11 Construction of the new facility continues and operational discussions are ongoing.

### **Circus Street Innovation Growth Centre and Regeneration**

- 3.12 Brighton & Hove City Council is progressing work with its development partners to finalise the details of the Development Agreement and to ensure that the necessary funding mechanisms are in place for the development to go ahead.
- 3.13 Tendering of various elements of the build contract is currently being completed by Cathedral Group. A value engineering exercise is being undertaken to reduce construction costs.
- 3.14 Demolition is due in July 2015, with full construction commencing in November 2015.

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

- 3.15 Brighton & Hove City Council in partnership with the University of Brighton and Cathedral Group have made good progress towards satisfying a number of important 'Preliminary Conditions' and it is hoped that these initial conditions will



be fully met shortly. The outstanding condition relates to an existing agreement between the Council and the Ministry of Defence, from whom the Council acquired the site in 2002. This matter needs to be resolved prior to moving to the detailed design stage and commencing consultation to inform the planning application.

- 3.16 In parallel with this, the University of Brighton and Cathedral Group have completed a review of the original masterplan proposals, the outline of which was reported to the cross-party Project Board in March 2015. These plans have undergone subsequent refinement and the University and Cathedral recently presented to the Council updated plans that the Council is now considering. A further 'Planning Workshop' will follow in the coming months and it is hoped this will enable progression to the more detailed stage. Submission of the planning application by the end of 2015 remains the target.

### **City College Brighton and Hove – Construction Trades Centre**

- 3.17 The City College East project has obtained planning permission and has procured a preferred design and build contractor. Construction is due to commence in August 2015, for completion by end 2016.
- 3.18 The Construction Trades Centre presents an opportunity to link City Region skills and apprenticeships to construction projects.

### **Newhaven Flood Alleviation Scheme**

- 3.19 Site surveys (topographical, ground conditions and ecological) are currently being carried out and it is anticipated that the preferred design options will be agreed during summer 2015. The Environment Agency will consult those residents and businesses that may be directly affected by the proposals before any detailed designs are finalised.
- 3.20 The Environment Agency has developed an outline proposal for a flood gate across the Lewes to Seaford railway line and is continuing work with Network Rail to agree the final design.

### **Newhaven Port Access Road:**

- 3.21 In October 2014, the Department for Transport made the following announcement in relation to the provisional LGF funding for the Port Access Road:

*“Ministers have decided that the Department for Transport should retain approval oversight of a small number of large and/or complex local schemes. The Newhaven Port Access Road scheme is one such scheme. This means that the Department’s approval will be required before the LGF funding for the scheme will be released, and the funding will come directly from DfT when the scheme is ready to begin.”*

- 3.22 This has resulted in changes to the scope of the business case submission and work is ongoing with Department for Transport and the C2C LEP to understand the new requirements. Information will be submitted for comment during summer 2015, with a view to formal submission of the business case in autumn 2015.

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

- 3.23 The Environment Agency is preparing to submit a full planning application in September 2015. The planning process is to be progressed in parallel with the construction tender process. The construction tender award is programmed for January 2016, with an anticipated start on site in February/March 2016.

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

- 3.24 The need for compensatory habitat has been identified, which requires the purchase of additional land. A landowner has been identified and negotiations are proceeding.
- 3.25 The 'design and build' tender is being prepared for the construction of the flood defences at the Sussex Yacht Club and Kingston Beach sections of the scheme, using the Environment Agency Framework Agreement.
- 3.26 Delays in the above have resulted in a slight slippage to the project. It is now anticipated that the planning application be submitted by end 2015 and that work start on site in summer 2016.

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

- 3.27 West Sussex County Council and Mid Sussex District Council continue to work together to develop the business case for the A2300 scheme. Consultants are currently preparing bids for a commission to update the Burgess Hill Transport Model, which will be used to support the evidence base for the Business Case.

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

- 3.28 The project received agreement from Brighton & Hove City Council's Environment, Transport and Sustainability Committee on 17 March 2015 to proceed the detail design. Since coming into office, the new administration has asked that a further review of the technical and engineering aspects of the design be undertaken. The administration has made it clear that it does not intend to stop the scheme or impose any undue delays, other than to ensure that the overall capacity of the road network in the Gardens and across the City is managed effectively during and post construction. The review is now underway and it is hoped that it be completed within a matter of weeks to avoid further delays to the project.

### **Brighton Bike Share**

- 3.29 The Brighton Bike Share project is working to satisfy the conditions of the agreement, as set out by the Local Transport Body (LTB) on 25 March 2015. This includes the ability to run the scheme for 3 years with no recourse to additional revenue funds. Following requests for information from the market, Brighton & Hove City Council is satisfied that this condition can be met and will be providing the C2C LEP with the requisite information as soon possible.

### **Brighton & Hove Intelligent Transport Systems (ITS) Package**

- 3.30 Brighton & Hove City Council's bid for £1.83m of Local Growth Fund funding for its Intelligent Transport Systems (ITS) Package was made to help safely and sustainably improve the movement of people and vehicles to/from and around the City. It is based on the use of technologically advanced equipment and infrastructure to better monitor, manage and improve what is happening on the city's road network.
- 3.31 The C2C LEP's LTB conditionally approved the bid in March 2015, subject to some further clarification and amendments to the funding application. This requirement was subsequently addressed and in May 2015 the Council was advised that the amended application was considered to be acceptable to the independent assessors and that the funding allocation will now be recommended for full approval by C2C LEP officers, under delegated authority.
- 3.32 Work is currently underway to develop a programme of schemes that achieves the most efficient way of delivering the Package's objectives across a 3-year period, which takes account of the need to maximise the outputs that will be delivered through the investment whilst minimising disruption on the network when/if other work is planned. This programme will primarily aim to treat individual corridors one by one in order to complete the delivery of a comprehensive set of measures and begin to secure the potential benefits at an early stage.

### **Worthing Sustainable Transport Package**

- 3.33 The Worthing Sustainable Transport Package is being delivered in phases and the first, for which a Local Growth Fund has been secured, consists of the refurbishment of the Public Realm along the pedestrian section of Montague Place and Crescent Road junction.
- 3.34 Montague Place detailed design is now complete and procurement, through the West Sussex County Council's Major Projects Framework, has commenced. Contract award is expected in October 2015, with start on site planned for early January 2016 to avoid the busy Christmas shopping period. Purchase and delivery of materials is envisaged during November and December 2015.
- 3.35 Test panel is complete and being monitored for construction suitability and maintenance requirements. Notice boards are up on site and information will be posted over the coming months, advising of progress and sources of further information.

### **European Structural and Investment Funds (ESIF)**

- 3.36 The most recent Coast to Capital ESIF update is attached as Appendix 3.
- 3.37 Local authority representatives from the Coast to Capital area along with colleges and the private sector have met to consider the LEP ESIF call for projects to tackle unemployment. The group is currently scoping a project that will provide pre-employment and/or customised training to unemployed residents linked to recruiting employers across the Coast to Capital area. The call for projects is due out in July 2015 and partners have agreed to start work on the scoping now

as the bid window is likely to be short. The call for projects to support the unemployed will be largely pre-matched so project partners will not have to find match funds for their bids.

- 3.38 West Sussex County Council is working with local authority partners, universities and other learning providers across the Coast to Capital area to develop a proposal for generic business support. The proposal will build on the research findings of the Brighton & Hove, West Sussex and Lewes Business Survey 2014 and the current Regional Growth Fund business support programme. The call is expected in July 2015 and partners are working now to identify the required match funds for the proposal.

### **Coast to Capital Business Grants Programme**

- 3.39 The Coast to Capital LEP in partnership with West Sussex County Council has now launched its Business Grants programme.
- 3.40 This year, there are two types of grants available – Small Grants (between £5,000 and £20,000) and Business Growth Grants (between £15,000 and £100,000). Grants are for businesses based in the Coast to Capital area and can only be used for capital expenditure.
- 3.41 Further information including eligibility criteria and application forms are available at:
- Small Grants: <http://www.coast2capital.org.uk/2-uncategorised/451-coast-to-capital-small-grants>
  - Business Growth Grants: <http://www.coast2capital.org.uk/2-uncategorised/450-coast-to-capital-business-growth-grants>
- 3.42 Greater Brighton partners are asked to Coast to Capital Business Grants Programme on their respective websites and social media.

### **Commissioned Work**

- 3.43 Nathaniel Lichfield and Partners and Interfleet Transport Advisory have now finalised the Greater Brighton and Coastal West Sussex Background Papers on the areas' economy, housing market and transport system. An item on this is featured elsewhere on the agenda.
- 3.44 Following an open procurement process, Grant Thornton in partnership with Mott MacDonald has been appointed to support the Next Steps for the City Region Economy work. This 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. The consultant team has undertaken scoping meetings with all members of the Board. They have reviewed all existing information and are now working with the Officer Steering Group and the Board to develop the priorities and policy proposals.

Wider consultation will be undertaken during summer 2015. A report will be presented to the Board in October 2015.

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

4.1 The next period will be focused on:

- Agreeing the Delivery Body Agreements with the C2C LEP and the Accountable Body.
- Working with the Coast to Capital LEP 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.
- Supporting the consultant team to complete the work on the Next Steps for the City Region Economy (final report to be presented to the Board for sign-off on 13 October 2015).

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

##### Financial Implications:

5.1 This report provides updates on the progress of a number of projects each with individual sources of funding from both the government and various partners. Each project will be subject to individual business cases that consider the financial benefits and risks associated with each project. The financial implications relating to each of the projects in the programme have been reported individually at various stages and considered by their lead bodies and further updates will be provided to the Board throughout the year.

*Finance Officer Consulted: Rob Allen, Principal Accountant*      *Date: 25.06.15*

##### Legal Implications:

5.2 Each of the projects in the Programme will be subject to individual Funding Agreements between West Sussex County Council as the Accountable Body, Coast to Capital Limited and the Delivery Body. In some cases it may be necessary for the delivery Body to enter into a further agreement if the funding is ultimately drawn down by a third party. State Aid issues need to be reviewed on a project by project basis.

*Lawyer Consulted: Bob Bruce, Deputy Head of Law BHCC*      *Date: 23.06.15*

##### 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 arising from this report. Sustainability issues will be addressed on a project by project basis.

Any Other Significant Implications:

5.5 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

Appendix 1: Greater Brighton Investment Programme Dashboard

Appendix 2: Greater Brighton Investment Programme Reporting Book

Appendix 3: Coast to Capital European Structural & Investment Funds Update

**Background Documents**

None

**Appendix 1:** Greater Brighton Investment Programme Dashboard

Attached as a separate document

**Appendix 2:** Greater Brighton Investment Programme Reporting Book

Attached as a separate document

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

Attached as a separate document





Coast to Capital LGF Delivery 2015/16 Programme Dashboard															
03/07/2015															
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 Programme Manager	7. Start Date	8. End Date	9. Any Corrective Action Required	Overall Status Indicator (auto calc)	10. Inception and Set Up	11. Time	12. Spend	13. Impact	14. Risk
Accelerate Research and Innovation	Growth is Digital - Calapult and 5G	£425,000	£1,700,000	460 SQM	Wired Sussex and University of Surrey	Ian Parkes/ Enterprise	Q1 15/16	2021 or earlier	Funding agreement	●	●	●	●	●	●
Accelerate Research and Innovation	Advanced Engineering Centre - JoB and Ricardo	£4,500,000	£7,000,000	50 Jobs	UoB	Ian Parkes/ Enterprise	Q1 15/16	16/17	Funding agreement	●	●	●	●	●	●
Homes and Employment	Brighton Circus Street	£1,500,000	£2,700,000	1,063 Jobs 142 Homes 9,012 SQM	BHCC	Ian Parkes/ Infrastructure	14/15	18/19	Funding agreement	●	●	●	●	●	●
Accelerate Research and Innovation	Preston Barracks Central Research Lab - City Deal Centre	£1,000,000	£7,700,000	854 additional learners	BHCC	Ian Parkes/ Infrastructure	Q4 15/16	18/19	Funding agreement	●	●	●	●	●	●
Enhancing business and skills	Skills Capital - City College	£5,340,000	£9,000,000	5,000 Jobs	city college	Heather Binning/ Skills Capital	Q1 15/16	Q4 18	Funding agreement	●	●	●	●	●	●
Flood Defences	Newhaven flood defences - City Deal	£300,000	£1,500,000	177,000 SQM	EA	Ian Parkes/ Infrastructure	Q1 15/16	17/18	Funding agreement	●	●	●	●	●	●
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	●	●	●	●	●	●
Flood Defences	Shoreham Harbour Flood Defences - City Deal	£2,400,000	£6,000,000	4,450 Jobs	EA	Ian Parkes/ Infrastructure	Q1 15/16	17/18	Funding agreement	●	●	●	●	●	●
Flood Defences	Shoreham Harbour Flood Defences - City Deal	£0	£3,500,000	2,320 Homes 36,600 SQM	A&W C	Ian Parkes/ Infrastructure	TBC	2021 or earlier	Delivery Plan and Business Case	●	●	●	●	●	●
Growth Deal 2	A2300 - Burgess Hill	£0	£17,000,000	5,000 homes	WSSCC	Ian Reeve/ LTB/ Infrastructure	16/17	19/20	Business case to LTB	●	●	●	●	●	●
LTB 2013	Valley Gardens Phases 1 & 2 (LTB)	£2,800,000	£8,000,000	500 homes	BHCC	Ian Reeve/ LTB/ Infrastructure	Q1 15/16	16/17	Business case to LTB	●	●	●	●	●	●
16/17 Indicative Allocation	Brighton Valley Gardens Phase 3	£0	£6,000,000		BHCC	Ian Reeve/ LTB/ Infrastructure	16/17	18/19	Business case to LTB	●	●	●	●	●	●
Transport Package	Sustainable Transport package- Brighton Bike Share	£160,000	£1,160,000		LTB	Ian Reeve/ LTB/ Infrastructure	Q1 15/16	Q4 17	Funding agreement	●	●	●	●	●	●
Transport Package	Resilience Package- Brighton ITS	£255,000	£1,830,000		LTB	Ian Reeve/ LTB/ Infrastructure	Q1 15/16	Q4 17/18	Funding agreement	●	●	●	●	●	●
Transport Package	Sustainable Transport package- Worthing, STP	£600,000	£800,000		LTB	Ian Reeve/ LTB/ Infrastructure	Q4 15/16	Q4 16/17	Funding agreement	●	●	●	●	●	●

Key	10. Inception and Set Up	11. Time	12. Spend	13. Impact	14. Risk
●	Delivery body identified; business case approved; scope is understood & under control; contract/grant agreement signed; project budget agreed; project schedule agreed	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	Spending in line with forecast drawdown. Project may not spend 100% of LGF over whole lifetime. Viable recovery plan in place.	Project is on track to deliver the expected outputs, match funding and leverage	Risks are understood and anticipated and viable mitigation plans are in place.
●	Potential delivery bodies identified but yet to be confirmed; business case in development; contract/grant agreement yet to be signed; project budget agreed; project schedule yet to be agreed	May not delivery in full in current year; project may not complete prior to completion date. Viable recovery plan in place.	Project may not spend 100% of LGF over whole lifetime. Viable recovery plan in place.	There is likely to be a reduction of up to 15% in outputs, match funding or leverage	Risks are materialising which could present a significant challenge to the project. Mitigation plans are not working. Revised mitigation in place.
●	No delivery body identified; business case not approved; scope is uncertain or shifting; budget insufficient or agreed; project schedule not agreed; project not yet to be delivered in the available time	Will not start in target year. Project will not complete on time. No viable recovery plan in place.	Project will spend less than 20% of forecast LGF in current year. Will not drawdown full LGF over whole lifetime. No viable recovery plan.	It is highly likely that there will be more than a 50% reduction in planned outputs, match funding or leverage	Risk management plan missing or out of date.
●	Project is Complete	Project is Complete	Project is Complete	Project is Complete	Project is Complete




## LOCAL GROWTH FUND PROGRAMME MANAGEMENT REPORTING BOOK

Version: 25th June 2015

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



The following key is used for the RAG Ratings: For each project the key risks (up to 3) are highlighted in bold.

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 – Catapult and 5G .....	2
2. Advanced Engineering Centre - UoB and Ricardo .....	3
3. Brighton Circus Street.....	4
4. Preston Barracks Central Research Laboratory .....	5
5. Skills Capital- City College Brighton and Hove .....	6
6. Newhaven Flood Defences .....	7
7. Newhaven Port Access Road.....	8
8. Shoreham Flood Defence - Adur Tidal Walls .....	9
9. Shoreham Flood Defences - Western Harbour Arm .....	10
10. A2300 Corridor Improvements- Burgess Hill .....	12
11. Brighton Valley Gardens Phases 1&2 .....	13
12. Brighton Valley Gardens Phase 3 .....	14
13. Sustainable Transport Package- Brighton Bike Share.....	15
14. Transport Resilience Package- Brighton and Hove ITS.....	16
15. Sustainable Transport Package- Worthing STP phase 1.....	17

## 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 – Catapult and 5G</b></p> <p>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. The Digital Catapult Centre Brighton is one of three regional Digital Catapults linked to the national Digital Catapult. The Catapult will be a collaborative innovation and research platform for SMEs, large companies and the universities.</p>							
3. Spend Profile		15/16	16/17	17/18	18/19	19/20	20/21	Total
% of 15/16 total-1%	LGF:	425,000	425,000	250,000	200,000	200,000	200,000	1,700,000
% of total- 0.7%	Catapult	(225,000)	(225,000)	(50,000)				(500,000)
	5G	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(1,200,000)
	City Deal	(£705,000)						705,000
	Public	258,000	280,000	132,000	50,000			720,000
	Private inc. HEI	200,800	185,000	140,000				525,800
	ESIF		245,000	255,000				500,000
	Total	1,588,800	1,135,000	777,000	250,000	200,000	200,000	4,150,800
4. Main Outputs (full programme all years)	<p>SQM: 460sqm</p> <ul style="list-style-type: none"> <li>• 1,000 enterprises receiving non financial support</li> <li>• 250 enterprises assisted to cooperate with research entities</li> <li>• 35 enterprise supported to introduce new to the market products</li> <li>• 65 Number of enterprises supported to introduce new to the firm products</li> </ul>							
5. Lead Delivery Body & partners	<p><b>5G- TBC</b></p> <p><b>Wired Sussex – Digital Catapult Centre Brighton</b></p> <ul style="list-style-type: none"> <li>• Universities of Brighton, Chichester, Sussex and Surrey</li> <li>• Greater Brighton City Deal</li> <li>• Amex</li> </ul>							
6. Lead C2C Project Manager and sponsor Committee	<p>Ian Parkes Enterprise Committee- Steve Allen</p>							
7. Start Date & Key Milestones Current Year	<p>Q1; Digital Catapult Brighton launched on 12th March 2015 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>1. Awaiting a decision on rent and rates for New England House unit next door to Wired Sussex. Now progressing with agreeing MOUs with the core consortium partners. Initial engagement activities with SMEs underway. Two additional competitive funding bids (ESIF and Innovate UK) totalling £1.5m have been submitted to support enhanced catapult activity</li> <li>2. 5G to be wholly integrated with Digital Catapult – two lab based test rigs and external demonstrator for the City of Brighton. Agreement with University of Surrey for 5G still to be finalised- likely to be last quarter of 15/16.</li> </ol>							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Funding agreements for Catapult now in draft. Now likely there will be three agreements, one for Wired Sussex, one for UoB and one for BHCC.</i>						
11. Time	A	<b>Complex agreements will introduce delay. Delays in securing second unit at New England House</b>						
12. Spend	G	<i>Modest target. <b>Capital v revenue</b></i>						
13. Impact	G	<i>May need ESIF funding alongside to fully exploit the jobs created- Bid submitted</i>						
14. Risk Management	G	<i>Builds on exiting models; has backing of national Catapult Centre.</i>						
Completed By	I Parkes/ H Shepherd			Date		15 <sup>th</sup> June 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  % of 15/16 total- 11% % of total- 3%		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 committee- Steve Allen							
7. Start Date & Key Milestones Current Year	Q1							
8. End Date	16/17							
9. Current Status and any Corrective Action required	Business case approved Enterprise committee on 7 <sup>th</sup> January 2015. HEFCE funding confirmed. UoB have established a project board. Project managers have been appointed. 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 was submitted on 01 June 2015. The University of Brighton is procuring the project on a 2- stage basis and expect to announce the award to contract by end June 2015.							
Status	RAG*	Comments						
10. Inception and Set Up	A	Business case approved. Funding agreement in draft.						
11. Time	G	Project Board already up and running. <b>Planning application.</b>						
12. Spend	G	Significant capital works in 15/16. Refurbishment can commence immediately. <b>Capital v revenue</b>						
13. Impact	G	UoB jobs will itself meet most of the target. Maybe a slight reduction in footprint.						
14. Risk Management	A	Planning risk being handled by UoB –. BHCC considering a PPA.						
Completed By	I Parkes/ H Shepherd			Date		23rd June 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</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  % of 15/16 total- 3.6% % of total- 1.1%		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 Committee- Martin Heffer							
7. Start Date & Key Milestones Current Year	Q1 –							
8. End Date	17/18							
9. Current Status and any Corrective Action required	Planning approved on 17 September 2014. First step is to clear the site. Business Case approved by Infrastructure Committee on 26 <sup>th</sup> January. Signing of the Section 106 is imminent. Demolition scheduled for July 2015 and new build start November 15. Cathedral are seeking state aid advice. Tendering of various elements of the build contract is currently being completed by Cathedral. A value engineering exercise is being undertaken to reduce construction costs.							
Status	RAG*	Comments						
10. Inception and Set Up	A	Business case received approved 26 <sup>th</sup> Jan. Funding agreement in draft						
11. Time	G	Will make a start in 14/15- <b>delays in signing agreement may mean late start</b>						
12. Spend	G	Early start will ensure 15/16 funding is fully used						
13. Impact	G	Mixed use scheme will deliver a mix of outputs. High leverage from UoB and Cathedral						
14. Risk Management	G	Planning was the big risk – now achieved. <b>State aid</b>						
Completed By	I Parkes/H Shepherd	Date	23rd June 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
% of 15/16 total-2.4%	LGF	1,000,000	3,000,000	3,700,000				7,700,000
% of total- 3.2%	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:85 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 Committee- Martin Heffer							
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	<p>Business case approved by Infrastructure committee 26<sup>th</sup> January. Cathedral will be preparing the site in early 15/16 at risk. Full start on site in January 16. 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. These plans have now undergone subsequent refinement and the UoB and Cathedral presented the update plans to the Council, these are now being considered. A future planning workshop will follow in the coming months and it is hoped this will enable progression to the more detailed stage. Planning app late 2015. Cathedral are seeking state aid advice.</p> <p>Partners continue to work closely to satisfy 'preliminary conditions'. Good progress has been made- it is anticipated that initial conditions will be satisfied shortly, following which the design development process will commence in earnest. The outstanding condition related to an existing agreement between the Council and the Ministry of Defence.</p>							
	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case approved 26<sup>th</sup> Jan. Funding agreement now in draft.</i>						
11. Time	A	<b><i>Planning permission in late 15/16 but Cathedral working at risk in site preparation. Delays in signing agreement may mean late start</i></b>						
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 late 15. State Aid.</i>						
Completed By	I Parkes/H Shepherd	Date	23rd June 2015					



## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Enhancing Business and Skills							
2. Project/Programme Name & Description	<p><b>Skills Capital- City College Brighton and Hove</b></p> <p>Part one is the redevelopment of the City College East campus will see the demolition of existing buildings and provision of new 3,000sqm Construction Trades Centre and front entrance and the full refurbishment of retained existing buildings (3,569sqm). This is what the £9m of LGF relates. Part two of the project is the disposal of Existing buildings and provision of 11,800sqm new College on the existing car park at Pelham campus. Part two forms the colleges match funding.</p>							
3. Spend Profile  % of 15/16 total-12.8% % of total- 3.8%		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	5,340,000	3,551,000	109,000				9,000,000
	Public					250,000		250,000
	Private inc. HEI							38,869,556
	ESIF							
	Total	5,340,000	3,551,000	109,000		250,000		48,119,556
4. Main Outputs (full programme all years)	<p>Other:</p> <ul style="list-style-type: none"> <li>• 30 additional Apprenticeships</li> <li>• 40 additional 16-18 learners</li> <li>• 12 additional other learners</li> <li>• 3000 SQM ew build training/learning floorspace</li> <li>• 3255,000 Follow on investment at site</li> </ul>							
5. Lead Delivery Body & partners	<p><b>City College Brighton- Alex Wakefield</b></p> <ul style="list-style-type: none"> <li>• SFA</li> </ul>							
6. Lead C2C Project Manager and sponsor Committee	<p>Heather Binning Skills Capital- Clive Behagg</p>							
7. Start Date & Key Milestones Current Year	Q1 2015							
8. End Date	Q4 2018							
9. Current Status and any Corrective Action required	<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.</p> <p>Funding agreement now ready for signing. Preferred design and build contractor has been obtained. Construction is due to commence in August 2015.</p>							
Status	RAG*	Comments						
10. Inception and Set Up	G	<i>Funding agreement engrossed</i>						
11. Time	A	<b><i>College Plans well established- late start, careful monitoring to ensure it doesn't slip</i></b>						
12. Spend	G	<i>tender deadline met</i>						
13. Impact	G	<b><i>High proportion of the outputs come from Phase 2.</i></b>						
14. Risk Management	A	<i>CCB - three-way project completion board has been established.</i>						
Completed By	I Parkes/H Shepherd			Date		24th June 2015		

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Flood Defences							
2. Project/Programme Name & Description	<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.							
3. Spend Profile  % of 15/16 total-1.7% % of total- 0.6%		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF (C2C)	300,000	1,100,000	100,000				1,500,000
	LGF SELEP	400,000	700,000	400,000				1,500,000
	Public (EA)			6,346,000				6,000,000
	Private inc. HEI			250,000				250,000
	ESIF							
	<b>Total</b>	<b>700,000</b>	<b>1,800,000</b>	<b>7,096,000</b>				<b>9,596,000</b>
4. Main Outputs (full programme all years)	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>							
5. Lead Delivery Body	<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>							
6. Lead C2C Project Manager and sponsor Committee	Ian Parkes Infrastructure committee- Martin Heffer							
7. Start Date & Key Milestones Current Year	Q1							
8. End Date	18/19							
9. Current Status and any Corrective Action required	Testing of schedule to accelerate 15/16 spend underway. Stakeholder engagement and consent programme to be jointly delivered. Three quick fixes were identified but UTC cannot go ahead due to technical problems that have arisen which mean the flood defences cannot be completed before the UTC is due to open. Contingency will involve switch to Shoreham flood defences (ATW or WHA) in 15/6 with switch back in 16/17. Discussions underway about form of legal agreement to be used. Site surveys are currently being carried out and the preferred design options are to be agreed during the summer 2015. Consultations to take place before any details are finalised. EA has developed an outline proposal for a flood gate across the Lewes to Seaford railway line and is continuing to work with network Rail to agree final design.							
Status	RAG*						Comments	
10. Inception and Set Up	A						<i>Business case and project governance already established. Approved 26<sup>th</sup> Jan. <b>Finding the right form of legal agreement to suit EA and WSCC.</b></i>	
11. Time	A						<b>Technical problems will lead to a later start</b>	
12. Spend	A						<b>Spend will be delayed and virement to Shoreham will be required</b>	
13. Impact	G						<i>ESCC/LDC new commission to assess economic impact</i>	
14. Risk Management	G						<i>EA well established project arrangements</i>	
Completed By	I Parkes/H Shepherd	Date	24th June 2015					

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	16/17 Indicative Allocation																																																						
2. Project/Programme Name & Description	<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>																																																						
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/DfT</td> <td></td> <td>10,000,000</td> <td></td> <td></td> <td></td> <td></td> <td>10,000,000</td> </tr> <tr> <td>Public</td> <td></td> <td>13,000,000</td> <td></td> <td></td> <td></td> <td></td> <td>13,000,000</td> </tr> <tr> <td>Private inc. HEI</td> <td>800,000</td> <td>14,000,000</td> <td>11,000,000</td> <td>11,000,000</td> <td></td> <td></td> <td>36,800,000</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><b>800,000</b></td> <td><b>37,000,000</b></td> <td><b>11,000,000</b></td> <td><b>11,000,000</b></td> <td></td> <td></td> <td><b>59,800,000</b></td> </tr> </tbody> </table> <p>NB: not included in grant offer letter- direct funding from DfT.</p>								15/16	16/17	17/18	18/19	19/20	20/21	Total	LGF/DfT		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>
	15/16	16/17	17/18	18/19	19/20	20/21	Total																																																
LGF/DfT		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>																																																
4. Main Outputs (full programme all years)	<p>Homes: 335                  SQM: 1,000</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>																																																						
5. Lead Delivery Body	<p><b>ESCC- Jon Wheeler</b></p> <ul style="list-style-type: none"> <li>• LDC</li> <li>• Newhaven Port and Property</li> </ul>																																																						
6. Lead C2C Project Manager and sponsor Committee	<p>Ian Parkes/Iain Reeve                  Infrastructure</p>																																																						
7. Start Date & Key Milestones Current Year	<p>No start in 15/16. Starts 16/17</p>																																																						
8. End Date	<p>18/19</p>																																																						
9. Current Status and any Corrective Action required	<p>ESCC and LDC have commissioned a new economic impact study. DfT have named this project as one of their "retained schemes" and hence it will have an extra layer of approval. Site investigation is complete. Business case being prepared by ESCC and will be submitted for appraisal in September 2015. Tenders to be awarded late 2015.</p>																																																						
Status	RAG*	Comments																																																					
10. Inception and Set Up	A	Technical and feasibility studies already completed. Additional scrutiny by DfT.																																																					
11. Time	G	Start in 16/17																																																					
12. Spend	G	Starts in 16/17																																																					
13. Impact	G	ESCC and LDC have commissioned a new economic impact survey																																																					
14. Risk Management	G	Planning is already secured.																																																					
Completed By	I Parkes/H Shepherd			Date		18 <sup>th</sup> June 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  % of 15/16 total-4.8% % of total- 2.5%		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	2,400,000	3,600,000					6,000,000
	Public		7,100,000	7,297,000				14,397,000
	Private inc. HEI			1,100,000				1,100,000
	ESIF							
Total	2,400,000	10,700,000	8,397,000				21,497,000	
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 Committee- Martin Heffer							
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.  Scheme design is currently underway and in the final stages. Consultants are employed to work up detailed costing for the design in advance of completion. Planning application is programmed for September 2015. Planning process is to be progressed in parallel with construction tender process. Construction tender award is programmed for January 2016. Start on site is anticipated February/March 2016. Discussions underway about form of legal agreement to be used.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case approved- <b>Finding the right form of legal agreement to suit EA and WSCC</b></i>						
11. Time	G	<i>On track. <b>Wildlife habitat issues.</b></i>						
12. Spend	G	<i>Will spend fully in 15/16. Likely to increase spend in 15/16 to compensate for slow spend at Newhaven. <b>Capital v revenue</b></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	24 <sup>th</sup> June 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  % of 15/16 total-0% % of total- 1.5%	<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></td> <td></td> <td>500,000</td> <td>1,000,000</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><b>6,500,000</b></td> <td><b>2,000,000</b></td> <td><b>2,000,000</b></td> <td><b>500,000</b></td> <td><b>1,000,000</b></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			500,000	1,000,000	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>6,500,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>500,000</b>	<b>1,000,000</b>	<b>12,000,000</b>
	15/16	16/17	17/18	18/19	19/20	20/21	Total																																										
LGF		2,000,000			500,000	1,000,000	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>6,500,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>500,000</b>	<b>1,000,000</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 Committee- Martin Heffer</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>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>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 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.</p> <p>Need for compensatory habitat identified, which requires purchase of additional land. Landowner identified and negotiations proceeding.</p> <p>Tender brief being prepared for Design and Build contract using EA Framework Agreement.</p>																																																

	<p>Delays in above will result in slight slippage to programme.</p> <p>(I) Planning application submitted by end of year.</p> <p>(II) Start on site Summer 2016.</p> <p>Business case expanding on wider economic, social and environment benefits being developed for formal submission in September 2015.</p>		
Status	RAG*	Comments	
10. Inception and Set Up	A	<i>Business Case to be submitted in September 2015. Funding Agreement to follow after appraisal.</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. <b>Planning permission</b></i>	
12. Spend	A	<i><b>Still a gap in securing the private sector contributions</b>, 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- cannot secure necessary support from stakeholders; <b>detailed design identifies additional funding requirement.</b></i>	
Completed By	I Parkes/H Shepherd	Date	15 <sup>th</sup> June 2015

## Coast to Capital Local Growth Fund Highlight Report

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  % of 15/16 total-0% % of total- 7.1%  NB: not included in grant offer letter- direct funding from DfT.		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF/ DfT		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. Is being worked on by WSCC and Mid Sussex District Council. Will flow through the Assurance Framework. This is now a DfT Retained Scheme. Consultants are currently preparing bids for commission to update the Burgess Hill Transport Model, which will be used to support the evidence base for the Business Case. Spend currently being re-profiled to align with developers timescales and aspirations.							
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		24th June 2015		

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	LTB 2013																																																						
2. Project/Programme Name & Description	<p><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.</p>																																																						
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>2,800,000</td> <td>3,310,000</td> <td>1,890,000</td> <td></td> <td></td> <td></td> <td>8,000,000</td> </tr> <tr> <td>Public</td> <td>200,000</td> <td>600,000</td> <td>600,000</td> <td></td> <td></td> <td></td> <td>1,400,000</td> </tr> <tr> <td>Private inc. HEI</td> <td>100,000</td> <td>100,000</td> <td></td> <td></td> <td></td> <td></td> <td>200,000</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><b>3,100,000</b></td> <td><b>4,010,000</b></td> <td><b>2,490,000</b></td> <td></td> <td></td> <td></td> <td><b>9,600,000</b></td> </tr> </tbody> </table> <p>% of 15/16 total-6.7% % of total- 3.4%</p>								15/16	16/17	17/18	18/19	19/20	20/21	Total	LGF	2,800,000	3,310,000	1,890,000				8,000,000	Public	200,000	600,000	600,000				1,400,000	Private inc. HEI	100,000	100,000					200,000	ESIF								<b>Total</b>	<b>3,100,000</b>	<b>4,010,000</b>	<b>2,490,000</b>				<b>9,600,000</b>
	15/16	16/17	17/18	18/19	19/20	20/21	Total																																																
LGF	2,800,000	3,310,000	1,890,000				8,000,000																																																
Public	200,000	600,000	600,000				1,400,000																																																
Private inc. HEI	100,000	100,000					200,000																																																
ESIF																																																							
<b>Total</b>	<b>3,100,000</b>	<b>4,010,000</b>	<b>2,490,000</b>				<b>9,600,000</b>																																																
4. Main Outputs (full programme all years)	<p>Jobs: 1,063 (232, direct from Circus Street, remaining are indirect) Homes: 142 SQM: 9,012 (linked to Circus Street/Edward Street) Other:</p> <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 and 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	15/16																																																						
8. End Date	16/17																																																						
9. Current Status and any Corrective Action required	<p>Business Case approved by LTB on 18<sup>th</sup> February. Project Board established. A new Council Administration has now put this scheme under review but has made it clear they do not intend to stop the scheme or impose any undue delays, other than to ensure the overall capacity of the road network in the Gardens and across the City is managed effectively during and post construction. This is now underway and it is hoped that it be completed within a matter of weeks to avoid further delays to the project.</p>																																																						
Status	RAG*	Comments																																																					
10. Inception and Set Up	A	Business case approved. Funding agreement not yet in place.																																																					
11. Time	A	<b>Scheme under preview with new Council administration</b>																																																					
12. Spend	A	Progress subject to outcome of review																																																					
13. Impact	G	Very high – linked to wider area redevelopment.																																																					
14. Risk Management	G	Consents still needed																																																					
Completed By	I Parkes/H Shepherd	Date	23rd June 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  % of 15/16 total-0% % of total- 2.5%		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF				500,000	2,500,000	3,000,000	6,000,000
	Public			800,000	400,000			1,200,000
	Private inc. HEI			50,000				50,000
	ESIF							
Total			850,000	900,000	2,500,000	3,000,000	7,250,000	
4. Main Outputs (full programme all years)	(all shared with Phases 1&2) Jobs: 1.063 Homes: 100 SQM: 9,012 <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	17/18							
8. End Date	20/21							
9. Current Status and any Corrective Action required	Business case will be submitted to the LTB.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>Business case not yet developed. Governance to be established.</i>						
11. Time	A	<i>Business case to be submitted</i>						
12. Spend	A	<i>Indicative until business case submitted</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	12 <sup>th</sup> June 2015			

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Transport Package							
2. Project/Programme Name & Description	<b>Sustainable Transport Package- Brighton Bike Share</b> The proposal is for a bike hire scheme in Brighton with 430 bikes and 50 docking stations.							
3. Spend Profile  % of 15/16 total-0.3% % of total- 0.5%		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	160,000	1,000,000					1,160,000
	Public	290,000						290,000
	Private inc. HEI							
	ESIF							
	Total	450,000	1,000,000					1,450,000
4. Main Outputs (full programme all years)	<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							
6. Lead C2C Project Manager and sponsor Committee	Iain Reeve LTB							
7. Start Date & Key Milestones Current Year	Q1 2015							
8. End Date	Q4 2017							
9. Current Status and any Corrective Action required	LTB conditional approval subject to the scheme sponsor providing reassurance in writing to the LTB that any shortfall in running costs of the scheme will be underwritten for at least the first period of the procurement of the schemes, that period to be not less than three years. To come back to full LTB. BHCC is satisfied that this condition can be met and will be providing information as soon as possible. Market testing underway.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>LTB conditional approval. Funding agreements not yet in place.</i>						
11. Time	G	<i>Procurement process will mean late start in 15/16</i>						
12. Spend	G	<i>Profile reflects late start</i>						
13. Impact	A							
14. Risk Management	A	<i>Risk register to be provided</i>						
Completed By	I Parkes/H Shepherd	Date	23rd June 2015.					

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Transport Package							
2. Project/Programme Name & Description	<b>Transport Resilience Package– Brighton and Hove ITS</b> This package will upgrade and enhance Brighton & Hove's existing ITS infrastructure with a strong emphasis on growth areas and key corridors, especially the A23, A259 and A270.							
3. Spend Profile  % of 15/16 total-0.5% % of total- 0.8%		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	255,000	886,000	689,000				1,830,000
	Public	130,000	92,000	100,000				322,000
	Private inc. HEI							
	ESIF							
Total	385,000	978,000	789,000				2,152,000	
4. Main Outputs (full programme all years)	<ul style="list-style-type: none"> <li>• Average daily traffic and by peak/non peak periods</li> <li>• Average AM and PM peak journey time on key routes (journey time measurement)</li> <li>• Accident rate</li> <li>• Casualty rate</li> </ul>							
5. Lead Delivery Body	BHCC- Andy Renaut							
6. Lead C2C Project Manager and sponsor Committee	Iain Reeve LTB							
7. Start Date & Key Milestones Current Year	Q2 2015/16							
8. End Date	Q4 2017/18							
9. Current Status and any Corrective Action required	The LTB conditionally approved the bid in March 2015, subject to some further clarification and amendments to the funding application. Subsequently, this requirement was addressed and in May 2015 the amended application was considered to be acceptable to the independent assessors and that the funding allocation will now be recommended for full approval by LEP officers, under delegated authority. Work is currently underway to develop a programme of schemes that achieves the most efficient way of delivering the Package's objectives across a 3-year period, which takes account of the need to maximise the outputs that will be delivered through the investment whilst minimising disruption on the network when/if other work is planned. This programme will primarily aim to treat individual corridors one by one in order to complete the delivery of a comprehensive set of measures and begin to secure the potential benefits at an early stage.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>LTB conditional approval- funding agreements not yet in place</i>						
11. Time	G							
12. Spend	G							
13. Impact	G							
14. Risk Management	G							
Completed By	I Parkes/H Shepherd	Date	23rd June 2015					

## Coast to Capital Local Growth Fund Highlight Report

1. Investment Category	Transport Package							
2. Project/Programme Name & Description	<b>Sustainable Transport Package- Worthing STP phase 1</b> Sustainable transport package to refurbish the urban realm along the pedestrian section of Montague Street, the junction of Montague Street with Crescent Road and Portland Road.							
3. Spend Profile  % of 15/16 total-1.4% % of total- 1.9%		15/16	16/17	17/18	18/19	19/20	20/21	Total
	LGF	600,000	200,000					800,000
	Public	280,000	120,000					400,000
	Private inc. HEI							
	ESIF							
	Total	880,000	320,000					1,200,000
4. Main Outputs (full programme all years)	<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	WSCC							
6. Lead C2C Project Manager and sponsor Committee	Iain Reeve LTB							
7. Start Date & Key Milestones Current Year	Q4 2015							
8. End Date	Q2 2016							
9. Current Status and any Corrective Action required	LTB Full approval on 25 <sup>th</sup> March. Montague Place detailed design is now complete and procurement, through the WSCC Major Projects Framework, has commenced. Contract award is expected in October 2015 with start on site planned for early January 2016, avoiding the busy Christmas shopping period. Purchase and delivery of materials is envisaged during November and December.  Test panel is complete and being monitored for construction suitability and maintenance requirements. Notice boards are up on site and information will be posted in them for the next few months advising of progress and sources of further information.							
Status	RAG*	Comments						
10. Inception and Set Up	A	<i>LTB Decisions made- Funding agreements not yet in place.</i>						
11. Time	G	<i>Procurement ongoing through Major Projects Framework</i>						
12. Spend	G							
13. Impact	G							
14. Risk Management	G	<i>Has support of all parties. No planning issues identified for phase 1.</i>						
Completed By	I Parkes/H Shepherd	Date	24th June 2015.					

## ESIF Update June 2015

1. Our European Structural and Investment Funds (ESIF) Strategy for the period 2014 -2020 sets out our priorities for use of our £61.2m allocation comprising:
  - £28.7m European Regional Development Fund (ERDF),
  - £28.7m European Social Fund (ESF), and;
  - £3.8m European Agricultural Fund for Rural Development (EAFRD).
2. The ESIF Strategy will be implemented through the process of issuing 'Calls' for project proposals to achieve the aims and deliver the targets set out in the Strategy and Implementation Plan. Calls will be open to all eligible organisations as ESI Funds are subject to EC open procurement rules.
3. All ESI Funds have to be matched 50:50. Under ERDF and EAFRD the applicant (bidder) will provide the match funding whereas under ESF the match funding will usually be provided by a co-financing or opt-in organisation (OiO). At a later date, there will be an opportunity to bid for smaller amounts of ESF funding through a direct bidding route. In this case, applicants will need to provide the match funding.
4. The Calls will be issued and the ESI Funds disbursed by the Managing Authorities (MAs) which are the Government Departments for each of the funds; i.e. Department for Communities and Local Government (DCLG) for ERDF, Department for Work and Pensions for ESF and Department for Food and Rural Affairs (Defra) for EAFRD.
5. The geography for bidding and project delivery will be based on the LEP areas. Calls will be issued nationally with information relating the relevant participating LEP areas and the priorities in their local ESIF Strategies. The local LEP area ESIF sub-committee will advise on the applications' fit with local priorities in the ESIF Strategy. See Coast to Capital's website for more information on our ESIF Strategy [ESIF Strategy](#) and [GovUK ESIF](#) for more information on current Calls.

---

### European Regional Development Fund (ERDF)

6. 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.

7. Our first Call to support the Creative, Digital and IT (CDIT) sector through promoting HEI and SME collaborative research was issued at the end of March 2015 with an allocation of approximately £500K of the £2,390,253 allotted to this activity over the life of the programme. This Call closed on 27<sup>th</sup> May 2015.
8. We are aiming to issue further Calls over the summer under *ERDF Thematic Objective 3: Business Competitiveness*. These have to be negotiated and agreed with the MA i.e. DCLG, but we have agreed the following outline Calls in principle with the Coast to Capital Area Shadow ESIF Committee.

<b>Coast to Capital ERDF Anticipated ERDF Calls in 2015</b>
ERDF Call D. Projects to support the capacity of SMEs to grow through developing growth ambition and internationalisation capability particularly in relation to the ASEAN nations.
Value: £1,075,601
ERDF Call F. Projects to provide business support for all stages of SME development and growth:
Stage 1: 2015 to 2017, development of a pan LEP service to include: start-up support, access to finance, digital capability and leadership & management
Value: £3,872,165
ERDF Call G. Projects to support the Low Carbon, Environmental Goods and Services (LCEGs) sector specifically wood fuel enterprises and their supply chains through business support. Also, promote take-up of wood fuel across the rest of the economy
Value: £1,290,722

---

### **European Social Fund ESF**

9. Our ESIF Strategy 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.
10. Under *ESF Thematic Objective 8, Promoting Employment and Supporting Social Mobility* we have developed a draft specification for first Call in discussion with DWP, the Opt-in Organisation. This is currently being considered by their contract team and we are awaiting feedback. The

project is aimed at delivering tailored support to enter employment for those at a disadvantage in entering and progressing in the labour market including the unemployed and involuntarily inactive. The contract value is £1,488,580. DWP will provide the match funding.

11. We are hoping that this Call will be issued fairly soon, although the decision will be made by DWP so we cannot say for certain when it will be.
12. Under *ESF Thematic Objective 9: Promoting Social Inclusion and Combatting Poverty*, we have negotiated an Opt-in arrangement with the BIG Lottery Fund. BIG Lottery have issued ten Calls for projects in Coast to Capital aimed at those furthest from the labour market with a total value of £2,667,500 of ESF. Under the opt-in arrangement BIG Lottery will provide actual cash match funding which will give a total project value of £5,335,001. These Calls comprise support for:

<b>Coast to Capital Anticipated BIG Lottery opt-in projects Tranche 1 June 2015</b>	<b>ESF £s</b>	<b>Funding Available</b>
1. Interventions with NEETs	382,307	764,614
2. Return to work provision with the long term unemployed	340,601	681,202
3. Family focused labour market provision	291,943	583,887
4. Health and wellbeing focused labour market interventions	319,748	639,496
5. Housing centred solutions to people out of work	243,287	486,573
6. Developing community led ESF provision	150,000	300,000
7. Supporting social enterprise set up and growth	175,000	350,000
8. Community inclusion- informal and community learning- basic and social skills	264,140	528,279
9. Increasing employment levels in social enterprises	250,237	500,475
10. Social enterprise ESF delivery	250,237	500,475
	<b>2,667,500</b>	<b>5,335,001</b>

13. The deadline for applications is 12 noon on Monday 3rd August 2015. For further information, go to <https://www.biglotteryfund.org.uk/esf>

### **European Agricultural Fund for Rural Development (EAFRD)**

14. The Coast to Capital ESIF Strategy includes £3.8m of support for the rural economy and for rural businesses including the visitor economy
  15. Under our three strands of rural activity - tourism, skills and business support - we have indicated that we would like to issue a Call relating to tourism as a matter of priority as there will be skills and business support activities under other elements of ERDF and ESF.
  16. We are currently in discussion with Defra in relation to issuing an early Call - possibly in Summer 2015 - under EAFRD Measure: 16.3 Tourism Co-operation. This will include support for a) destinations to improve their attractiveness both in terms of sustainable tourism, including investment in skills and new jobs as well as, b) encouraging innovation, networking, new product and market development in rural tourism businesses. £958,090 has been provisionally allocated which will need to be match funded by applicants.
-



**Subject:** Greater Brighton and Coastal West Sussex Background Papers

**Date of Meeting:** 14 July 2015

**Report of:** Chair, Greater Brighton Officer Programme Board

**Contact Officer:** Name: Nick Hibberd Tel: 01273 29-3756

Email: [nick.hibberd@brighton-hove.gov.uk](mailto:nick.hibberd@brighton-hove.gov.uk)

**LA(s) affected:** All

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT:**

- 1.1 The Greater Brighton Economic Board ('the Board'), working in partnership with the Coastal West Sussex and Greater Brighton Strategic Planning Board ('the Strategic Planning Board'), commissioned a series of background papers to provide evidence and inform decision-making within Greater Brighton and Coastal West Sussex. The three background papers focus on the Greater Brighton and Coastal West Sussex economy, housing market and transport system.
- 1.2 This report contains the final version background papers and the associated executive summary, which are attached as Appendices 1 – 4.

**2. RECOMMENDATIONS:**

- 2.1 The Board is asked to approve the Greater Brighton and Coastal West Sussex background papers and executive summary.

**3. BACKGROUND AND CONTEXT:**

- 3.1 On 29 July 2014, the Board agreed to commission three background papers on the Greater Brighton and Coastal West Sussex economy, housing market and transport system. The Board recognised that, in order to achieve long term sustainable growth across the City Region, these key strategic issues must be addressed in an integrated and deliverable way.
- 3.2 The background papers were commissioned to foster a greater understanding of the City Region, providing the evidence to aid decision-making. The background papers will directly inform:
- 1) The development of the Strategic Statement for Greater Brighton and Coastal West Sussex, which will set out the long term strategic planning and investment priorities for an overlapping (although not contiguous) geography. The Strategic Statement will build on and refresh the Local Strategic Statement that was produced by the Strategic Planning Board in 2013. It will also draw on the background papers to identify and define the

priorities for the period 2015-2025, supporting future funding bids as well as the delivery of Local Plans by helping to facilitate meeting the Duty to Cooperate. Work on the Strategic Statement is due to begin in July 2015 and conclude in January 2016.

- 2) The development of the Board's response to the national policy debate on place-based devolution. This work, which is being supported by Grant Thornton in partnership with Mott MacDonald, starts with the identification and articulation of the City Region's long-term (5 year) economic priorities and goals. As with the Strategic Statement, the background papers will help to define these priorities and goals, ensuring that City Region's policy proposals (its 'asks' and 'offers' of Government) are robust in their foundation.

3.3 Following an open procurement process, Nathaniel Lichfield & Partners in association with Interfleet Transport Advisory were appointed in November 2014. The assignment commenced in January 2015.

3.4 The consultant team adopted a three-staged approach to the assignment: 1) reviewing the existing evidence and gathering supplementary data, 2) synthesizing the evidence and identifying the key themes and, 3) identifying the relevant intervention options, implications and resources. Consultation and engagement was undertaken with a wide range of stakeholders from across Greater Brighton and Coastal West Sussex in each of the stages. This included:

12 January 2015	Presentation to the Strategy Planning Board
19 January 2015	Presentation to Greater Brighton Officer Programme Board
03 February 2015	Workshop with partners and wider stakeholders (over 40 attended)
13 February 2015	Presentation to the Board
23 March 2015	Presentation to Greater Brighton Officer Programme Board
21 April 2015	Workshop with the Board, the Strategic Planning Board and the Coastal West Sussex Partnership Board
12 May 2015	An extended Officer Steering Group to complete a detailed review of the draft final version papers. The session was attended by representatives from each of the districts and boroughs, the unitary authority and the counties

#### 4. CONCLUSIONS:

4.1 The Board is asked to agree the Greater Brighton and Coastal West Sussex background papers on the areas' economy, housing market and transport system.

4.2 The background papers were produced by Nathaniel Lichfield & Partners in association with Interfleet Transport Advisory during early 2015 and provide a strong evidence base and 'story of place' for the City Region that will help to inform future strategic decision-making.

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

### Financial Implications:

5.1 There are no direct financial implications from this report, however the various appendices set out financial benefits to the region as whole. Any financial implications relating to projects within the programme will be considered at appropriate stages by the relevant bodies and will be subject to individual business cases that consider the financial implications and risks associated with each project.

*Finance Officer Consulted: Rob Allen, Principal Accountant*      *Date: 25.6.15*

### Legal Implications:

5.2 There are no direct legal implications arising from this report. As and when reports are tabled regarding specific proposals to further the strategic issues identified in the papers the legal implications thereof will be set out.

*Lawyer Consulted: Bob Bruce, Deputy Head of Law BHCC*      *Date: 25.06.15*

### Equalities Implications:

5.3 None

### Sustainability Implications:

5.4 None

### Any Other Significant Implications:

5.5 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

#### **(Attached as separate documents)**

- Appendix 1: Greater Brighton & Coastal West Sussex Background Papers, Executive Summary (May 2015)
- Appendix 2: Greater Brighton & Coastal West Sussex Background Papers, Paper 1 – Economy (May 2015)
- Appendix 3: Greater Brighton & Coastal West Sussex Background Papers, Paper 2 – Housing Market (May 2015)

- Appendix 4: Greater Brighton & Coastal West Sussex Background Papers, Paper 3 – Transport System (May 2015)

### **Background Documents**

- [Greater Brighton and Coastal West Sussex Strategic Statement - Background Papers Commissioning Proposal](#), 29 July 2014
- [Greater Brighton Economic Board - Next Steps for our Vibrant City Region Economy](#), 13 February 2015