

Lancashire Enterprise Partnership - Round 2 (16/17 Funding Allocation)

Standard Process: EOI submitted only, business case is only requested if EOI is successful.

Phase	Action	Timetable
	Timetable approved by the Lancashire Skills Board	Thu 10th Sep 15
Stage 1 - EOI	Launch Round 1	Mon 14th Sep 15
	Market Engagement Event	Mon 21st Sep 15
	Submission deadline - EOI only (7 weeks after 14/9 launch date)	Mon 2nd Nov 15
	Skills Hub review and do a first cut (non-eligible and very low scoring)	Tues 3rd Nov
	Chosen EOI documentation sent to SFA	Wed 4th Nov 15
	EOI Assessment and Review completed by Skills Hub and SFA. SFA communicate recommendations to Skills Hub by telekit or meeting.	Wed 9th Dec 15
	Skills Hub/LEP Officers to finalise recommendations	Wed 9th Dec 15 - this to be agreed at Skills Board in Sept
	Skills Hub take finalised recommendations to the Skills Board	Thu 10th Dec 15 - this to be agreed at Skills Board in Sept
	Recommendations by Skills Board made to full LEP Board and ratified by the LEP Board	Tue 15th Dec 15 - CANNOT MOVE
	EOI Outcome letter	Fri 18th Dec 15
Stage 2 - Detailed Business Case	Launch Round 2 - Detailed Business Case	Fri 18th Dec 15
	Submission deadline - Detailed Business Case (8 weeks after 18/12 launch date)	Tue 16th Feb 16
	Skills Hub sends Detailed Business Case documentation to Agency	Thu 18th Feb 16
	Detailed Business Case assessment and review completed by LEP, Skills Hub and SFA. SFA communicate recommendations to Skills Hub.	Thu 24th Mar 16
	Skills Hub/LEP Officers to finalise recommendations.	Fri 25th Mar 16
	Skills Hub to take finalised recommendations to the Skills Board	Date to be agreed
	Recommendations made to and ratified by LEP Board	Tue 5th Apr 16
	Outcome letter	LCC to advise date
Project Start	Earliest Planned Start Date	Programme Team to advise date

Fast Track Process: EOI and business case submitted together. Business case is only reviewed if the EOI is successful.

Phase	Action	Timetable
	Timetable approved by the Lancashire Skills Board	Thu 10th Sep 15
EOIs and Detailed Business Case process	Launch Round 1	Mon 14th Sep 15
	Market Engagement Event	Mon 21st Sep 15
	Submission of EOI and Detailed Business Case (7 weeks after 14/9 launch date)	Mon 2nd Nov 15
	Skills Hub review and do a first cut (non-eligible and very low scoring)	Tues 3rd Nov 15
	Chosen EOI and Detailed Business Case docs sent to SFA	Wed 4th Nov 15
	EOI assessment and review completed by Skills Hub and SFA. SFA communicate recommendations to Skills Hub by telekit or meeting.	Wed 9th Dec 15
	Skills Hub/LEP Officers to finalise recommendations	Wed 9th Dec 15 - this to be agreed at Skills Board in Sept
	Skills Hub take finalised recommendations to the Skills Board	Thu 10th Dec 15 - this to be agreed at Skills Board in Sept
	Recommendations by Skills Board made to full LEP Board and ratified by the LEP Board	Tue 15th Dec - CANNOT MOVE
	EOI Outcome letter	Fri 18th Dec 15
Detailed Business Case assessment and review completed by LEP, Skills Hub and SFA. SFA communicate recommendations to Skills Hub.	Detailed Business Case assessment and review completed by LEP, Skills Hub and SFA. SFA communicate recommendations to Skills Hub.	Wed 6th Jan 16
	Skills Hub/LEP Officers to finalise recommendations.	Fri 8th Jan 16
	Skills Hub to take finalised recommendations to the Skills Board	Date to be agreed
	Recommendation made to and ratified by LEP Board	Tue 2nd Feb 16
	Outcome letter	LCC to advise date
Project Start	Earliest Planned Start Date	Fri 1st April

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Phase	Action	Timetable	Proposed Timeline	Previously Agreed Timeline
Priority Setting and Process Agreement	Finalise Paperwork and Process with SFA	Mon 24th Aug 15 (at SFA/LCC KIT)	16th July 2015	21st May 2015
	Final Sign Off of Paperwork and Process	Wed 2nd Sep 15		
	Skills Board Approve Prospectus and Paperwork	Thu 10th Sep 15 (at Skills Board meeting)	28th July 2015	11th June 2015 (Skills Board meeting)
Round 1 - EOIs and Detailed Business Case	Launch Round 1 - EOI and Detailed Business Case Process	Mon 14th Sep 15	4th August 2015	22nd June 2015
	Market Engagement Event	Wed 16th Sep 15 - open and transparent and explain strategic fit. Who will be invited?	6th August 2015	24th June 2015
	Submit EOI and Detailed Business Case	Wed 28th Oct 15 (6 weeks after event date)	8th October 2015	28th August 2015
	LCC and Skills Hub review - first cut	Wed 28th to Fri 30th Oct 15		
	LEP sends EOI and Detailed Business Case documentation to Agency	Fri 30th Oct 15	12th October 2015	1st September 2015
	Agency and LEP EOI and Detailed Business Case Assessment and Review Completed by	Wed 25th Nov 15 (3.5 week period after SFA receive EOI/Detailed Business Case documentation)	20th November 2015	6th October 2015
	Agency Recommendations to LEP Exec	Thu 26th Nov 15 - LEP consider recommendations prior to Telekit.	21st November 2015	8th October 2015
	SFA/LEP Exec Telekit		22nd November 2015	9th October 2015
	Recommendation to Skills Board	Thu 3rd Dec 15 (at Skills Board Meeting)	3rd December 2015 (Skills Board meeting)	22nd October 2015 (Skills Board meeting)
	Recommendation Ratified by LEP Board	Can be completed by written procedure in two days	LEP to advise date	N/A
Outcome letter	see above	LEP to advise date	N/A	
Round 2 - Detailed Business Case	Launch Round 2 - Detailed Business Case		10th December 2015	29th October 2015
	Detailed Business Case Submission Date	9 weeks after launch	11th February 2016	7th January 2016
	LEP sends Detailed Business Case documentation to Agency		12th February 2016	8th January 2016
	Agency and LEP Project Assessment and Review Completed by	5 weeks after sending the business cases to SFA	18th March 2016	12th February 2016
	Agency Recommendations to LEP Exec		21st March 2016	15th February 2016
	SFA/LEP Exec Telekit	Same question as above can the date above and this date be brought together?	22nd March 2016	16th February 2016
	Recommendation to Skills Board		31st March 2016	29th February 2016 (specific meeting to be scheduled)
	Recommendation Ratified by LEP Board		LEP to advise date	LEP to advise date
Outcome letter		LEP to advise date	LEP to advise date	
Project Start	Earliest Planned Start Date		1st April 2016	1st April 2016