

ANNEX D: LOCAL ENTERPRISE PARTNERSHIP 2018-19 ADDITIONAL FUNDING FORM

LEPs should complete Annex D and return it alongside your implementation plans **no later than 31 October 2018**. Plans should provide a sufficient level of detail on the capacity and capability that this additional funding will bring, and demonstrate how it will be spent by March 2019. You will only receive this funding if Government is satisfied that your proposals on geography, implementation and additional funding address the recommendations outlined in the LEP Review. These proposals should be submitted LEPpolicy@communities.gsi.gov.uk copying in your Area Lead.

1. Name of Local Enterprise Partnership	Lancashire Enterprise Partnership
2. Key contact at Local Enterprise Partnership (name, email, and telephone number)	Kathryn Molloy Kathryn.molloy@lancashire.gov.uk 01772 538790
3. Name and address of Accountable Body	Lancashire County Council Chief Executive Christ Church Precinct County Hall Preston PR1 8XJ
4. Level of additional funding being sought (up to £200,000).	£200,000

	£	Description – activities/resources	Why? The capability gap that it is addressing
<p>5. Local Enterprise Partnership additional funding requirements.</p> <p>Please set out in the table the key elements of the partnership’s additional budgetary requirements by March 2019 to support the funding request of up to £200K.</p>	£30,000	Interim Transition Director	The LEP Board has agreed to temporarily appoint a Board Director to act as Transition Director. Reflecting the intensity of the current change programme, this role operates as the primary day-to-day link between the Board and core team, under the direction of the LEP Chair.
	£10,000	Recruitment of a new Chair for the Lancashire Enterprise Partnership and consultation with business community on Chair's job description and person specification including stakeholder panel during the recruitment process	The LEP will require the expertise of a specialist recruitment consultant, who will be appointed in December 2018, to assist in the appointment of a new Chair for the LEP. Specialist consultants will maximise identification of suitable candidates as the LEP enters into the next phase of its maturity. Effective consultation activity with the business community will also be undertaken throughout this process

	£10,000	Consultation, communications and marketing activity to support the transition and consultation with key stakeholders including business networks	The LEP will develop a clear plan of activity to communicate the reforms to be implemented as a result of the LEP Review. This will include consultation with key stakeholders, including business networks including the Chambers of Commerce (East and North & West Lancashire), the Federation of Small Businesses and the CBI along with a wider awareness and engagement campaign across our communities.
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	£40,000	Independent legal advice to support the transition period	<p>As the LEP moves towards establishing itself as an organisation independent of the host local authority, there will be a requirement of the LEP to source independent legal advice on a range of matters including (but not exclusively): legal entity / Articles of Association, HR and TUPE / secondment implications for core LEP executive team, company secretary functions and accountabilities to ensure the new organisation is not in breach of company and employment law and understands the requirements of both the LEP Board and core executive team to ensure future compliance of all aspects of company law. As the LEP de-couples from the host local authority, it will no longer be in a position to access some of the 'pro-bono' services previously offered by the council. There may also be a requirement to contribute to the cost to ensure sufficient legal capacity within the host organisation legal team to aid with the legal implications of company separation as well as the implications for existing agreements with recipients of LEP funding. Lack of capacity within the host organisation could severely hinder the separation process.</p>
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	£40,000	Independent financial advice to support the transition period	As the LEP moves towards establishing itself as an organisation independent of the host local authority, there will be a requirement of the LEP to source independent finance advice to provide an appraisal of the options available to the Board and consequent implications of independence including (but not exclusively): the business operating model; investment opportunities; the VAT, tax, pensions and insurance implications of independence; financial regulation requirements for providing loans; audit and preparation of company accounts.
	£20,000	Establishing independent IT infrastructure	As a result of the requirement for the LEP to become an entity independent from the host local authority, the core executive team will no longer be able to access the IT infrastructure and associated operating systems of the host authority. There will therefore be a need to acquire IT equipment and associated infrastructure including finance and accounting packages.
	£35,000	Identifying and securing suitable accommodation to house LEP executive support	As a result of the requirement for the LEP to become an entity independent from the host local authority, the core executive team will no longer be housed free of charge within the host authority. New, accessible, serviced accommodation will therefore need to be sourced and secured in advance of the 1 st April 2019.

	£10,000	Coaching and development for LEP Board members	As the LEP becomes an independent organisation in its own right, responsibilities and services previously absorbed by the host local authority will no longer be available. All functions and responsibilities (financial, legal or otherwise) associated with company ownership will need to be understood and overseen by the LEP Board. The independent legal and financial advice detailed above will provide an understanding of what skills and knowledge is required. A skills audit of LEP Board members will be conducted and gaps in skills/ knowledge will be addressed with this funding
	£5,000	Coaching and development for core LEP executive support team	As the LEP becomes an independent organisation in its own right, responsibilities and services previously absorbed by the host local authority will no longer be available. All functions and responsibilities (financial, legal or otherwise) associated with company ownership will need to be understood and in some cases performed by some of the LEP's executive core team. The independent legal and financial advice detailed above will provide an understanding of what skills and knowledge is required and relevant training identified. It is also likely that the roles and responsibilities of the LEP executive core team will change to reflect the new structure. Training may also be required to support the flex in roles.

	Total: £200,000		
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6. Provide confirmation that the Local Enterprise Partnership has a clear plan of activity to implement and communicate reforms in alignment with the LEP review policy statement.	The Lancashire Enterprise Partnership has a clear plan of activity to implement and communicate the reforms as per the LEP review policy statement. The implementation plan outlining planned activity has been developed, in consultation with colleagues from BEIS, and was submitted to Government for review on 31 st October 2018
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7. Signature of Local Enterprise Partnership Chair	Printed:
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Date	
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8. Signature from section 31 accountable local authority	Printed:
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Date	
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