



LEADER AND LEAD MEMBER FOR STRATEGIC MANAGEMENT AND ECONOMIC DEVELOPMENT

DECISIONS to be made by the Leader and Lead Member for Strategic Management and Economic Development, Councillor Keith Glazier

MONDAY, 15 JANUARY 2024 AT 3.00 PM

REMOTE MEETING VIA MICROSOFT TEAMS

AGENDA

1. Decisions made by the Lead Cabinet Member on 3 November 2023 (*Pages 3 - 4*)
2. Disclosure of Interests
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
3. Urgent items
Notification of any items which the Lead Member considers urgent and proposes to take at the appropriate part of the agenda.
4. SELEP Funded Capital Programme Financial Statement - Confirmed Spend for 2022/23 and Forecast for 2023/24 (*Pages 5 - 32*)
Report by the Director of Communities, Economy and Transport
5. South East Local Enterprise Partnership (SELEP) transition arrangements and transfer of responsibilities to East Sussex County Council (*Pages 33 - 96*)
Report by the Director of Communities, Economy and Transport
6. Any urgent items previously notified under agenda item 3

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5 January 2024

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LEADER AND LEAD MEMBER FOR STRATEGIC MANAGEMENT AND ECONOMIC DEVELOPMENT

DECISIONS made by the Leader and Lead Member for Strategic Management and Economic Development, Councillor Keith Glazier, on 3 November 2023 at Remote Meeting via Microsoft Teams

Councillors Johnny Denis and Paul Redstone spoke on item 4 (see minute 21)

17. DECISIONS MADE BY THE LEAD CABINET MEMBER ON 24 OCTOBER 2023

17.1 The Lead Member approved as a correct record the minutes of the meeting held on 24 October 2023.

18. DISCLOSURE OF INTERESTS

18.1 Councillor Denis declared a personal interest in item 4 as a Lead Member of Lewes District Council responsible for a portfolio which includes tourism. He did not consider this to be prejudicial.

19. URGENT ITEMS

19.1 There were none.

20. REPORTS

20.1 Reports referred to in the minutes below are contained in the minute book.

21. VISITOR ECONOMY MANAGEMENT - FUTURE ARRANGEMENTS

21.1 The Leader and Lead Member considered a report by the Director of Communities, Economy and Transport.

DECISIONS

21.2 The Leader and Lead Member RESOLVED to:

(1) Approve in principle the structure and funding requirements for the proposed new visitor economy destination management service model termed "Experience Sussex", subject to Full Council approval of the Annual budget;

(2) Approve entering into a Service Level Agreement with West Sussex County Council to establish and manage the operation of Experience Sussex;

(3) Approve the proposed arrangements for the Sussex Local Visitor Economy Partnership and agree that an application be submitted to VisitBritain/VisitEngland in November 2023;

(4) Approve entering into a formal Service Level Agreement with West Sussex County Council and Brighton & Hove City Council to facilitate the establishment of the Local Visitor Economy Partnership governance model; and

(5) Delegate authority to the Director of Communities, Economy and Transport to take all necessary actions to give effect to the recommendations in the report including, but not limited to:

- a) approving the Local Visitor Economy Partnership Strategic Plan, and the service design and plan for Experience Sussex;
- b) approving the Local Visitor Economy Partnership application for submission to VisitEngland/VisitBritain;
- c) approving the terms of the Service Level Agreement with West Sussex County Council in relation to Experience Sussex;
- d) approving the terms of the inter-authority Service Level Agreement with West Sussex County Council and Brighton & Hove City Council in relation to the Sussex Local Visitor Economy Partnership; and
- e) approving the Local Visitor Economy Partnership governance arrangements on behalf of East Sussex County Council.

REASONS

21.3 The visitor economy arrangements in both the country and the county are undergoing change; future arrangements for East Sussex need to be agreed and established.

21.4 A combination of drivers indicates that the time is right to further consolidate the pan-Sussex tourism collaboration to realise the growth potential of the visitor economy.

21.5 Launching Experience Sussex is a rational and logical next step in the evolution of cross boundary working. This model gives clarity to East Sussex County Council's application for Local Visitor Economy Partnership status and helps realise East Sussex County Council's growth potential in this sector.

Report to:	Leader and Lead Member for Strategic Management and Economic Development
Date of meeting:	15 January 2024
By:	Director of Communities, Economy and Transport
Title:	SELEP Funded Capital Programme Financial Statement - Confirmed Spend for 2022/23 and Forecast for 2023/24
Purpose:	To present the Local Growth Fund, Growing Places Fund and Getting Building Fund spend for 2022/23 and the forecast for 2023/24

RECOMMENDATIONS: The Leader and Lead Member is recommended to:

- (1) Note the final 2022/23 spend for the Local Growth Fund programme and the amount of funds re-profiled into the East Sussex County Council Capital Programme;**
 - (2) Note the final 2022/23 spend for the Getting Building Fund programme and the amount of funds re-profiled into the East Sussex County Council Capital Programme;**
 - (3) Note the final 2022/23 spend for the Growing Places Fund programme and the amount of funds re-profiled into the East Sussex County Council Capital Programme;**
 - (4) Agree the confirmed scheme spend profiles for the Local Growth Fund programme for the 2023/24 financial year;**
 - (5) Note that no spend took place for the Getting Building Fund programme for the 2023/24 financial year; and**
 - (6) Agree the confirmed scheme spend profiles for the Growing Places Fund programme for the 2023/24 financial year.**
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1. Background Information

Local Growth Fund (LGF)

East Sussex allocations

1.1 In March 2014, the South East Local Enterprise Partnership (SELEP), which comprises businesses, local authorities and education leaders across East Sussex, Essex, Kent, Medway, Southend and Thurrock, submitted their proposals to Government for a Growth Deal to drive economic expansion in the area over the 6 years up to 2021. Within this was a specific growth plan for East Sussex focussed around its three growth corridors – Newhaven, A22/A27 Eastbourne/South Wealden and the A21/A259 Bexhill/Hastings Growth Corridor. In addition, Coast 2 Capital LEP has equally provided growth funding investment into Lewes and specifically Newhaven.

1.2 Since July 2014, £97.7m of Local Growth Fund (LGF) monies has been secured which has been invested in twenty-six projects in East Sussex towards economic growth and infrastructure projects, including that awarded via the SELEP's 2020 LGF Covid Response Fund.

Spending Conditions

1.3 The management of the LGF is undertaken through a Service Level Agreement (SLA) with SELEP, which was updated and approved by the Leader and Lead Member for Strategic Management and Economic Development in July 2020. The conditions of the SLA between SELEP Ltd, Essex County Council (ECC), 'as the accountable body' and the local partner 'the county council', means that all LGF monies must be spent in the financial year in which they were drawn down. The LGF grant is drawn down quarterly in advance rather than the entire year's expected budget being transferred at the beginning of the year.

1.4 The SELEP local Accountability and Assurance Framework ([version approved June 2022](#)) provides a range of mitigation options to address potential slippage in local programmes. The five options are:

- 1) Bring forward LGF spend on schemes already in this year's programme;
- 2) Bringing forward future year's schemes to spend in the current financial year;
- 3) Transfer LGF spend on schemes between partner authorities;
- 4) Re-profile spend between LGF projects and own Council Capital Programme Projects;
- 5) Unclaimed funds retained by SELEP for use in later years

1.5 31 March 2021 marked the end of the official Government-SELEP Growth Deal period. In advance, the SELEP Strategic Board had previously agreed that where a project is reporting LGF spend beyond 31 March 2021, the monies would be transferred to the respective local authority for spend across their wider capital programme. During the subsequent financial years, local authorities will use their own capital programme to fund spend on the LGF project. SELEP also provided the option for local authorities to ring-fence grant funding allocated to projects that had been deemed a high risk for delivery.

Growing Places Fund (GPF)

East Sussex allocations

1.6 GPF was originally launched in 2011 by the Department for Communities and Local Government (DCLG) and Department for Transport (DfT) as a 'recyclable loan scheme'. SELEP was initially allocated approximately £50m to fund projects commensurate with the GPF criteria. Essex County Council (ECC), act as the lead accountable body, issuing funds on a project-by-project basis to the relevant local partner (upper tier authority) through loan agreements. It is then the responsibility of the upper tier authorities to enter into legal agreements to defray funds to the project promoter, monitor progress, and secure repayment.

1.7 Over the first three funding rounds, East Sussex benefitted from over £23.5m of GPF which has been invested in eight projects in the county.

GPF Spending Conditions

1.8 Capital loans will mainly be between £0.25m and £3.5m (with penalties for late repayment) and with an interest rate 2% below the Public Works Loan Board (PWLB) or 0% whichever is higher from the point of the contract being signed. The loan repayment schedule for each GPF project is agreed within the credit agreement in place between ECC, as lead accountable body, and the local partner (upper tier authority) for each project.

1.9 All risk on the GPF investments is held by the fund itself (managed by ECC) and the granting of loans exposes the local partner (upper tier authorities) to no financial risk or obligation to underwrite should the borrower's default on repayments subject to reasonable endeavours shown to recover the funds. However, it is clearly important to ensure that the GPF monies are repaid into the overall pot to enable the fund to continue to be recycled onto other schemes.

1.10 Where a project is unable to spend the full amount of GPF which has been allocated and transferred to the partner authority within a financial year, the partner authority may carry forward the GPF within Partner accounts, subject to approval by the SELEP's Accountability Board.

Getting Building Fund (GBF)

East Sussex allocations

1.11 In June 2020 the Ministry of Housing, Communities and Local Government (MHCLG) issued a call for projects through Local Enterprise Partnerships (LEPs) to help aid economic recovery in the wake of the Covid-19 pandemic, to be funded through its new £900m Getting Building Fund (GBF).

1.12 In July 2020 MHCLG approved a final SELEP package of 34 GBF projects to the value of £85 million. This included eight initial East Sussex schemes with a GBF ask of £11,179,793,

however, two projects were removed from the GBF programme in 2021/22 – Fast Track Business Solutions and Riding Sunbeams with any funding received for these projects returned to SELEP.

1.13 At the 12 March 2021 Strategic Board meeting a GBF reserve pipeline was agreed to prioritise projects for unallocated and returned GBF monies, at which a further £0.24m was secured by East Sussex for the 'Charleston Access Road: removing the barrier to growth' project.

1.14 At the 19 March 2022 Strategic Board meeting a further £0.3m was secured by East Sussex from a second GBF reserve pipeline to reallocate further returned GBF monies; £0.1m for the 'Food Street' project and £0.2m for the 'Seven Sisters Country Park Visitor Infrastructure Uplift' project. As a result, in 2022/23 there was a total of approximately £6.1m of GBF funding allocated across eight projects in East Sussex.

GBF Spending Conditions

1.15 Essex County Council (ECC), as the lead accountable body for SELEP, issues GBF funds on a project-by-project basis to the relevant local upper tier (county/unitary) authority. Each upper tier authority then acts as local accountable body, responsible for defraying the funds to the individual projects and monitoring progress.

1.16 The terms of this arrangement are set out in a Service Level Agreements (SLA) between SELEP Ltd, ECC, and the relevant upper tier authority, which allows project funding and accountability to be devolved. The SLA for management of the GBF follows the same structure as the LGF SLA and as such the Leader and Lead Member for Strategic Management and Economic Development resolved at his meeting on 24 November 2020 to delegate authority to the Director of Communities Economy and Transport and the Chief Finance officer to agree the terms of and enter into the GBF SLA.

2. Supporting Information

Future of SELEP

2.1 The Government's Levelling Up White Paper published in 2022 set out its commitment to extending devolution across England empowering local leaders and integrating LEP functions into local democratic institutions. In March 2023, Government announced that it was 'minded to' not continue to fund LEPs from April 2024 onwards. In light of this on 7 July 2023, SELEP's Strategic Board made the decision to close operations and in the LEP transition Government guidance issued on 4 August 2023, Government announced it would not continue to fund the national network of Local Enterprise Partnerships (LEPs) from 2024/25 stating that their functions should be integrated into Upper Tier Local Authorities (UTLAs). As a result, SELEP operations are scheduled to close by 31 March 2024, with responsibilities transitioning to UTLAs from April 2024. Work is currently ongoing to manage this transition of responsibilities.

Local Growth Fund

2021/22 Programme

2.2 Appendix 1 sets out the final spend and mitigation for the 2022/23 LGF programme. £3.447m was spent across five projects in 2022/23 against a baseline budget, of £6.575m. £10,145m was carried forward from 2021/22. Further details on each of these projects and the current status of all the projects in the LGF programme is outlined at Appendix 2.

2.3 The remaining £6.697m has been profiled as spend over 23/24 and 24/25 financial years.

2022/23 Programme

2.4 At the SELEP Accountability Board meeting in May 2022, SELEP agreed to update the completion date for the Hastings and Bexhill Movement and Access Package project from December 2022 to Summer 2025.

2.5 At the SELEP Accountability Board in July 2022, SELEP agreed updated completion dates for the Eastbourne Town Centre project, from March 2022 to May 2024, and the Eastbourne and South Wealden Walking and Cycling Package project, from December 2022 to December 2024.

2.6 At the SELEP Accountability Board meeting in April 2023 (arranged following the cancellation of the March 2023 meeting), SELEP agreed the updated completion dates for the Hailsham/Polegate/Eastbourne Movement and Access Package project from March 2023 to March 2025.

2.7 Appendix 3 shows the proposed spend profile for the 2022/23 and 2023/24 financial years and taking into account the mitigation options outlined above.

Growing Places Fund

2.8 The end of year balances for 2022/23 is at Appendix 4 and the planned GPF drawdown and repayment schedule for 2022/23 is at Appendix 5.

2.9 In advance of the May 2022 SELEP Accountability Board, East Sussex County Council (ESCC) were notified by the Eastbourne Under 10m Fisherman's Community Interest Company (CIC) that they were unable to meet the full GPF loan repayment that was due and could only repay £0.1m of the agreed £0.25m. Subsequently, a revised repayment schedule was submitted and approved at the April 2023 SELEP Accountability Board, that extended the repayment date to 2034/35 subject to the additional provision that additional annual updates on the ongoing viability of the repayment schedule are provided by the project. SELEP also agreed to waive interest payments on the outstanding balance subject to compliance with the proposed revised repayment schedule.

2.10 At the April 2023 SELEP Accountability Board, it was also agreed to extend the repayment schedule for the Sovereign Harbour project to 2023/24.

2.11 Further details on each of the existing and new GPF projects is set out at Appendix 6.

Getting Building Fund (GBF)

2022/23 Programme

2.12 Appendix 7 sets out the final spend for the 2022/23 programme with £1.99m spent across four projects in 2022/23. This incorporates funding that was carried over from 2021/22, for the UTC Maritime & Sustainable Technology Hub, Food Street and Seven Sisters Visitors Infrastructure Uplift projects. It also includes additional funding awarded by SELEP as part of the creation of new GBF pipeline, which was approved at the October 2022 SELEP Strategic Board and awarded a further £315,000 to the Observer Building (at the November 2022 Accountability Board) and £84,100 to the Seven Sisters Country Park Visitor Infrastructure Uplift (at the January 2023 Accountability Board) for additional phases of each project.

2.13 This additional funding, as well as the funding carried over for the UTC Maritime & Sustainable Technology Hub, Food Street and Seven Sisters Visitors Infrastructure Uplift projects was all spent by 31 March 2023. This means that all of the GBF projects in East Sussex had completed spend of their GBF grants by the end of 2022/23.

2.14 Further details on each of the GBF projects and the current status of spend and delivery is outlined in Appendix 8.

2023/24 Programme

2.15 All the remaining East Sussex GBF projects that had not previously completed spend of their grant, or received additional GBF grant funding, completed spend of their grant in 22/23. As a result, no GBF is currently forecast to be spent in 2023/24.

2.16 The updated spend profile for the 2023/24 financial year is detailed in Appendix 9.

3 Conclusion and Reasons for Recommendations

3.1 Taking into consideration the ongoing challenges to the delivery of capital infrastructure programmes, East Sussex County Council have continued to be successful in securing over £127m of funding across the Local Growth Fund, Getting Building Fund and Growing Places Fund projects by the end of the 2022/23 financial year.

3.2 It is recommended that the Leader and Lead Member notes the final outturn spend in 2022/23 and approves the allocated budgets for the individual projects in the 2023/24 LGF programme.

3.3 In addition, it is recommended that the Leader and Lead Member notes the final outturn in 2022/23 for GPF and approves the allocated budgets for the individual projects in the 2023/24 GPF programme.

3.4 It is also recommended that the Leader and Lead Member notes the final outturn spend in 2022/23 for GBF.

RUPERT CLUBB

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Local Members

All

BACKGROUND DOCUMENTS

None

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Appendix 1: 2022/23 Local Growth Fund (LGF) Programme: Final Spend and Mitigation

*Figures provided below relate only to LGF investment and do not include other scheme contributions

Scheme	Total LGF Allocation all Years (£)	22/23 Final Spend (£)	LGF carried forward from 21/22 (£)	Grant Drawn Down in 22/23 (£)	Transfer to ESCC Capital Programme (mitigation option 4) (£)	Mitigated (£)
Hailsham/Polegate/Eastbourne movement and access transport scheme	2,100,000.00	485,498.00	485,498.00	-	-	-
Eastbourne and South Wealden walking and cycling LSTF package	6,600,000.00	286,569.29	1,990,337.00	-	-	-
Queensway Gateway Road	10,000,000.00	-	-	-	-	-
Hastings and Bexhill movement and access package	9,000,000.00	1,096,388.02	4,571,930.00	-	-	-
Eastbourne town centre LSTF access and improvement package	8,000,000.00	664,321.10	2,182,992.00	-	-	-
Bexhill Enterprise Park North	1,940,000.00	-	-	-	-	-
Skills for rural businesses post-Brexit	4,413,000.00	914,888.12	914,888.12	-	-	-
Churchfields Business Centre (Sidney Little Road Business Incubator Hub)	500,000.00	-	-	-	-	-
Scheme (cont.)	Total LGF Allocation all Years (£) (cont.)	22/23 Final Spend (£) (cont.)	LGF carried forward from 21/22 (£) (cont.)	Grant Drawn Down in 22/23 (£) (cont.)	Transfer to ESCC Capital Programme (mitigation option 4) (£) (cont.)	Mitigated (£) (cont.)

Bexhill Creative Workspace	960,000.00	-	-	-	-	-
Eastbourne Fisherman's Quayside and Infrastructure Development	1,440,000.00	-	-	-	-	-
Newhaven Port Access Road	10,000,000.00	-	-	-	-	-
East Sussex Strategic Growth Package (ESSGP)	8,200,000.00	-	-	-	-	-
North Bexhill Access Road	18,600,000.00	-	-	-	-	-
Devonshire Park Quarter Redevelopment	5,000,000.00	-	-	-	-	-
Newhaven Eastside South Business Park	1,600,000.00	-	-	-	-	-
Newhaven Flood Alleviation Scheme	1,500,000.00	-	-	-	-	-
Coastal Communities Housing Project Hastings	666,667.00	-	-	-	-	-
Swallow Business Park	£1,400,000.00	-	-	-	-	-

Scheme (cont.)	Total LGF Allocation all Years (£) (cont.)	22/23 Final Spend (£) (cont.)	LGf carried forward from 21/22 (£) (cont.)	Grant Drawn Down in 22/23 (£) (cont.)	Transfer to ESCC Capital Programme (mitigation option 4) (£) (cont.)	Mitigated (£) (cont.)
Strategic Site Investment Package (formerly Sovereign Harbour Innovation Park)	£1,700,000.00	-	-	-	-	-
Specialist Equipment for STEM Centre	£75,000.00	-	-	-	-	-
Refurbished Science Facilities	£160,000.00	-	-	-	-	-
Science & Engineering for Tree Management	£140,000.00	-	-	-	-	-
Growing Apprenticeship & Skills Training in Engineering	£88,000.00	-	-	-	-	-
Railway Quay	£1,500,000.00	-	-	-	-	-
Springman House	£2,000,000.00	-	-	-	-	-
Charleston Centenary	£120,000.00	-	-	-	-	-
Total	97,702,667.00	3,447,664.53	10,145,645.12	-	-	-

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Appendix 2 – LGF project update

- **Hailsham/Polegate/Eastbourne movement and access transport scheme.** The sustainable Transport Corridor between Hailsham, Polegate & Eastbourne, is part of the strategic transport improvements identified to support planned housing and employment growth within the current Wealden & Eastbourne Local Plans. The business case was approved at the February 2017 Accountability Board. Consultation on Phase 1 proposals in September 2017 which results were reported to Lead Member for Transport and Environment (LMTE) in June 2018. Construction currently pushed back to late 2023/24 to allow for package review. Project Change Request approved by SELEP in April 2023 to extend project completion timescale through to end of March 2025.
- **Eastbourne & South Wealden Walking and Cycling Package.** Package of walking & cycling schemes identified in Eastbourne & Wealden Cycle Strategies to support housing & employment growth in these areas. Business case for extension of first tranche of schemes (£2.6m) approved by SELEP Accountability Board in November 2015. Spend in 2018/19 related to design of a number of schemes and the construction of Meads pedestrian improvements. Business case for the remaining £4m approved at the February 2019 Accountability Board. In February 2022, LMTE agreed that four of the cycle routes - Horsey Way Phase 1b, Eastbourne Town Centre to seafront, Willingdon Drove and Langney Rise - are taken forward to detailed design and construction as part of the Capital Programme for Local Transport Improvements whilst the Stone Cross to Royal Parade will not be progressed to detailed design and construction, but the County Council will look to identify future funding opportunities as part of our pipeline of schemes. SELEP has agreed an extension to funding to December 2024 due to the associated complexities in the detailed design of some schemes.
- **Queensway Gateway Road.** QGR provides a new road between Queensway and A21 in north Hastings. First phase of the road to the mid-roundabout opened December 2018 and Phase 2a (intermediate roundabout to Ramblers Coaches) completed mid-2019. Phase 3a started onsite autumn 2020, completing access to the last of the businesses with a QGR frontage and completing the road to the boundary of the car showroom. A signalised connection to provide a link between the completed road and the A21 received in-principle technical approval of the modelling aspect of the scheme from National Highways. The current focus of both SCS and ESCC is to progress the signalised junction with the A21 in order to fully maximise the scheme's benefits. Regular updates are being provided to the SELEP Accountability Board, with the most recent provided in January 2024.
- **Hastings and Bexhill Movement and Access Package.** This scheme was awarded £9m LGF funding by the SELEP Accountability Board in February 2018. Varying slippage and delays were experienced across the package as a result of Covid-19, resulting in consultations being delayed which had knock-on impacts on schemes progressing through to construction. In December 2022 HBC voted against the proposal for the cycle route to run through Alexandra Park. As the park is in their ownership, ESCC were unable to progress to implementation. Pedestrian crossings at the Ridge, Sandown Primary School, Battle Road and Collington Avenue have finished construction. Hastings and Bexhill bus stop upgrades including RTPI, Hastings Wayfinding and Cooden Drive packages and the mini roundabouts at Beeching Road and Sackville Road have been completed. An updated business case outlining how ESCC intends to progress the remaining packages and extending the completion date to March 2026 was approved by the SELEP Accountability Board in September 2023.

- **Eastbourne Town Centre (ETC).** The total £8m LGF funding package was applied in part to Phase 1 scheme which focusses on the section of Terminus Road between Station roundabout and Bankers Corner, Cornfield Road and Gildredge Road was completed in January 2020. Funded in part with £5m of LGF, the scheme has significantly improved the pedestrian environment in this section of ETC as well as supported the wider investment in the extension to The Beacon shopping centre, with construction completed in January 2020 and snagging completed April 2021. A business case for a further £3m investment in Phase 2a of movement and access in Eastbourne town centre was approved by the SELEP's Accountability Board in February 2019. The programme has progressed through preliminary and final detailed design with approval to proceed to construction provided by the Lead Member for Transport and Environment (LMTE) received in July 2021. The appointment of ESCC's new highways contractor in May 2023 has led to a design-review period and the handing over of pre-construction works meaning construction is now forecast to start in 2024.
- **Bexhill Enterprise Park North.** Project completed. The project developed site and servicing infrastructure to provide full access to the individual development plots within the Bexhill Enterprise Park North business park from the North Bexhill Access Road. The £1.94m LGF funding was used to deliver the site and servicing infrastructure required to provide full access to the individual development plots within the Bexhill Enterprise Business Park North off the North Bexhill Access Road. These works enabled the development of the business park and facilitate private sector investment in the site to bring forward 8,000 sqm of light industrial units and up to 8,000 sqm of manufacturing space.
- **Skills for Rural Businesses.** Project completed. The total £4.41m of LGF funding was used to support the provision of the infrastructure and training required to secure better AgriFood productivity and efficiency post-Brexit. This infrastructure comprises the first phase of an ambitious development on the college site involving the construction of a 2-storey centre of excellence in AgriFood knowledge transfer; improved pedestrian and road user access to the new facilities; redevelopment of the pig production and beef and sheep handling facilities, including automated milking stations; and the development of a village green through landscaping opportunities.
- **Churchfields Business Centre (formerly Sidney Little Road Business Incubator Hub).** Project completed. The business case to deliver 28 new business incubator units on a redundant industrial site was approved by SELEP Accountability Board June 2019. Construction completed March 2023, and letting of incubator units underway.
- **Bexhill Creative Workspace.** Project completed. £0.96m of LGF investment was used towards the development of 1,599sqm of B1 light industrial space across six units for the specific use of creative industry businesses to create entry level and starter jobs for young creatives in the area and supporting 36 net additional jobs. The total scheme costs £1.76m with Rother District Council match funding £0.8m for the purchase of the building. Construction was completed in March 2022 and the studios launched in April 2022
- **Eastbourne Fisherman's Quay and Infrastructure Development – Phases 2 and 3.** Project completed. The Business Case to deliver Phase 2 and 3 of the Fisherman's Quay project approved by SELEP Accountability Board July 2020. Following a review of costing in light of the pandemic, the project applied for £0.36m additional SELEP LGF Covid Response funding, approved at the February 2021 SELEP Accountability Board. All LGF spent in 2021/22 and completion of Building 2 was achieved and handed over in March 2022. LGF investment supported the development of the Fisherman's Quay to maximise the local economic benefits arising from the fishing activity, through transforming an

uneven, open yard into a resilient and productive community asset. The LGF funding was awarded to facilitate delivery of Phases 2 and 3, whilst delivery of Phase 1 of the project was supported by a Growing Places Fund loan. Phase 2 delivered two buildings, which are joined on the upper floors, offering 360 sqm of new space. The ground and first floors provide storage space for fishing and landing equipment as well as a repair workshop. Phase 3 provides a 150 sqm building which will be used as a Visitor Centre and as a base for the Eastbourne Fisherman's under 10m Community Interest Company's outreach and engagement work. Construction of both Phase 2 and 3 have been completed in 2022.

- **Newhaven Port Access Road** (funded by C2C LEP). Project completed. It was awarded £10m LGF funding. Construction started January 2019 and was completed in October 2020. Funding from the Ports Infrastructure Fund was secured to enable connections between the end of the Port Access Road and the Port land. PAR and link into the Port fully opened to traffic in February 2022.
- **East Sussex Strategic Growth Package (ESSGP)**. Project completed. Awarded £8.2m in 2017 through the LGF round three. Work on the road extension at Bexhill Enterprise Park was completed in September 2017. The construction of High Weald House (HWH) at the Bexhill Enterprise Park (South) was completed in April 2019. Later stages of the ESSGP are subject to the sale of the HWH building and other land receipts which are expected to enable a recycling of funds that will lead to further developments at Sovereign Harbour, Bexhill, and Hastings Priory Quarter with additional development in South Wealden dependent on the need identified through the respective local plan processes.
- **North Bexhill Access Road**. Project completed. The £18.6m to develop North Bexhill Access Road (NBAR), which runs between Combe Valley Way and the A269 north of Sidley, was completed and opened to traffic in March 2019. NBAR runs from a roundabout on the BHLR to the A269 north of Sidley. The full length of NBAR was completed and opened to traffic in March 2019. However, there continues to be a delay in Sea Change Sussex (SCS) offering up the road for the formal adoption until after the Stage 3 road safety audit and identified works are completed - SCS are in the process of acquiring a small part of land, which forms part of the road, to enable the Section-38 process to progress.
- **Devonshire Park Quarter Redevelopment**. Project completed. Scheme approved by SELEP Accountability Board in March 2017. Part of a wider £50m investment to deliver a series of major investments to transform Devonshire Park, the £16m welcome centre opened in June 2019 with the £5m LGF investment fully spent in 2017/18.
- **Newhaven Eastside South Business Park** (funded by C2C LEP). Project completed and fully let. The £1.6m funding provided was used to establish new commercial units.
- **Newhaven Flood Alleviation Scheme** (funded by both SELEP and C2C LEP). Project completed. This is an Environment Agency (EA) led scheme to reduce flood risk in Newhaven and recognise the wider benefits this will bring in encouraging regeneration in the town. £10m from EA and £1.5m from C2C LEP as well as SELEP funding of £1.5m; The EA appointed a main contractor (Jackson Hyder) to produce detailed designs and construct the flood defences with construction having started in November 2016. The rail works are now fully completed - the temporary flood defence barrier was deployed during a trial in early November 2021 which coincided with planned rail engineering works. The formal completion date for the scheme was 31 March 2022 for the Principal Contractor related works achieved following rectification of minor outstanding elements.
- **Coastal Communities Housing Project Hastings**. Project completed. The £0.67m of LGF investment was used alongside Hastings Borough Council and Optivo investment of

over £2m in the purchase and refurbishment of a former care home in St Leonards for the creation of 16 social rent units.

- **Swallow Business Park.** Project completed. It is currently in post project evaluation stage. The project provided enabling infrastructure to unlock the development of Swallow Business Park in the A22/A27 Eastbourne/South Wealden Growth Corridor.
- **Strategic Site Investment Package (formerly Sovereign Harbour Innovation Park).** Project completed. Project developed the site infrastructure on three sites at Sovereign Harbour, Eastbourne; North East Bexhill; and North Queensway St Leonards.
- **Specialist Equipment for STEM Centre.** Project completed. The project provided specialist industry-relevant equipment to support a new STEM Centre enabling delivery of 35 new apprentices per annum in Laboratory Technician, Science Manufacturing Technician, Laboratory Scientist and Science Industry Maintenance Technician qualifications from 2017/18. East Sussex College has made the final claims for this scheme.
- **Refurbished Science Facilities.** Project completed. East Sussex College was awarded £159,400 towards total project costs of £478,320 (33%) in Round 1 for refurbishing the reception/hub of the new STEM Centre and an alteration to the existing Science Laboratory at their Lewes campus. Due to negotiations with builders/subcontractors, overall costs reduced leading to SELEP's 33% contribution also being reduced to £80k which created a surplus of £79,440. SELEP Accountability Board agreed in January 2017 that the college could utilise the £79k underspend for their broader project to enhance the first-floor laboratory, subject to full application and approval by the Board. Application for £39,515 approved by Accountability Board May 2017, with remaining unused funds returned to LGF programme for later allocation.
- **Science & Engineering for Tree Management.** Project completed.
- **Growing Apprenticeship & Skills Training in Engineering.** Project completed.
- **Railway Quay** (funded by C2C LEP). Project completed. Purchase of Railway Quay was completed by Lewes DC in April 2017. LDC has developed 'The Sidings', a meanwhile-use scheme to reanimate the site - the facility has now opened with a café and a clubhouse for the Newhaven Gig Rowing Club and has leased out a space for an Activity Hub to be launched. .
- **Springman House** (funded by C2C LEP). Springman is an enabling site for the North Street Quarter (NSQ) and is inseparably linked to the delivery of the wider scheme. Lewes DC purchased the Springman site in March 2017. The current NSQ majority landowner/developer is currently proposing affordable housing on the site.
- **Charleston Centenary** (funded by C2C LEP). The grant supported the various parts of the Centenary project including facilities for the barn renovation, specialist catering and exhibition equipment as well as the landscaping of the grounds to help attract over 50,000 visitors per year and introduce them to Charleston's cultural offer.

Appendix 3: 2023/24 Local Growth Fund (LGF): Proposed Spend Profile

*Figures provided below relate only to LGF investment and do not include other scheme contributions

Scheme	Total LGF Allocation (at 31/03/22) (£)	LGF Spend to 31/03/23(£)	23/24 LGF Profile (including 22/23 slippage) (£)	Future years spend (24/25) (£)
Eastbourne and South Wealden walking and cycling LSTF package	6,600,000.00	4,896,232.29	1,427,001.00	276,766.71
Hastings and Bexhill movement and access package	9,000,000.00	5,524,458.02	3,475,541.98	
Eastbourne town centre LSTF access and improvement package	8,000,000.00	6,481,329.1	1,518,670.90	
Total	23,600,000.00	16,902,019.41	6,421,213.88	276,766.71

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Appendix 4: 2022/23 Growing Places Fund (GPF) Programme: Drawdown and Repayment Schedule

*Figures provided below relate only to GPF investment and do not include other scheme contributions

2022/23 GPF Programme: Proposed Drawdown and Repayment Schedule

	Funds Advanced			Repayments			Balances at end of Year	
	Prior years (£)	22/23 (£)	Total (£)	Prior years (£)	22/23 (£)	Total (£)	Prior years (£)	22/23 (£)
Priory Quarter Phase 3	7,000,000	-	7,000,000	7,000,000	-	7,000,000	-	-
North Queensway	1,500,000	-	1,500,000	1,500,000	-	1,500,000	-	-
Bexhill Business Mall	6,000,000	-	6,000,000	6,000,000	-	6,000,000	-	-
Sovereign Harbour	4,600,000	-	4,600,000	1,025,000	-	1,025,000	3,575,000	3,575,000
Charleston Centenary	120,000	-	120,000	20,000	20,000	40,000	100,000	80,000
Eastbourne U10 Fishermans CIC	1,150,000	-	1,150,000	325,000	-	325,000	825,000	825,000
WRNV Ltd - Observer Building 1a	1,750,000	-	1,750,000	-	-	-	1,750,000	1,750,000
Barnhorn Green CHD	-	-	-	-	-	-	-	-
WRNV Ltd - Observer Building 1b	1,616,500	-	1,616,500	-	-	-	1,616,500	1,616,500
Total	23,736,500	-	23,736,500	15,870,000	20,000	15,890,000	7,866,500	7,846,500

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Appendix 5: 2023/24 Growing Places Fund (GPF) Programme: Proposed Drawdown and Repayment Schedule

*Figures provided below relate only to GPF investment and do not include other scheme contributions

2022/23 GPF Programme: Proposed Drawdown and Repayment Schedule

	Funds Advanced		Repayments				Balances at end of Year	
	Prior years (£)	22/23 (£)	Total (£)	Prior years (£)	22/23 (£)	Total (£)	Prior years (£)	22/23 (£)
Priory Quarter Phase 3	7,000,000		7,000,000	7,000,000	-	7,000,000	-	-
North Queensway	1,500,000		1,500,000	1,500,000	-	1,500,000	-	-
Bexhill Business Mall	6,000,000		6,000,000	6,000,000	-	6,000,000	-	-
Sovereign Harbour	4,600,000		4,600,000	1,025,000	3,575,000	4,600,000	3,575,000	-
Charleston Centenary	120,000		120,000	40,000	20,000	60,000	80,000	60,000
Eastbourne U10 Fishermans CIC	1,150,000		1,150,000	325,000	36,000	361,000	825,000	789,000
WRNV Ltd - Observer Building 1a	1,750,000		1,750,000	-	-	-	1,750,000	1,750,000
Barnhorn Green CHD		1,750,000	1,750,000	-		-	-	1,750,000
WRNV Ltd - Observer Building 1b	1,616,000		1,616,000	-	-	-	1,616,000	1,616,000
Total	23,736,000	1,750,000	25,486,000	15,890,000	3,631,000	19,521,000	7,846,000	5,965,000

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Appendix 6 - Growing Places Fund (GPF) Project Update

Round 1 and 2 GPF Projects

- **Priory Quarter Phase 3** – This scheme was awarded £7m GPF in round 1 to provide 2,323 sqm of high quality office premises at Priory Quarter in Hastings town centre, meeting the expressed needs of private sector employers to expand their operation in the town. The project was completed in Autumn 2014. The loan funding was repaid in full to the LEP in 2018/19 and the schemes has now been removed from the GPF programme.
- **North Queensway, Hastings** - In relation to the North Queensway project, the £1.5m GPF has been invested in the construction of a new junction and preliminary site infrastructure works and the full £1.5m has been repaid by 31 March 2022.
- **Glovers House, Bexhill** – the £6m GPF has been invested into a new commercial development and has led to the sale of Glovers House in late 2018/19, the full repayment of the outstanding GPF loan of £4.975m was made in Q1 of 2019/20, approximately one year ahead of schedule and this has now been removed from the GPF programme.
- **Pacific House, Sovereign Harbour, Eastbourne** – the £4.6m GPF investment into the Sovereign Harbour Innovation Mall known as Pacific House, is now complete and has delivered 2,345m² of high-quality office space. This is currently 88% let and has delivered 220 jobs. Prior to the Covid-19 pandemic, and due to high uptake, on time loan repayments were expected to be made as scheduled. Repayments totalling £1,025,000 have been made against the Project by 31 March 2022, leaving an outstanding balance of £3.575m which is currently scheduled for repayment by 31 March 2024. A further revised repayment schedule has been submitted for approval at the 12 January 2024 SELEP Accountability Board meeting. In April 2020, as a direct result of the Covid-19 pandemic, Sea Change Sussex (SCS), as delivery partner, offered all tenants at Pacific House a three-month rent-free period. This measure was offered to try and protect the tenants long term survival and their ability to meet their rental payments following the Covid-19 pandemic. Despite this measure, as the COVID-19 crisis continued to have an effect on the UK property market and with further waves having lasted into 2021/22, there is a high risk of tenants serving notice and/or business failures resulting in empty workspace within Pacific House.
- **Charleston House** – The £120k GPF loan towards their Centenary scheme has enabled Charleston to become more commercially sustainable and provide a year-round educational programme. The Charleston Centenary project has now delivered the GPF elements of the scheme, and the latest project update indicates that the project has enhanced the potential for secondary spend and offers a new attraction to the Charleston site, which is independent of the house, potentially appealing to a wider market. Physical outputs comprise a new café-restaurant facility in the converted Threshing Barn with more than twice the covers of the previous café, an auditorium and education space in the adjoining converted Hay Barn and completely new Wolfson gallery spaces with retail foyer. To support these developments there is improved separate access to the Charleston site and a significantly enlarged and improved car park with landscaping. GPF elements of scheme complete - Charleston Centenary has met forecast jobs figure for the project and monitoring continues for post-delivery benefits realisation. Project updates indicate that completion of the project has enhanced the potential for secondary spend and offers a new attraction to the Charleston site, which is independent of the house, potentially appealing to a wider market. Due to the substantial financial impact of Covid-19 to the charity, the project was granted flexibility on the GPF loan repayments, and a revised repayment schedule was approved at the July 2020 Accountability Board. 2021-22 and 22-23 repayments made in accordance with revised plan.

- **Eastbourne Fisherman's Quay** was awarded £1.15m GPF. Construction of both Phase 1 and Phases 2 and 3 of the Fisherman's Quay project is now complete. Although the first repayment of the loan had been undertaken with £225k paid back to SELEP in March 2021, however due to the impact of Covid and Brexit, a revised GPF repayment profile was approved at July 2021 SELEP Accountability Board. A reduced repayment of £100,000 was made against the £250,000 repayment instalment due in Q4 2021/22 meaning that the project had defaulted on their agreed repayment terms. Subsequently a revised repayment schedule was submitted and approved at the April 2023 SELEP Accountability Board, that extended the repayment date to 2034/35 subject to the additional provision that additional annual updates on the ongoing viability of the repayment schedule are provided by the project. SELEP also agreed to waive interest payments on the outstanding balance subject to compliance with the proposed revised repayment schedule.

Round 3 GPF Projects

- **Observer Building Phase 1a, Hastings** - The business case for a £1.75m GPF loan to deliver Phase 1a of the Observer Building project was approved by the SELEP's Accountability Board on 18 September 2020. Phase 1a will support the renovation of a total of 1,174 sqm of the building. It will directly support the first 18-20 estimated jobs and six enterprises while preparing the building for Phase 2 which will deliver a further 1,039 sqm of commercial space (Mezzanine and First Floor) as well as preparing the residential shell on the 2nd and 3rd floors.
- **Barnhorn Green Commercial and Healthcare Development (Phase 1), Bexhill** – GPF loan to support delivery of Commercial and Healthcare Development project at Barnhorn Green in Bexhill. GPF funding approved at February 2021 SELEP Accountability Board. Pre-planning work undertaken October/November 2022 - a funding condition was attached to the loan agreement with Essex/SELEP that funding cannot be defrayed to the project sponsor until planning is secured. Planning permission has now been received but no loan drawdowns made to date. Due to the need to disseminate all funding by March 2024, SELEP has set a requirement for the project to bring a full update, confirmation of funding, revised loan repayment profile and project change request to the January 2024 Accountability Board meeting.
- **Observer Building Phase 2, Hastings** - The business case for the further £1.6m on the GPF pipeline was approved by the SELEP Accountability Board on 2 July 2021. The loan funding will support the shortfall in the post-tender and post-value engineering contract price for the redevelopment of the lower four floors for commercial workspace and leisure uses. In doing so, it will enable the transition towards delivering significant elements of Phase 2 of the project, particularly the external shell works, as well as provide refinancing of an extended loan from the Architectural Heritage Fund that has allowed the project to move to contract and start on site. Moreover, it will create the conditions for a successful application to the Homes England Affordable Homes Programme to unlock the final funding to bring forward and complete 15 new homes. The full loan has been defrayed to the scheme in March 2022.

Appendix 7: 2022/23 Getting Building Fund (GBF) Programme: Final Spend and Mitigation

*Figures provided below relate only to GBF investment and do not include other scheme contributions.

Scheme	Total GBF Allocation (£)	Final Spend 22/23 (£)	GBF carried forward from 21/22 (£)	Grant drawn down 22/23 (£)	Transfer to ESCC Capital Programme (mitigation option 4) (£)	Mitigated (£)
Restoring the Glory of the Winter Garden	1,600,000	-	-	-	-	-
The Observer Building, Hastings (Phase 2) Option A	2,028,000	315,000	-	315,000	-	-
Charleston's access road: removing the barrier to growth	329,835	-	-	-	-	-
Creative Hub, 4 Fisher Street, Lewes	250,000	-	-	-	-	-
Sussex Innovation Falmer - Covid Secure adaptations-	200,000	-	-	-	-	-
UTC Maritime & Sustainable Technology Hub	1,300,000	1,300,000	1,300,000	-	-	-
Food Street	100,000	100,000.00	100,000	-	-	-
Seven Sisters Country Park Visitor Infrastructure Uplift	284,100	284,000.00	200,000	84,100	-	-
Total	6,091,935	1,999,000	1,600,000	399,100	-	-

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Appendix 8: Getting Building Fund (GBF) Programme: Project Updates

- **Restoring the Glory of the Winter Garden** – The £1.6m grant was used to support the restoration of the Winter Garden, a historic Grade 2 listed Victorian pavilion within Devonshire Park, to its former glory as a cultural destination of regional importance that supports and enhances Eastbourne’s year-round visitor economy. The elements of the project delivered with the GBF funding were completed in March 2022 with the remaining elements of the overall project anticipated for completion in Quarter 4 of 2024/25.
- **Observer Building, Hastings (Phase 2)** - This iconic and much-loved local landmark will be brought to life with four floors of leisure, retail, offices, studios and community space. The elements of the project delivered with the initial £1.713m GBF funding were completed in March 2022 with a further £315,000 of GBF pipeline funding awarded at the November 2022 SELEP Accountability Board Meeting, and spend by March 2023, to enable works on the façade to take place. The remaining elements of the overall project are forecast for completion by December 2023.
- **Charleston Access Road** – a total of £329k GBF was awarded across two bids to widen and resurface the access track to Charleston and enable the addition of a cycle path along the access road and connection to other cycle routes. Project completed in March 2022.
- **Creative Hub, 4 Fisher Street, Lewes** - The £250k grant was used toward the Conversion of a vacant building into a new co-working hub and café. The new hub includes touch down, short occupation and longer term leased office space for the fast-growing creative industries in Greater Brighton. Project completed in September 2021.
- **Sussex Innovation Falmer: Covid-Secure Adaptions** - The £200k grant was utilised to refurbish the Innovation Centre to make it a Covid/pandemic-secure work environment. Project completed in December 2021.
- **UTC Maritime and Sustainable Technology Hub** - £1.3m GBF contributed towards the conversion of the former UTC@harbourside building into to include new office space for Lewes District Council and partners, an education-led skills training centre and commercial workspace for SMEs. Spend of the GBF grant was completed by March 2023 with work on the initial phase of the project completed in September 2023.
- **Food Street** - £100k of GBF awarded to support bringing five commercial units back into use in Eastbourne Town Centre. Project completed July 2022.
- **Seven Sisters Country Park Visitor infrastructure Uplift** - An initial £200k of GBF investment was awarded at February 2022 Accountability Board to widen the scope of an existing project to incorporate a high footfall retail space to support local businesses and accommodation for the onsite warden. This was spent by September 2022 with a further £84,100 GBF pipeline funding awarded at the January 2023 SELEP Accountability Board Meeting, and spend by March 2023, to enable further work on the project . The wider project was completed in May 2023.

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Appendix 9: 2023/24 Getting Building Fund (GBF) Programme: Proposed Spend Profile

*Figures provided below relate only to GBF investment and do not include other scheme contributions

Scheme	Total GBF Allocation (£)	GBF Spend to date (22/23) (£)	Spend profiled over 23/24 (£)
Restoring the Glory of the Winter Garden	1,600,000	1,600,000	-
The Observer Building, Hastings (Phase 2) Option A	2,028,000	2,028,000	-
Charleston's access road: removing the barrier to growth	329,835	329,835	-
Creative Hub, 4 Fisher Street, Lewes	250,000	250,000	-
Sussex Innovation Falmer - Covid Secure adaptations-	200,000	200,000	-
UTC Maritime & Sustainable Technology Hub	1,300,000	1,300,000	-
Food Street	100,000	100,000	-
Seven Sisters Country Park Visitor Infrastructure Uplift	284,100	284,100	-
Total	6,091,935	6,091,935	-

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Report to: Leader and Lead Member for Strategic Management and Economic Development

Date of meeting: 15 January 2024

By: Director of Communities, Economy and Transport

Title: South East Local Enterprise Partnership (SELEP) transition arrangements and transfer of responsibilities to East Sussex County Council

Purpose: To advise the Lead Member of the dissolution of the South East Local Enterprise Partnership (SELEP) and the transfer of Local Enterprise Partnership responsibilities to Upper Tier Local Authorities (UTLAs) from April 2024 with the inclusion of the SELEP Integration Plan and the approach, to date, on the draft East Sussex County Council Integration Plan

RECOMMENDATIONS: The Leader and Lead Member is recommended to:

- (1) Approve the draft East Sussex Integration Plan set out in Appendix 2 to this report;
 - (2) Note it is proposed that, subject to Government Guidance, Team East Sussex will continue to operate after 31 March 2024 in an advisory capacity as the recognised business-led strategic economic growth board for East Sussex; and
 - (3) Delegate authority to the Director of Communities, Economy and Transport to:
 - a) take all required actions to implement the East Sussex Integration Plan;
 - b) update the East Sussex Integration Plan as required following the release of further government guidance on the transfer of LEP functions to Upper Tier Local Authorities (UTLAs);
 - c) negotiate and agree terms of any required agreements with Essex County Council and / or central government to give effect to the transfer of LEP functions to East Sussex County Council; and
 - d) Take all other actions necessary to give effect to the recommendations in this report.
-

1 Background

1.1 In 2010 the South East Local Enterprise Partnership (SELEP) was constituted. SELEP covers the administrative geography of six Upper Tier Local Authorities (UTLAs): East Sussex County Council, Essex County Council (ESCC), Kent County Council, Medway Council, Southend-on-Sea City Council and Thurrock Council.

1.2 SELEP has overseen the investment of over £650m in capital funding to improve road and housing infrastructure, commercial enterprise, skills and research and innovation which have supported its four strategic priorities of Business resilience and growth, UK's global gateway, Communities for the future and Coastal Catalyst.

1.3 Through SELEP and Coast2Capital LEP funding programmes, East Sussex has benefited from the following secured investment since 2011:

- Over £100m of **Local Growth Fund (LGF)** capital grant funding has been secured and invested towards 23 economic growth and infrastructure projects;
- Over £23.5m of **Growing Places Fund (GPF)** capital loan funding has been secured and invested in eight projects in the county;
- Over £6m of **Getting Building Fund (GBF)** capital grant funding has been secured and invested in eight projects;
- SELEP Sector Support Fund provided small scale revenue funding for 21 innovative projects that derived from the SELEP working groups; and

- SELEP has also supported numerous other East Sussex initiatives during its lifetime. Highlights include working on the EU funded European Regional Development Fund (ERDF) and European Social Fund (ESF) programmes which helped deliver multi-million pound investment into projects like South East Business Boost (SEBB), South East Invest (SEI), South East Creative, Cultural and Digital Support (SECCADS) and numerous ESF skills projects which all supported significant outcomes in East Sussex.

1.4 In 2022, the Government's Levelling Up White Paper set out its commitment to extending devolution across England, empowering local leaders and integrating non-statutory LEP functions into local democratic institutions. In March 2023, the Government announced that it was 'minded to' not continue to fund LEPs from April 2024 onwards. In light of this, on 7 July 2023, SELEP's Strategic Board made the decision to close operations from 31 March 2024.

1.5 In the LEP transition guidance issued by the Government on 4 August 2023, it was announced that the Government would not continue to fund the national network of LEPs from 2024/25, and that LEP functions should be integrated into the constituent UTLAs. As a result, SELEP operations are scheduled to close by 31 March 2024, with responsibilities transitioning to UTLAs (including East Sussex County Council) from 1 April 2024. In addition, the Joint Committee made up of East Sussex County Council and the other SELEP UTLA's will no longer have a purpose and is therefore expected to cease with effect from 1 April 2024.

1.6 Since its decision to wind up in July 2023, SELEP has focused on integration planning to enable a smooth and thorough transition of LEP functions to the UTLAs. This has been broken down into five main workstreams: (1) Governance & Capital Programme; (2) Data & Intelligence; (3) Partnerships & Networks; (4) Growth Hub & Business Support and (5) Resourcing. In addition, a communications transition plan is in development.

1.7 In conjunction with SELEP's integration planning, the Council has developed an initial East Sussex Integration Plan, which aligns with SELEP's strategic approach but provides a localised transfer process for the responsibilities the Council will take-on. New Government Guidance is anticipated, along with a new LEP assurance framework, in January 2024 and is expected to cover:

- the roles and responsibilities of the new Accountable Body and service level agreements between Government and UTLAs;
- the approach required to be taken to programme management, monitoring and evaluation of existing and future capital programmes;
- the responsibility for undertaking development of strategic economic planning in producing local strategies;
- the need to continue to engage with an Economic Growth Board made up of local business leaders; and
- further clarification on allocation of Growth Hub Funding.

The guidance, once issued, will be considered as part of the Council's planning for the transfer of LEP functions in April 2024.

2 Supporting information

2.1 Officers of the Council are working with SELEP towards the adoption (or continuation) of, broadly, the following three functions, as outlined by Government:

- **Business representation** – Government is encouraging UTLAs to create or continue to engage with an Economic Growth Board made up of local business leaders and relevant representative bodies. In East Sussex, Team East Sussex (TES) is a body already established that substantially meets the brief set out in the Government guidance. The expectation, subject to any further government guidance, is therefore for TES to continue to operate beyond the life of SELEP in an advisory capacity, as the business-led strategic economic growth board for the county, providing the voice of business in steering the economic growth agenda for the county.
- **Strategic economic planning** – Government is encouraging areas to produce or update economic strategies to support local decision making. A new East Sussex Economic Growth Strategy is currently being jointly developed by the Council and TES, and will fulfil this

requirement. The new Economic Growth Strategy will put the Council in a strong position to make the case for future access to government programmes.

- **The delivery of government programmes (where directed)** – This will require the Council to take on the role of ‘accountable body’ to oversee the future management and monitoring of the GPF capital loan programme as well as oversight of ongoing LGF and GBF capital grant programmes.

2.2 In order to successfully transfer functions from SELEP to the Council, a number of actions need to be planned for and completed. To this end, SELEP have produced an Integration Plan which sets out the proposed programme for transferring the functions to each of the UTLAs, as well the overall risks, assumptions, dependencies and milestones. The SELEP Integration Plan is attached at Appendix 1.

2.3 The Council’s Economic Development, Skills, Culture and Infrastructure service is co-ordinating this process for the Council, working closely with Legal, Finance, Audit, Communications, HR and the Research & Information Teams as well as the Chair of TES. This has enabled the production of a draft East Sussex Integration Plan, reflecting the roles and responsibilities of both the Council and TES. The draft East Sussex Integration Plan is set out in Appendix 2 to this report. This is currently a working document, as the Plan will need to evolve and be updated as further detail emerges following release of Government guidance in January 2024.

2.4 To support the transition process and to inform the direction of any future government funding, the Government’s Cities and Local Growth Unit issued a request to UTLA’s to complete a Local Authority / LEP functions integration plan by 30 November 2023. A copy of the ESCC response is available at Appendix 3. The Council awaits confirmation from Government that ESCC’s request to be an UTLA to transition the LEP functions is accepted.

Financial Implications

2.5 The Government has confirmed it will provide some revenue funding to UTLAs in 2024/25 to support the transition of functions. SELEP currently receives £250,000 annually from government. Assuming an equivalent level of funding shared between the six UTLAs, the Council could potentially receive in the region of £30,000 for this purpose. However, it is expected that delivery of the transferred functions cannot be delivered with existing resources, albeit there is limited existing capacity to support the transition of LEP functions. It will therefore be necessary to consider the resource requirements as part of the annual budget setting process.

Legal implications

2.6 In order to record the practical arrangements of the transition process, legal agreements are being prepared by SELEP and Essex County Council, in conjunction with the Council’s legal and governance services. These will include the novation of accountable body funding agreements for capital programmes, and confirmation that the existing arrangements with loan and grant recipients will not be adversely affected by the transfer of Accountable Body responsibility to the Council.

2.7 Once further details about the transfer process are understood, and the January 2024 Government guidance has been issued, additional legal agreements may be required to ensure the Council’s interests are protected.

Equalities Impact Assessment

2.8 It is not anticipated that there will be any negative equalities and diversity impacts resulting from the transition of SELEP responsibilities to the County Council. All programmes, activities and policies adopted at a local level will adhere to Public Sector Equality Duty requirements. A final Equalities Impact Assessment will be produced alongside the final East Sussex Integration Plan from January 2024.

3 Conclusion and reasons for recommendations

3.1 The government has made the decision to allocate non-statutory LEP responsibilities to UTLAs by 31 March 2024. The Council has a successful track record in developing, delivering and evaluating impactful economic growth initiatives in the county and a proven ability to convene partners and stakeholders to work together for the benefit of local businesses and residents. However, to ensure the

smooth transfer of LEP functions within the required timescales, it is imperative the Council works with SELEP to plan the transition arrangements. The Leader and Lead Member for Strategic Management and Economic Development is therefore recommended to approve the draft Integration Plan set out in Appendix 2, and to delegate authority to the Director of Communities, Economy and Transport (CET) to take the actions necessary to implement the Plan.

3.2 Given additional guidance is anticipated imminently, the Leader and Lead Member is also recommended to delegate authority to the Director of CET to update the Integration Plan as required to reflect any requirements set out in the new government guidance. A report will be presented to Cabinet in March 2024 setting out progress against the East Sussex Integration Plan and detailing any required governance changes to ensure the successful delivery of LEP functions.

3.3 The LEP transition will give the Council the opportunity to build on the existing management and oversight of the capital programme, through which it has successfully met ongoing financial, legal and reporting requirements since SELEP was formed, whilst enabling a more localised oversight and decision-making process through the introduction and maintenance of additional governance and programme management functions. To achieve this, a number of legal agreements are anticipated to be required, both with Essex County Council and the Government. The Leader and Lead Member is therefore recommended to delegate authority to the Director of CET to negotiate and agree the terms of all such agreements required to give effect to the transfer of LEP functions to the Council.

3.4 Finally it is recommended that the Leader and Lead Member delegates authority to the Director of CET to take any other actions necessary to give effect to the recommendations set out in this report.

RUPERT CLUBB

Director of Communities, Economy and Transport

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None



SOUTH EAST
LOCAL ENTERPRISE
PARTNERSHIP

INTEGRATION PLAN

December 2023

SELEP INTEGRATION PLAN

DECEMBER 2023

CONTENTS

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1. INTRODUCTION AND CONTEXT

The South East Local Enterprise Partnership (SELEP) was constituted in 2010 covering the administrative geography of six Upper Tier Local Authorities (UTLA) and twenty-nine District, Borough and City Councils. It has been built on a foundation of strong governance and assurance processes, supported by Essex County Council (ECC) as the Accountable Body. Governance evolved further, as Government required the partnership to formally constitute as a Company Limited by Guarantee. SELEP Ltd was formed in 2020 and our 20 Directors offering political, business and academic representation provide a truly collaborative partnership of the public and private sector, alongside Government, to drive economic growth across the region.

Over more than 10 years, SELEP has successfully overseen the investment of over £650m in capital grants to improve road and housing infrastructure, commercial enterprise, skills and research and innovation and has strengthened the business voice to work strategically on sectoral and thematic opportunities across the region. It has been driven by robust data and intelligence and collaborative strategic planning to ensure focus and effective prioritisation.

In August 2023, Government announced it would not continue to fund LEPs from 2024/25 and that their functions should be integrated into UTLAs. This evolution of policy, as part of the Government's devolution agenda, has led to the SELEP Strategic Board taking the decision, in July 2023, to integrate the LEP functions and resource into the UTLAs by 31st March 2024. This is to provide the greatest clarity and continuity to all partners, and in particular the business community and the SELEP team.

SELEP has therefore embarked on integration planning and to structure the process, the work has been broken down into five workstreams, each led by a member of the SELEP team:

- Governance & Capital Programme
- Data & Intelligence
- Partnerships & Networks
- Growth Hub & Business Support
- Resourcing

Following the draft plan being agreed by Strategic Board in October, we have evolved the final plan to set out the following:

- work completed and decisions already made;
- specific tasks still to undertake and timelines;
- remaining decisions, risks and updated critical path.

Please note that this document is designed to provide an overall LEP wide plan for integration. Local authority areas are developing their own integration plans that will detail the local context, implications, resources and decision making, including future ways of working e.g. Business/Local Economic Growth Boards and partnership arrangements.

OVERALL AIMS AND OUTCOMES

Aim: To fully integrate LEP functions within UTLAs by 31st March 2024.

Outcomes: A successful integration will mean that from 1st April 2024:

- ✓ Current SELEP accountability arrangements are concluded, with ongoing responsibilities transferred to UTLAs under new agreements¹.
- ✓ Future arrangements and processes are agreed for delivering LEP functions, as set out in Governments letter of 4th August and subsequent guidance.
- ✓ New Growth Hub accountable bodies are agreed and fully prepared for taking on functions that will enable delivery of business navigation services across Greater Essex, Kent & Medway, and East Sussex (subject to funding allocations being confirmed by the Department for Business and Trade).
- ✓ SELEP generated reports, data and analysis are shared and an agreed archive is in place, enabling UTLAs to take the lead in data analysis for their areas with ongoing access to sources used by the LEP.
- ✓ All current SELEP partnerships have a clear future direction with new support arrangements in place where required.
- ✓ UTLAs are resourced to undertake LEP functions and successful integration of SELEP resource to the UTLAs has taken place, where agreed.
- ✓ Closure activities in relation to SELEP Ltd are in progress.

¹ Please note this is subject to further clarification and may only be applicable to funding.

2. CURRENT AND PROPOSED POSITION

This section headlines the current and proposed positions for integration of the main areas of LEP functions. Section 4 supports this by outlining the areas of work, tasks and actions to be taken to achieve integration. **Please note** that these are all subject to ongoing local discussions, as well as central and local decision making.

	CURRENT	PROPOSED (2024/25 onward)
Governance and Capital Programme	Management and administration of LGF, GBF and GPF by SELEP, supported by ECC as the Accountable Body for the funding and underpinned by the SELEP Assurance Framework.	Management of LGF, GBF and GPF ² by UTLAs for their own projects. The UTLAs will assume Accountable Body status and report directly to Government, where required, on their projects. Local Governance arrangements in place and will work to a new Assurance Framework, an amendment of the English Devolution Framework, which will be supplied by Government.
Growth Hub	Central strategic co-ordination of Growth Hub operations and administration of funding, supported by ECC as the Accountable Body for the funding.	Three independent Growth Hubs ³ , each having an Accountable Body for administration of funding and reporting directly to Government.
Partnerships	<p>Sectoral/thematic independent working groups convened and supported by the SELEP secretariat⁴, with membership from a wide range of partners, both public and private sector.</p> <p>SELEP is a member of the Greater South East Net Zero Hub (GSENGH) Board of 11 consortia LEPs, responsible for providing strategic steer, maintaining a governance structure and making recommendations for funding allocations.</p>	<p>The following groups will continue to be offered secretariat support by UTLAs: SECEN; Major Projects Group (MPG); and Housing and Development. It is proposed this is initially committed to for a 12 month period to enable the integration and future ways of working to embed. (To note, the Skills sub-group of MPG will also continue; supported by the Construction Industry Training Board (CITB)).</p> <p>Three UTLA representatives to replace SELEP on the GSENGH Board, representing functional economic areas. This change to current arrangements is subject to evolving Hub governance arrangements.</p>
Resources & Information	SELEP resources, including the Secretariat (the team), websites, information, data, data tools held and funded by SELEP, all residing with ECC as Accountable Body.	Members of the SELEP secretariat will transition to UTLAs, where possible, to continue to support integrated functions and potentially wider, in line with the agreed SELEP and local integration plans, as will any other resources that have ongoing application.

² GPF decision taken at Strategic Board, October 2023 but remains subject to a subsequent decision by the SELEP Accountability Board in February 2024 to approve funding allocations.

³ Working proposal is that lead authorities will be East Sussex County Council, Essex County Council and Kent County Council and will be subject to 2024/25 funding allocations being received from DBT.

⁴ Please note the structure and operating models of the working groups differ, and as such the level of support provided by SELEP and the engagement by UTLAs has varied across groups.

3. RISKS, ASSUMPTIONS AND DEPENDENCIES

INTEGRATION RISK REGISTER

KEY RISK	MITIGATIONS	OWNER
Delay of further Government guidance to UTLAs and the quality, coverage and completeness of that guidance (<i>current expectation is that it will be released in January 2024</i>).	Planning will continue to take place, so we are in the strongest place to progress once guidance is received. Development of back up proposal ('Plan B') that could be implemented if guidance and approvals were not received in time to undertake work to meet the 29/03/24 deadline.	SELEP
Lack of formal response from Government regarding future accountable body arrangements and how these will be implemented.	As above. Further clarifications have been received from DLUHC (3/11/23) which indicate Government is comfortable with having more than one AB across the LEP. This presents an indication that a swift formal response would be received with further clarification on how it should be achieved.	AB
Agreement between Government and all partners cannot be reached on future accountable body status.	ECC, as current AB, would remain accountable under current arrangements until March 2025. Funding would need to be agreed to support this work and may include a requirement for continuation of the Accountability Board supported by a revised Assurance Framework and Partnership Agreement. ECC could challenge this directly with Government.	AB
Late confirmation of funding arrangements for the Growth Hub and impact on continuity of service.	Continue with planning and preparation, including progressing market engagement, procurement and/or waivers as far as possible, on the basis that funding is forthcoming. Seek alternative means to temporarily underwrite the cost of the service to enable continuity ⁵ . Prepare holding communications including signposting in the event of a temporary break in service.	UTLAs
Reduction in/insufficient capacity within Secretariat to progress the integration in a timely manner.	Continue to support staff and monitor workload. Undertake staff consultation (informally or formally as required) in a robust and orderly way to provide clarity about future opportunities at the earliest opportunity. Seek secondment or external support should capacity reduce any further.	SELEP
Reduction in/insufficient capacity within UTLAs.	Closely monitor progress across the LEP and UTLAs to flag any capacity issues that may impede our ability to progress.	UTLAs

⁵ such costs can be claimed back on receipt of Growth Hub grant where this is in line with the Grant Agreement with DBT.

Reduction/insufficient capacity within the accountable body to undertake tasks to facilitate integration in a timely manner.	Continue to identify additional activities that the AB will need to undertake aligned to integration. Continue to monitor workload. Seek additional internal support if required.	AB
Speed and timings of formal decision-making processes within individual UTLAs impedes ability to meet March deadline.	Governance timeline continues to be monitored and updated to ensure a collective understanding of when and how decisions are being taken by all partners. If these cannot be met due to external delays, then Plan B may need to be implemented and governance timelines reset.	UTLAs
Misalignment of decision-making processes within all UTLAs to the SELEP timetable and 31st March 2024 deadline.	As above.	SELEP
Uncertainties over future Government support and funding.	Continue to push Government on timely funding decisions for LAs to undertake LEP functions including 2024/25 GH funding allocations.	All
Difficulty accessing information and data relating to SELEP activities following integration.	Future reporting requirements to be kept under review as part of Governance workstream. SELEP website to be retained for an agreed period post March 2024 as a key source of SELEP reports, data and decision-making. AB and UTLAs to retain and archive relevant information as required. Specific data and contacts to be reviewed and shared with UTLAs in line with GDPR guidance.	SELEP
Reputational risk of poor or disjointed communications, both within the partnership (SELEP and UTLAs) and with external stakeholders.	Continued development and monitoring of our communications plan. Facilitation of a virtual comms group between SELEP and UTLAs to ensure timely and consistent communications. Updating and sharing of the key messages paper.	SELEP
Retaining/securing the appropriate capacity and structures to complete residual LEP activity post SELEP Ltd closure.	Ascertain as soon as possible what the residual activities are and who is required to undertake them, noting that this may include additional internal resource to deliver. The costs for delivering this service will need to be funded from the residual SELEP budget, subject to approval by the Accountability Board.	AB

ASSUMPTIONS

To ensure successful integration, the work is progressing based on the following assumptions:

- There is sufficient resource in place within UTLAs, including the Accountable Body, to support the integration process.
- Sufficient Growth Hub funding will be forthcoming for 2024/25 service delivery.
- Government advice and funding commitments will be made in good time to allow preparation, implementation and, where needed, procurement of new delivery arrangements (especially for the Growth Hubs).
- UTLAs, where applicable, will accept and accommodate any delays caused by late receipt of Growth Hub funding confirmation, to administration of that funding, and procurement and/or recruitment for ongoing service delivery.
- That SELEP Boards remain quorate and can take all necessary and timely decisions to complete the integration plan.

DEPENDENCIES

Successful and timely integration will require:

- Early confirmation of geographical coverage of new Accountable Body arrangements.
- Government advice being received at the right time.
- Government function and funding confirmations for UTLAs received by January 2024.
- All local authority formal decision making concluded by March 2024, ahead of March SELEP Strategic Board.

CROSS-CUTTING THEMES

There are a number of themes that cut across the workstreams:

- **Communications** – SELEP will need to communicate clearly with stakeholders during the integration process and provide links/sign posting to UTLAs that will be taking on LEP functions so that the UTLAs are able to undertake their own communications activity.
- **Resourcing** - An additional workstream convenes around resourcing to understand requirements for the integration phase as well as for each UTLA post integration. This includes confirming the resource and revenue needs and the proposed use of residual LEP funds (this will be subject to a decision by the Accountability Board).
- **Information** –Agreement will need to be reached regarding the information currently held by the LEP, such as that on its website and other documentation, on whether and how to retain, integrate or discard.
- **Governance** – Mapping the timelines for decision making across the LEP and 6 UTLAs is crucial to understanding the overall integration timetable.

CRITICAL PATH

Below is a programme which articulates the critical dependencies and milestones. A delay to these dates could put the Board objective of achieving integration by the 31st March 2024 at risk. The timeline has been developed with the following dependencies and assumptions:

- The completion dates are the dates by which the activity needs to be fully concluded, enabling integration.
- The critical milestones need to be achieved to secure a successful transition of LEP functions to UTLAs by the 31st March. Any delay to these critical milestones will put this date at risk.
- Growth Hub funding allocations and grant offer letters for 2024/25 are required for provision of the Growth Hub service.
- There are statutory timescales that cannot be shortened.
- If it is possible to commence activity prior to the start date shown in the programme then we should do so to help resource management.
- Key meeting dates for UTLAs have been identified by officers. Maintaining these dates for key decisions on LEP integration will be vital to ensure the 31st March 2024 date for integration is achieved.
- That there will be residual activities, such as audits and accounting that will need to take place post transition, regardless of the timeline.

Key:

Activity
Statutory or Contractual Period
Critical Dependency/Milestone

Milestone	Comments	Who	Start Date	Completion Date	18-Sep	25-Sep	02-Oct	09-Oct	16-Oct	23-Oct	30-Oct	06-Nov	13-Nov	20-Nov	27-Nov	04-Dec	11-Dec	18-Dec	25-Dec	01-Jan	08-Jan	15-Jan	22-Jan	29-Jan	05-Feb	12-Feb	19-Feb	26-Feb	04-Mar	11-Mar	18-Mar	25-Mar	01-Apr				
Governance and Capital Programme																																					
Future AB arrangements agreed by all UTLAs		UTLA	18-Sep-23	13-Oct-23	█	█																															
Proposals for new AB arrangements sent to Gov't	Supported by new or updated legal agreements	SS, UTLA	16-Oct-23	20-Oct-23				█																													
Decision from Gov't on AB status		DLUHC	23-Oct-23	01-Dec-23						█	█	█	█	█	█																						
Formal decision making in relation to UTLA and AB function	UTLAs identified meeting dates	UTLA	19-Dec-23	14-Feb-24														█			█	█	█	█	█	█	█	█	█	█	█	█	█	█			
Determine future for GPF	Paper at 13/10 SELEP Board	SS	13-Oct-23	08-Dec-23	█	█	█	█	█	█	█	█	█	█	█	█	█																				
Implement selected option for GPF	Final Decision SELEP Board 8/12/23	SS, UTLA	11-Dec-23	29-Mar-24															█			█	█	█	█	█	█	█	█	█	█	█	█	█			
Submission of LEP integration template to DLUHC	Confirming geography, functions, resourcing etc.	UTLA	16-Oct-23	30-Nov-23					█	█	█	█	█	█	█																						
Formal Decision to close Joint Committee		UTLA	19-Dec-23	14-Feb-24														█			█	█	█	█	█	█	█	█	█	█	█	█	█	█			
Receipt of new Assurance Framework for 2024/25	Amended English Devolution Framework.	DLUHC		31-Jan-24																					█												
Process for transfer of projects to new AB arrangements		SS, UTLA	08-Jan-24	29-Mar-24																																	
Post Transition requirements	Preparation of accounts and Audit	AB	25-Mar-24																																		
Resourcing																																					
Confirmation of future role profiles	Critical for all resourcing activity	UTLA	18-Sep-23	29-Sep-23	█	█																															
45 Day consultation	Statutory timescale	AB	02-Oct-23	24-Nov-23																																	
Confirm outcomes and moves to new posts		SS, AB, UTLA	27-Nov-23	15-Dec-23																																	
Notice Periods	Contractual timescale	SS, AB	08-Jan-24	31-Mar-24																																	
Growth Hub																																					
Confirm service delivery approach and Accountable Body x3	Determine if in house or procured service	UTLA	18-Sep-23	24-Nov-23	█	█	█	█	█	█	█	█	█	█	█	█	█																				
Publication of Government Funding for 2024/25	Autumn Statement confirmed 2024/25 funding	Government		22-Nov-23																																	
Pre-procurement market engagement	Engage market prior to procurement	UTLA	27-Nov-23	12-Jan-24																																	
Procurement	Accelerated by pre-procurement engagement	UTLA	08-Jan-24	19-Feb-24																																	
Confirmation of Government funding	Notional allocations and grant offer letter	DBT		19-Feb-24																																	
Provider Selection and Mobilisation		UTLA	26-Feb-24	25-Mar-24																																	
Post Transition requirements	2023/24 Annual Report and financial Audit	AB	25-Mar-24																																		
Partnerships & Networks																																					
Greater South East Net Zero Hub - develop preferred option	Confirm options with GSENZH	SS, UTLA	23-Oct-23	22-Dec-23																																	
Greater South East Net Zero Hub - implement process																																					
Process to transition selected working groups	Establish new support resource as required	SS, UTLA	05-Feb-24	22-Mar-24																																	
SELEP Board Meetings																																					
SELEP Accountability Board	Budget considerations, High risk reporting	SELEP		22-Sep-23	█																																
SELEP Strategic Board	Draft Transition Plan, GPF options	SELEP		13-Oct-23				█																													
SELEP Strategic Board	Final Integration Plan	SELEP		08-Dec-23																																	
SELEP Accountability Board	Transition of agreements. Decision for GBF.	SELEP		12-Jan-24																																	
SELEP Accountability Board	Wrap up Capital Programme (High Risk)	SELEP		16-Feb-24																																	
SELEP Strategic Board	Company closure. Exit of Framework Agreement	SELEP		22-Mar-24																																	
Key External Dates																																					
Autumn Statement 2023			22-Nov-23																																		
Publication of further Government guidance & funding to LAs	No firm date from Government		08-Jan-24	31-Jan-24																																	

Closure of SELEP

4. WORK PLAN FOR INTEGRATING LEP FUNCTIONS

The SELEP team have worked to fully scope each core functional area of work. Five workstreams were established in August for each function to share information, knowledge and expertise with UTLAs. UTLAs nominated relevant colleagues to join these workstreams and in addition there have been monthly meetings of the LEP Senior Officers Group to monitor overall progress in drafting the plan.

The section below sets out the key milestones, deliverables and decisions needed to fully integrate LEP functions into local authorities by March 2024. This is set out by quarter and by party. Monthly monitoring of this plan takes place to understand progress and to review risks and actions.

Key

Accountable Body (AB); Accountable Body Finance (ABF); Accountable Body Legal (ABL); SELEP Accountability Board (ACB); East Sussex County Council (ESCC); Essex County Council (ECC); Growth Hub (GH); Kent County Council (KCC); Medway Council (MC); SELEP Secretariat (SS); Southend-on-Sea City Council (SCC); SELEP Strategic Board (SB); Thurrock Council (TC); Upper Tier Local Authorities (UTLA); SELEP Based Working Groups (WG).

Workstreams: Governance and Capital Programmes (G&CP); Growth Hub and Business Support (GH&BS); Data and Intelligence (D&I); Partnerships and Networks (P&N); Resourcing (RS).

2023/24 QUARTER 3: OCTOBER – DECEMBER 2023 (CURRENT)

	WORK-STREAM	OUTPUTS/ OUTCOMES	WORK COMPLETED/ DECISIONS TAKEN	WORK TO BE COMPLETED/DECISIONS TAKEN BEFORE 31ST DECEMBER
Milestones	G&CP	<ul style="list-style-type: none"> Agreement reached between the AB, the UTLAs and with Government as to the AB arrangements for 2024/25 onwards. 	Formal letter submitted to Government from SELEP and the AB to confirm the proposed future AB arrangements.	Chase for letter response if not received. SELEP (ECC as AB) to hold a meeting with UTLA Monitoring Officers.
	D&I	<ul style="list-style-type: none"> Identified all data and intelligence resources. 	Summary of all data products and sources shared with UTLAs.	UTLAs to establish local needs for economic data analysis and reporting.
	P&N	<ul style="list-style-type: none"> Identify all partnerships and networks that SELEP manages and/or provides secretariat and project management support. 	Comprehensive spreadsheet of all existing partnerships and networks that are managed/supported by SELEP was shared with UTLAs.	UTLAs to assess their local partnerships and networks and consider how to utilise existing SELEP contacts moving forward.
	GH&BS	<ul style="list-style-type: none"> Confirmation of Accountable Bodies informed by 2023/24 grant documentation. 	2023/24 grant documentation shared. ESCC, KCC and ECC in principle agreed as new ABs for 2024/25 GH funding. 2024/25 GH funding confirmed in Autumn Statement. Future usage and access arrangements for three independent CRMs with Alcium confirmed. GH Steering Groups appraised of integration work.	Ongoing engagement with Government by all, requesting notional funding allocations and grant offer letters.
	RS	<ul style="list-style-type: none"> Commence staff consultation. 	UTLA job profiles received. Mapping exercise near completion.	Staff consultation documents issued/ process through which staff to be redeployed agreed. Staff engagement meetings.
Deliverables	G&CP	<ul style="list-style-type: none"> Assembly of all project and programme information for novation/handover/archiving. SELEP website retention. 	SELEP has provided UTLAs with copies of the LGF and GBF SLAs. Costs identified for retaining SELEP website for 12 months.	Completion of the contracts' tracker. Process and timeline set out for novation/termination of grant agreements, incl. governance required to complete. ⁶

⁶ In preparation of and assuming agreement from Government on new AB arrangements.

	WORK-STREAM	OUTPUTS/ OUTCOMES	WORK COMPLETED/ DECISIONS TAKEN	WORK TO BE COMPLETED/DECISIONS TAKEN BEFORE 31ST DECEMBER
	D&I	<ul style="list-style-type: none"> Plan for ongoing access and use of data. 	SELEP website updated with existing data products.	SELEP/AB to develop approach to GDPR and website legacy arrangements.
	P&N	<ul style="list-style-type: none"> Plan for ongoing role and support arrangements (as required). 	Workstream identified three groups to continue to actively support and manage: SECEN, MPG, and HDG.	Agree UTLA hosts for each group that there will be ongoing support for. Begin assessment of what funding and support would be needed.
	GH&BS	<ul style="list-style-type: none"> Plan for ongoing service delivery, including pre-market testing and procurement documents as required. 	ESIF Lessons Learnt and Knowledge Sharing webinar for business support and skills delivered, as part of SELEP's Legacy Programme.	Pre-procurement market testing and development of procurement material where required.
Page 49	Decisions			
	G&CP	<ul style="list-style-type: none"> Geographic coverage of new AB arrangements for the capital programme. Future deployment of Growing Places Fund. 	<p>Agreed that the 6 UTLAs will each have AB status for their capital programme.</p> <p>Strategic Board endorsed the approach to deployment of GPF on 13/10/23 to achieve best parity across UTLAs without ongoing arrangements post April 24 and further decision is sought at December Board.</p>	<p>Geographical coverage confirmed by UTLAs through DLUHC template submission 30/11/23.</p> <p>Further work to develop the GPF deployment will take place ahead of the decision by ACB to allocate the funding.</p> <p>Timeline for grant agreement amendments to be determined and shared.</p>
	D&I	<ul style="list-style-type: none"> Agree optimum approach to management of data. Agree approach for ongoing subscriptions. 	<p>SELEP confirmed that existing licenses will cease at the end of 2023/24.</p> <p>SELEP provided UTLAs with costings and demos for future subscriptions as required.</p>	<p>UTLAs to establish local needs for economic data analysis and reporting.</p> <p>UTLAs to consider whether there will be an individual or collective approach to data management and analysis.</p> <p>UTLAs to confirm individual/collective needs for ongoing subscriptions.</p>
	P&N	<ul style="list-style-type: none"> Each Group to confirm ongoing activities and way of working. 	All working group Chairs informed of the workstream decision on the provision of ongoing support.	Plan final meetings for groups that are closing. Continue to engage with groups that will continue without ongoing support and connect these to UTLA contacts.

	WORK-STREAM	OUTPUTS/ OUTCOMES	WORK COMPLETED/ DECISIONS TAKEN	WORK TO BE COMPLETED/DECISIONS TAKEN BEFORE 31ST DECEMBER
			Groups that will not receive ongoing support post-March 2024 but have a continued wish to operate will be supported by SELEP until the end of the financial year.	Continue transition work and planning for groups that will be receiving ongoing support from the UTLAs, bringing in the UTLAs where they are not currently present.
	GH&BS	<ul style="list-style-type: none"> Confirm preferred delivery mechanism for Growth Hub functions, and procurement route. 	<p>ESCC to (continue to) deliver service in-house, no procurement or recruitment required. ECC confirmed in principle GH delivery mechanism for Essex, Southend and Thurrock.</p> <p>DBT and CLGU officials notified of proposed changes (new model and Accountable Bodies etc.) to secure support.</p>	<p>KCC to seek agreement from MC and KMPEP for GH delivery model and implementation plan.</p> <p>DBT to confirm that ongoing access to GH CRM by area Hubs complies with Knowledge management in line with Govt guidance.</p>

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PROGRESS IMPLICATIONS FOR THE CRITICAL PATH

The table below sets out any milestones on the critical path that were missed, along with the implications and actions.

ITEM	DEADLINE	ACTUAL	IMPLICATIONS
Proposals for new AB arrangements sent to Government.	16/10/23	TBC	The letter still requests a response deadline that, if met, would leave the critical path unaffected. The clarifications received in November give some assurance that the proposal will be agreed. The response to the letter will hopefully clarify how we enact this, which we are already working towards.
Confirmation of future resourcing demand in UTLAs and HR process.	29/09/23	31/10/23	Consultation timeline has been delayed as role profiles have taken a little longer and HR discussions are ongoing as to the best route of consultation. It is noted that for any members of staff that do not have secured positions, notice period would now go beyond 31 st March 2024.

2023/24 QUARTER 4: JANUARY – MARCH 2024

	WORKS TREAM	OUTPUTS/ OUTCOMES	SELEP	DATE BY	UTLAS	DATE BY	
Page 51	Milestones	G&CP	<ul style="list-style-type: none"> New accountability arrangements in place with UTLAs. 	Chase for Government letter response, if not received. Compile and share an overarching agreement to novate capital programme agreements to UTLAs ⁷	16/01/24	Consideration and sign off of draft agreement.	29/02/24
			<ul style="list-style-type: none"> SELEP resource transfers agreed. 	Complete staff consultation, if required.	31/01/24	Confirmation of resource transfer, as required.	29/2/24
			<ul style="list-style-type: none"> Receipt of new Assurance Framework from Government. Establish ongoing reporting requirements 	Understand new Assurance Framework arrangements for 2024/25 from Government. Consideration of 'Plan B' in case March deadline cannot be met.	29/02/24	Understand and agree internal requirements to ensure adherence to the new Framework.	29/03/24
		D&I	<ul style="list-style-type: none"> New subscriptions in place for access to datasets, where desired. 	E-introductions and provider contact details to be shared with UTLAs where required.	31/01/24	Individual or collective license agreements in place where required.	29/03/24
		P&N	<ul style="list-style-type: none"> New arrangements in place for each partnership and network. 	Confirm host UTLA and ongoing resource provision – ideally a named individual – for SECEN, HDG and MPG.	17/01/24	UTLAS to confirm host organisation and resource provision for groups in the local integration plans.	31/01/24
	Confirm updated ToRs for SECEN, HDG and MPG.			15/03/24	Relevant UTLA officers engaged with SECEN, HDG and MPG in preparation for new arrangements.	15/03/24	
	Confirm three seats for our region on the updated GSEZHZ Board.			31/01/24	UTLAS nominate representatives to the new GSEZHZ Board.	28/02/24	

⁷ Exact actions are dependent on agreement from Government on how to enact new AB arrangements.

	WORKS TREAM	OUTPUTS/ OUTCOMES	SELEP	DATE BY	UTLAS	DATE BY
	GH&BS	<ul style="list-style-type: none"> Funding allocations confirmed by DBT and Grant Offer Letters received. Ongoing service delivery plans concluded. 	Retire SEBH website and cease paying for current BEST and BES websites.	29/03/24	ECC and KCC to secure service providers/ staff where required, either at risk or delayed subject to receipt of grant offer letter from DBT. ECC, ESCC and KCC to arrange to keep or replace area GH web sites.	29/03/24
	RS	<ul style="list-style-type: none"> Complete staff consultation, if required. 	Process concluded in timings set.	31/01/24	UTLAs conclude any further actions needed re transition of resources.	29/02/24
Page 52	Deliverables	<ul style="list-style-type: none"> Updated or termination of grant agreements and Framework Agreement. New AB agreements for each UTLA. Preparations to wind up SELEP Ltd. Prepare documents for closure of Joint Committee/ACB. Revised agreements prepared (if required). Agree future of SELEP information (e.g. website content). SELEP investments impact. 	Grant agreement amendments undertaken ⁸ .	31/01/24	Internal preparation for grant agreement amendments.	15/01/24
			Grant amendments/ terminations to UTLAs	16/02/24	Review and sign off of grant amendments	15/03/24
			Identify any residual AB responsibilities needed post April.	31/01/24		
			Clear process for wind up activities developed.	31/01/24	Process agreed and factored into decision making, as required.	29/02/24
			Core paper for closure of Joint Committee (ACB) presented to SB and ACB.	22/03/24	Consideration and sign off of closure documents.	01/03/24
			Determine what information needs to be retained, how and by who.	29/02/24	Agree the approach to retention of SELEP information/ website.	
			Complete work to articulate the impact of SELEP investments.	29/02/24		
	15/03/24					

⁸ Specific tasks required are dependent on response from Government.

	WORKS TREAM	OUTPUTS/ OUTCOMES	SELEP	DATE BY	UTLAS	DATE BY
Page 53		<ul style="list-style-type: none"> Capital programme position statement 	Prepare and submit a position statement to Government on the status of the capital programme prior to transition.			
	D&I	<ul style="list-style-type: none"> Provision of updated data by SELEP at UTLA level, where required. Data sharing agreements in place, as required. 	Updated State of the Region report and supporting UTLA level data to be shared.	29/02/24	Data sharing agreements to be put in place with GH leads to enable GH data to be shared between relevant UTLAs. Additional data sharing agreements to be put in place where required to support economic data analysis.	29/03/24
	P&N	<ul style="list-style-type: none"> Establish updated terms of reference and details of ongoing resource support from UTLAs. Hold Partnerships Best Practice Webinar. Hold a Roundtable event re the future role of businesses in local growth. 	Draft updated Terms of Reference, in partnership with UTLAs, for confirmation by each group of the new operating model.	31/01/24	Confirm ongoing resource support and engagement for SECEN, HDG and MPG – for inclusion in ToRs.	31/01/24
			Online webinar to highlight learnings and best practice of successful partnership working.	29/02/24	Active engagement in and support for event.	
In person event, hosted by SELEP for LAs and businesses.			22/03/24	Active engagement in and support for event.		
GH&BS	<ul style="list-style-type: none"> UTLA communications strategy. Data sharing agreements (as required). 	Cease SELEP CRM licence and access to SELEP GH CRM. SELEP GH data to be deleted by Alcium in line with GDPR. Download 2023/24 monitoring data (on 28 March 2024) required for GH Annual Report. Stand down SEBH Steering Group. Revoke Data Sharing Protocol. Handover Southeast GH Cluster and GH Network seats to UTLA GH leads.	29/03/24	Purchase 2024/25 CRM licences. Establish data sharing agreements as required between UTLAs. Review membership and ToRs of current GH Steering Groups and make fit for purpose in line with Government guidance. Launch of ‘new’ GH service and/or websites and contact information as required.	29/03/24	

	WORKS TREAM	OUTPUTS/ OUTCOMES	SELEP	DATE BY	UTLAS	DATE BY	
			Share national/regional business support contacts with UTLA GH leads as appropriate. Announce GH services/ funding for 2024/25 (as per SELEP comms plan)		Develop local approaches to secure match funding and resources/funding from third parties to enhance/support the GH service.		
Page 54	Decisions	G&CP	• Formal decision making to support new AB arrangements.	SB to agree closure process and documentation.	22/03/24	Decision making completed for new AB arrangements.	29/02/24
			• Agree retention of SELEP information and data and any future host authority.	Proposal completed for use and host of SELEP information.	16/02/24	Agreement of proposal.	29/02/24
			• Finalise the process for deploying GPF.	Decision taken by ACB.	16/02/24		
			• Wind up SELEP Ltd.	Key decisions taken by SB and ACB.	22/03/24		
	P&N	<ul style="list-style-type: none"> Confirm way forward for Greater South East Net Zero Hub. Confirm which UTLA/s will host the ongoing resource support for groups. 	<p>Consult with the GSENGH as they draft their ToR. Noting expectation of three seats on the new Board.</p> <p>Consult with the UTLAs and update ToR to reflect new lead and ongoing resource support for SECEN, HDG and MPG. Transfer existing group resources to new lead LA.</p>	<p>29/03/24</p> <p>31/01/24</p>	<p>Confirm membership of the new GSENGH, including any governance processes that need to take place for formal nominations.</p> <p>Confirm lead organisations and specific resources for groups that will receive ongoing support.</p> <p>Host working group resources on website/database.</p>	<p>29/03/24</p> <p>31/01/24</p>	
	GH&BS	<ul style="list-style-type: none"> Service providers secured. Business support ecosystem maintenance. 			Maintain the business support ecosystem at the greater Essex, Kent and Medway, and East Sussex level, including cross-county collaboration.	29/03/24	

2024/25 QUARTER 1: APRIL 2024+

	WORK STREAM	OUTPUTS/ OUTCOMES	SELEP	DATE BY	UTLAS	DATE BY
Milestones	G&CP	<ul style="list-style-type: none"> New UTLA arrangements in place, supported by transferred resources, where agreed. ECC cease as SELEP's AB. Archiving of information. 	All closure tasks completed. AB to ensure all required and relevant information is appropriate archived.	April-June 24	Staff transition, where agreed. UTLAs take over management and monitoring under new AB arrangements, operating to requirements of new assurance framework.	April 24
	D&I	<ul style="list-style-type: none"> Legacy arrangements in place for partners to access existing data. 	Agreed archive to be in place with confirmed timescales.	April 2024	UTLAs to access required data/reports and transfer to local systems.	April 2024-
	P&N	<ul style="list-style-type: none"> Resourced groups continue operating. 			SECEN, HDG and MPG are provided ongoing resource and support from host UTLA.	April 2024-
	GH&BS	<ul style="list-style-type: none"> New Growth Hub services in delivery. 			Funding and resource in place (or being put in place) for continuation of GH service. Greater Essex, Kent and Medway, and East Sussex GH Steering Groups reviewed and operational. GH CRMs compliant with 2024/25 GH grant funding conditions and Monitoring and Evaluation guidance. Approaches developed to secure match funding and resources/funding from third parties to enhance/support the GH service.	April-June 2024

	WORK STREAM	OUTPUTS/ OUTCOMES	SELEP	DATE BY	UTLAS	DATE BY
Deliverables	G&CP	<ul style="list-style-type: none"> Preparation of Accounts and Audit requirements. Filing at Companies House with respect to wind-up of the company. Archiving of all SELEP based data and documentation. 	Completion and submission of accounts and audit for 2023/24 complete by AB. All required paperwork completed and filed with Companies House by AB.	June 2024? June 2024?	Local administration of new GPF funding.	April 2024 onwards
	D&I	<ul style="list-style-type: none"> Collaborative approaches to data and intelligence to be determined on a case-by-case basis. 			Collaboration and data sharing between UTLAs to enable economic analysis for functional economic areas. Ongoing engagement with wider regional partners and working groups (e.g. U9) to be set out in local integration plans.	
	P&N	<ul style="list-style-type: none"> Ongoing resource support in place to support continued operation of select groups. 			Host UTLAs and partner UTLAs continue to actively engage and support the ongoing work of SECEN, HDG and MPG.	April 2024-
	GH&BS	<ul style="list-style-type: none"> Complete outstanding 2023/24 grant funding obligations. 	Undertake Independent Audit of 2023/24 GH funding. Submit 2023/24 GH Annual Report.	June 2024	Input to 2023/24 GH Annual Report.	June 2024
Decisions	G&CP	<ul style="list-style-type: none"> Future administration of Growing Places Fund. 	GPF monies transferred to UTLAs.	April 2024	Administration processes in place for receipt and use of GPF monies	April 2024

6. COMMUNICATIONS PLAN

Successful communication around integration looks like:

- Partners and organisations involved in the work of the LEP are aware of what activities are continuing and how these will be undertaken beyond March 2024.
- Levels of engagement with key partners and organisations is retained for those activities which will be continuing beyond March 2024.
- There is clear and consistent messaging across all UTLAs and representatives as to what 'integration' means for the area, focussing on the positive transfer of knowledge, expertise, and networks.

COMMUNICATION PRINCIPLES

Communications around integration need to be focussed on the functions and where there will be continuation of activity rather than the administrative background to the delivery of these. It is important to share messages around timelines and to manage expectation of partners. There is a risk around levels of engagement of existing partners and continuing work if communications are not careful in the terminology used.

Headline messages have been developed and following each Board meeting these will be revisited, tweaked and reshared with Board members and other partners to ensure clear and consistent messaging for all, across the area.

As part of the workstream communications considerations are being discussed, particularly around the channels, such as the website and continuation of our network and database.

General communications and messages do not include sharing of future arrangements and responsibilities with funders and those where SELEP holds contracts. This is more detailed work covered by each workstream.

EXTERNAL VS INTERNAL AUDIENCE

In our approach to communications, we anticipate most of the messages around integration will be aimed at our 'internal' audience. This means all those partners and organisations who are part of the LEP partnership and network.

APPROACH

As a cross cutting area of work, there is not a communications workstream but a more detailed Communications plan is being developed which flows out of the discussions and covers *what we need to say, to who, by when and how* and this will be shared with all workstream leads and a communications task and finish group will be brought together when needed to discuss key issues and agree a way forward.

WHAT DO WE NEED TO SAY - HEADLINE	TO WHO	BY WHEN	HOW	NOTES
Awareness that we are working to integrate LEP functions into UTLAS as required by government and further detail will follow.	Existing SELEP network	Summer 2023	Lines to take have been shared with Board members and included in the SELEP newsletter to the network.	Messaging shared in August 2023.
Further headlines regarding the approach and agreement of plan for integration.	Existing SELEP network	Post each Board meeting until March 2024	<p>Revised lines to take will be shared.</p> <p>Virtual comms group with leads for each UTLA is being established to make sure all areas are aware of the messages and terminology and to build relationships for creation of 'combined' messages which will be needed for March 2024.</p>	<p>Revised messaging shared at end of October following Strategic Board meeting with further detail for stakeholders as to how the future arrangements will look.</p> <p>Lines will be drafted after each key decision point.</p> <p>Ongoing correspondence with the communications group, the group will convene virtually when required</p>
Future arrangements for economic growth strategy, business voice and funding in each area, following further guidance from Government and progression of LA planning.	Existing SELEP network, wider business community, local networks	January/February 2024	Agreed messaging to be developed with the local areas which can be used by SELEP representatives and included on SELEP website and newsletter etc.	UTLAs to share their own messages – developed in collaboration for consistency.

Announcement of Growth Hub services/funding for 2024/25.				LEP supporting comms on ECC devolution plans with businesses.
Clarity of approach and arrangements for future accountability and management of economic growth funding.	Existing SELEP network	February 2024	Agreed messaging to be developed with the local areas which can be used by SELEP representatives and included on SELEP website and newsletter etc.	
Post March 2024 signposting to alternative contact details in each area. Closure of SELEP Ltd and thanks and appreciation to all those involved etc.	Existing SELEP network	Developed by February 2024 for use at end of March 2024	Message to be developed for use on SELEP website.	
Message to go to the existing Network data base to make them aware that another organisation will be looking after the Local Economic Growth agenda and type of work and do they wish to 'opt in'.	Existing SELEP network	To take place in January/February 2024	A message to be drafted and shared through the E-Shot software. Advice on process to be sought from Information Governance Team.	
Plan for activity to demonstrate impact and legacy of the work of SELEP and to ensure that the expertise, knowledge, networks, and partnerships that have been created are not lost.	Existing SELEP network and wider partnership	From November 2023 – March 2024	November 2023 - ESIF Learning Webinar. January 2024 - Capital Programme Impact. February 2024 - Partnerships best practice webinar and video. March 2024 – South East, Future of Local Growth, in person roundtable.	See Legacy Plan for further details. ESIF Webinar delivered 8 th November 2023.

East Sussex Integration Plan

Draft version 1, October 2023

(to be read in conjunction with the SELEP Integration Plan)



1. Introduction and context

Background to the LEP

The South East Local Enterprise Partnership (SELEP) was constituted in 2010 covering the administrative geography of six Upper Tier Local Authorities (UTLA) and twenty-nine District, Borough and City Councils. It has been built on a foundation of strong governance and assurance processes, supported by Essex County Council (ECC) as the Accountable Body and each of the UTLAs acting as local accountable bodies (LABs).

Governance arrangements have evolved over the life of the LEP, with SELEP introducing a 'federated' structure in 2013 to enable decision-making at an even more localised level. More recently, as Government required the partnership to formally constitute as a Company Limited by Guarantee, 'SELEP Ltd' was formed in 2020 comprised of twenty Directors offering political, business and academic representation, providing for a collaborative partnership of the public and private sector alongside Government, to drive economic growth across the region. Throughout all of this, SELEP's governance has strictly adhered to Government's National Local Growth Assurance Framework.

Over more than a decade, SELEP has successfully overseen the investment of over £650m in capital grants to improve road and housing infrastructure, commercial enterprise, skills and research and innovation, and has strengthened the business voice to work strategically on sectoral and thematic opportunities across the region. It has been driven by robust data and intelligence and collaborative strategic planning to ensure focus and effective prioritisation.

The story in East Sussex

Working within the established SELEP governance structures, here in East Sussex our local accountable body is East Sussex County Council (ESCC). The Council is responsible for overseeing and managing the £130m of SELEP funded capital programmes received in the county, alongside working with regional partners on the wider SELEP activities that have been undertaken. As part of the agreed federated structure, *Team East Sussex* (TES) was established in 2014 as the federated East Sussex sub-board of SELEP, allowing for decision-making and project prioritisation at a local level.

TES is a business-led, private/public body, consisting of representation from all local authority leaders, further education, higher education, the voluntary and community sector, business representative bodies and business representatives. As well as being a federated SELEP sub-board, TES is also the strategic economic growth board for the county, with a primary objective to drive forward economic growth and prosperity in the county of East Sussex. In pursuit of this aim, TES currently has the following key functions: Strategic direction and oversight; Pipeline development and capital programme oversight; Project consideration (prioritisation); Lobbying and promotion; Engagement; and SELEP activities. TES is supported by ESCC officers in a secretariat capacity.

Moving forward, TES has the ongoing support of the County Council and partners to continue to be the business-led strategic economic growth board for East Sussex and provide the voice of business in steering the economic growth agenda for the county.

A change of Government position on LEPs

Published in February 2022, the Government's Levelling Up White Paper (LUWP) set out its "pathway to devolution", signalling that LEP functions should be integrated into local democratic institutions across the country by 2030. In the short/medium term, LEPs were given a remit to continue in areas where Mayoral Combined Authorities (MCAs) or Devolution Deals do not presently exist, indicating that LEPs would be maintained until devolution deals are agreed. However, as part of the Budget statement in March 2023, the Chancellor unexpectedly announced that the Government was minded to end core funding for LEPs from April 2024.

This evolution of policy, as part of the Government's devolution agenda, led to the SELEP Strategic Board taking the decision in July 2023 to work towards full integration of all LEP functions and resource into UTLAs by 31 March 2024, to provide the greatest clarity and continuity to all partners, and in particular the business community. On 4 August 2023, LEPs and UTLAs received a letter from the Department for Levelling Up, Housing and Communities (DLUHC) affirming their previous "minded to" position, thereby confirming that Government sponsorship and funding of LEPs will cease from April 2024.

SELEP transition

Through the summer of 2023, in consultation with the Senior Officers Group (SOG), SELEP established the following key workstreams to facilitate integration planning:

- Governance and Capital Programme
- Data and Intelligence
- Partnership and Networks
- Growth Hub and Business Support
- Resourcing

This has culminated in an overall *SELEP Integration Plan* being developed. ESCC made resource available across departments to ensure full engagement in each of the workstreams, including its Economic Development, Major Projects and Growth, Finance, Human Resources and Legal teams. In addition, there have been monthly meetings of the SELEP Senior Officers Group (SOG), attended by the Assistant Director Economy and Head of Service for Economic Development, Skills, Culture and Infrastructure, to monitor overall progress in drafting the SELEP Integration Plan. A clear timeline for the local approvals process has been set out, ensuring the SELEP Integration Plan receives the approval of ESCC's Corporate Management Team, Cabinet and Full Council, plus TES engagement throughout.

Furthering the work of the SELEP Integration Plan, ESCC has developed this *East Sussex Integration Plan*, arranging the activities of the SELEP plan into county-specific actions. We have chosen to mirror the above workstreams and have carefully considered each and every activity of the overarching SELEP plan, providing our response to how the relevant roles, functions and responsibilities will be absorbed locally, and also ensuring the strategic involvement of the business voice from TES is recognised, as per the expectations from Government set out in its guidance in August 2023.

Please note that this is a working draft document, and it is intended that a final draft version be completed before the end of the local approvals process in February 2024.

2. Overall aims and outcomes

The primary aims of this East Sussex Integration Plan are:

- To integrate relevant SELEP functions into East Sussex County Council by 31 March 2024.
- To maintain the connection and relationship between East Sussex County Council and Team East Sussex as the county's business-led strategic economic growth board.

A successful integration will mean that from 1 April 2024:

- Current SELEP accountability arrangements are concluded, with ongoing responsibilities transferred to UTLAs, including to East Sussex County Council, under new agreements¹.
- Future arrangements and processes are agreed for delivering SELEP functions, as set out in Government's letter of 4 August 2023 and any subsequent guidance from Government.
- Continued management and administration of current SELEP capital programmes (LGF, GBF and GPF) by UTLAs, including East Sussex County Council, for their own projects, with the UTLAs to assume accountable body status and report directly to Government, where required, on their projects.
- New Growth Hub accountable bodies are agreed and fully prepared for taking on functions that will enable delivery of business navigation services in East Sussex, subject to funding being confirmed by the Department for Business and Trade (DBT) or other alternative sources secured.
- SELEP generated reports, data and analysis are shared and an agreed archive is in place, enabling UTLAs to take the lead in data analysis for their areas with ongoing access to sources used by the LEP.
- All current SELEP sector partnerships have a clear future direction with new support arrangements in place where required.
- ESCC resourcing implications are addressed.
- SELEP Ltd has been closed.
- Team East Sussex (TES) is recognised as the business-led strategic economic growth board for East Sussex, acting as the voice of business to provide oversight, strategic direction and set the future priorities for the county and endorse activities undertaken at TES and through any TES subgroups.

¹ Subject to further clarification and may only be applicable to funding.

3. Overall risks, assumptions and dependencies

Risks

Headline risks associated with implementation of the overall East Sussex Integration Plan are:

- Timeliness of further Government guidance (current indication is that this will be released in January 2024).
- Quality, coverage and completeness of Government guidance.
- Late confirmation of funding arrangements from Government for the Growth Hub and the impact on continuity of service.
- Capacity within the SELEP Secretariat to progress the integration in a timely manner.
- Capacity within the current accountable body, Essex CC, to undertake tasks to facilitate integration in a timely manner.
- Capacity within East Sussex County Council as the UTLA responsible to take on the LEP functions.
- Speed and timing of formal decision-making processes within East Sussex County Council.
- Agreement between Government and all partners on future accountable body status.
- Alignment of decision-making processes within East Sussex County Council to match the SELEP timetable and 31 March 2024 deadline.
- Uncertainties over future Government support and funding.
- Breaks in service continuity because of late confirmation of Government funding.
- Implications of General Data Protection Regulations (GDPR).
- Reputational risk of poor or disjointed communications, both within the partnership (SELEP, local authorities and federated boards) and with external stakeholders.
- Support and endorsement from Team East Sussex on the East Sussex Integration Plan.

Assumptions

To ensure successful integration of the East Sussex Integration Plan, work is progressing based on the following assumptions:

- Sufficient resources have been put in place within East Sussex County Council, and within the current Accountable Body (Essex CC) and SELEP, to support the integration process.
- Growth Hub funding will be forthcoming for 2024/25 service delivery.
- Government advice and funding commitments will be made in good time to allow preparation and implementation of the current East Sussex in-house service delivery of the Growth hub.
- The Autumn Statement and Government Guidance to be published in January 2024 are expected to provide a clear position in terms of Growth Hub funding for 2024/25 to ensure there is no break in Growth Hub service.
- Where applicable, East Sussex County Council will accept and accommodate any delays caused by late notification of Growth Hub funding, from administration of that funding to consideration of the ongoing viability of service delivery.

Dependencies

A successful and timely integration will require:

- Confirmation of the geographical coverage across the county of East Sussex for the new Accountable Body arrangements.
- Government advice being received at the right time.
- Government function and funding confirmations for UTLAs received by January 2024.
- All other local authority formal decision making concluded by March 2024, ahead of the March 2024 SELEP Strategic Board meeting (for East Sussex County Council the formal decision making will conclude in February 2024).

The SELEP Integration Plan articulates the critical dependencies and milestones, at an overarching SELEP level, in the form of a Gantt chart. Any delay to those dates could put the shared objective of achieving integration by 31 March 2024 at risk. In East Sussex, meeting dates for the approvals process have been identified, and maintaining these dates for decision-making on LEP integration is a key dependency to ensure the 31 March 2024 milestone is achieved. The key meeting dates for East Sussex are as follows:

- Mon 9 Oct 2023: TES Board meeting (to endorse the draft SELEP Integration Plan).
- Fri 13 Oct 2023: SELEP Strategic Board meeting (to approve the draft SELEP Integration Plan).
- Wed 22 Nov 2023: ESCC CMT meeting (to approve the draft SELEP Integration Plan, with this draft East Sussex Integration Plan provided as additional information).
- Mon 4 Dec 2023: TES Board meeting (to endorse the final version SELEP Integration Plan and review the draft East Sussex Integration Plan).
- Fri 8 Dec 2023: SELEP Strategic Board meeting (to approve the final version SELEP Integration Plan).
- Wed 10 Jan 2024: ESCC Cabinet Briefing meeting (to approve the final version SELEP Integration Plan and East Sussex Integration Plan).
- Tue 23 Jan 2024: ESCC Cabinet meeting (to approve the final version SELEP Integration Plan and East Sussex Integration Plan).
- Mon 29 Jan 2024: TES Workshop (to endorse the final version SELEP Integration Plan and East Sussex Integration Plan).
- Tue 6 Feb 2024: ESCC Full Council meeting (to approve the final version SELEP Integration Plan and East Sussex Integration Plan).

4. Maintaining the voice of business

Government guidance is clear that they encourage UTLAs to create, or continue to engage with, an *Economic Growth Board* (or similar) made up of local business leaders and relevant representative bodies, in order to provide the view of local businesses as part of regional decision making, and to work with local leaders to create a broad economic strategy for the area.

The guidance states that business representative boards should follow a series of principles for ensuring business representation in local decision-making. These include: Involving business representative organisations (such as a local Chamber of Commerce, the Federation of Small Businesses, or the designated Employer Representative Body developing the Local Skills Improvement Plan (LSIP)); Including a diverse range of businesses related to local economic strengths and priorities (including businesses of all sizes and which are geographically diverse, e.g. urban, rural, coastal businesses as appropriate to the local area); Ensuring a diversity of voices; and Having a clear conflict of interest policy. *In East Sussex, Team East Sussex (TES) already fully meets that brief.*

Before the LEP transition work even began, and with the support of the County Council, Team East Sussex agreed that it will continue to operate beyond the life of SELEP as the business-led strategic economic growth board for the county, providing the voice of business in steering the economic growth agenda for the county. TES has the ongoing support of the County Council and partners, and is already overseeing the development of a new Economic Growth Strategy for 2024+.

5. Detailed Action Plan for integrating SELEP functions into East Sussex

The SELEP Integration Plan has fully scoped each core functional area of SELEP's work, and this *East Sussex Integration Plan* identifies those functions that the County Council and partners agree to retain and integrate in East Sussex.

SELEP established five key workstreams to facilitate integration planning, and in developing this East Sussex Integration Plan we have chosen to mirror those workstreams, carefully considering each activity of the overarching SELEP plan and expanding them into county-specific actions.

The below Action Plan sets out each East Sussex task with associated risks, dependencies and resources. Expected timescales are also included for each action, which for the majority will aim for completion by the end of March 2024, but note that some actions will continue beyond the cessation of SELEP into 2024/25.

A separate summary table of key milestones, deliverables and decisions is also given for each workstream.

Workstream 1 – Governance and Capital Programme

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Agreement reached between Essex CC as the Accountable Body (AB) and East Sussex CC as the Upper Tier Local Authority (UTLA) and with Government as to the AB arrangements for 2024/25 onwards. 	<ul style="list-style-type: none"> Government guidance expected to be released in January 2024 on LEP transition functions and responsibilities specially on Government expectations on managing the capital funded programmes and assurance frameworks to be followed. New accountability arrangements in place with East Sussex CC. SELEP resource transfers agreed for continued activities and SELEP staff (should TUPE apply). 	<ul style="list-style-type: none"> East Sussex CC arrangements in place to oversee and programme manage the capital funded programmes of LGF, GBF and GPF. New arrangements established and agreed within ESCC to monitor and report on the capital programmes. Essex CC cease as SELEP’s AB.
Deliverables	<ul style="list-style-type: none"> Core paper for closure of Joint Committee / SELEP Accountability Board – East Sussex CC review, comment and agree approval. SELEP and Essex CC as AB to assemble all project and programme information for novation/handover/archiving. East Sussex CC start to receive project and programme information. SELEP and Essex CC as AB prepare revised agreements (if required). East Sussex CC to review agreements and propose any changes. East Sussex CC to submit to Government the Local Authority/ LEP transition integration plan template issued on 16 October and to be submitted by 30 November 2023. 	<ul style="list-style-type: none"> Updated or termination of current grant agreements and Framework Agreement. New AB agreements for each UTLA. Preparation and issuing of amendments/updates to current contract funding agreements with third parties. Preparations to wind up SELEP Ltd. Revisions to Assurance Framework to be applied to East Sussex CC following Government guidance expected in January 2024. Prepare revisions to Team East Sussex terms of reference to reflect new remit and functions. 	<ul style="list-style-type: none"> Preparation of Accounts and Audit requirements by Essex CC as the previous AB. Essex CC as the previous AB - filing at Companies House with respect to wind-up of the company. Preparation of regular monitoring and reporting on capital projects internally and to Government. TES adopt new terms of reference post LEP integration.
Decisions	<ul style="list-style-type: none"> Geographic coverage of new AB arrangements confirmed by East Sussex CC. Future options and endorsement on the deployment of Growing Places Fund – SELEP Strategic Board and Essex CC as the current Accountable Body. 	<ul style="list-style-type: none"> Wind up SELEP Ltd with approval from current Essex CC Accountable Body and SELEP Strategic Board. Formal decision making to support new AB arrangements (UTLA). Agreement by SELEP Accountability Board at its meeting on 12 Jan 2024 as to the approved approach to the deployment / allocation of funds on the Growing Places Fund. East Sussex CC to prepare arrangements to manage the outstanding GPF loan funds. Agree retention of SELEP website and host authority – agreed by SELEP team and East Sussex CC with other SELEP partners. 	<ul style="list-style-type: none"> Future administration of Growing Places Fund to be undertaken by East Sussex CC. To agree arrangements on the role of Team East Sussex (TES) as a strategic advisory business board to support and endorse the approach taken to capital programme management and support any future Government grant funding streams.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
1	Workstream 1 - Governance and Capital Programme					
1.1	Grants - Local Growth Fund & Getting Building Fund (including ongoing monitoring) <i>Confirm the mechanism to establish new agreements under new AB arrangements; establish ongoing reporting requirements and resource required.</i>					
1.1.1	Accountability arrangements for East Sussex projects and ongoing responsibilities to be transferred to East Sussex County Council.	New grant funding agreements drawn up by ESCC and implemented with third parties. ESCC as the UTLA to assume Accountable Body status and report directly to Government, where required, on our East Sussex LGF and GBF projects. Ongoing management of LGF and GBF, for our East Sussex projects, by ESCC.	ESCC Major Projects & Growth, Legal and Finance Teams	Team East Sussex (role to be confirmed)	By end of March 2024	Requires input and decisions from SELEP, plus a new framework from Government (expected January 2024).
1.1.2	Agree future role of Team East Sussex (TES) in regard to current SELEP grant funding streams and any future Government grant funding streams.	Capital programme oversight. TES's role is to provide support, strategic advice, recommendations on project prioritisation and ultimately endorsement of decisions made by the accountable body on LGF, GBF and any future Government grant funding streams.	ESCC Major Projects & Growth, Legal and Finance Teams	Team East Sussex (role to be confirmed)	Post April 2024	Related to actions 1.5 and 3.1 on updating the TES Terms of Reference.
1.2	Loan Fund - Growing Places Fund (incl. monitoring) <i>Determine the future model for administration of GPF monies for Board decision; amend loan agreements as per agreed future arrangements; establish ongoing reporting requirements and resource required.</i>					
1.2.1	Confirm arrangements for future deployment of returned GPF loan funding.	ESCC expected to be allocated existing GPF provision, pending final approval and decisions on Barnhorn Green and Sovereign Harbour Innovation Mall. With decisions made at the SELEP Accountability Board on 12 January 2024.	ESCC Major Projects & Growth, Legal and Finance Teams, and ESCC Lead Member SMED	Team East Sussex (role to be confirmed)	During January 2024	Requires input and decisions from SELEP, plus a new framework from Government (expected January 2024).
1.2.2	Accountability arrangements for East Sussex projects and ongoing responsibilities to be transferred to East Sussex County Council.	New loan funding agreements drawn up by ESCC and implemented with third parties. ESCC as the UTLA to assume Accountable Body status and report directly to Government, where required, on our East Sussex GPF projects. Ongoing management of GPF, for our East Sussex projects, by ESCC.	ESCC Major Projects & Growth, Legal and Finance Teams, ESCC CMT, Cabinet and Full Council	Team East Sussex (role to be confirmed)	By end of March 2024	Requires input and decisions from SELEP, plus a new framework from Government (expected January 2024).
1.2.3	Agree future role of Team East Sussex (TES) in regard to current SELEP loan funding streams and any future Government loan funding streams.	Capital programme oversight. TES's role is to provide support, strategic advice, recommendations on project prioritisation and ultimately endorsement of decisions made by the accountable body on GPF and any future Government loan funding streams.	ESCC Major Projects & Growth, Legal and Finance Teams	Team East Sussex (role to be confirmed)	Post April 2024	Related to actions 1.5 and 3.1 on updating the TES Terms of Reference.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
1.3	Framework Agreement/Joint Committee Agreement <i>Identify any residual considerations prior to cessation of the agreement; report preparation to support closure of Joint Committee.</i>					
1.3.1	East Sussex County Council to withdraw from the SELEP Framework Agreement (Joint Committee Agreement).	A Joint Committee Agreement is in place between SELEP Ltd and each of SELEP's six constituent local authorities, including ESCC. SELEP to make the formal decision to dissolve the Joint Committee (SELEP Accountability Board), and thereby nullify the Joint Committee Agreement, as part of the cessation of SELEP Ltd.	ESCC Legal Team, ESCC CMT, Cabinet and Full Council decision	SELEP's six constituent local authorities	By end of March 2024	Internal approval required.
1.4	SELEP Ltd <i>Wind up SELEP Ltd; identify actions to be taken on behalf of Directors during/post wind up process; establish any residual AB responsibilities.</i>					
1.4.1	East Sussex members of the SELEP Strategic Board (SELEP Ltd Directors), including the Leader of the County Council and other TES business members, to rescind their Directorship of SELEP Ltd.	All SELEP company directorships to be terminated as part of the cessation of SELEP Ltd.	ESCC Leader, Legal and Major Projects & Growth Teams	TES Board members who are our SELEP Strategic Board representatives	By end of March 2024	Internal approval required.
1.5	Assurance Framework <i>Clarification of Assurance requirements post March 2024.</i>					
1.5.1	Address the removal of the National Local Growth Assurance Framework in the Team East Sussex (TES) Terms of Reference.	TES to continue as the strategic oversight / advisory economic growth board for East Sussex beyond the life of SELEP, but the current Assurance Framework will no longer apply. The TES Terms of Reference to be updated to remove references to the Assurance Framework. Existing standards set by the Assurance Framework should be retained in the TES Terms of Reference moving forward. Seek clarification on any new/replacement 'framework' from Government, and integrate into the TES Terms of Reference as applicable.	ESCC Economic Development Team (as secretariat to TES), ESCC CMT, Cabinet and Full Council decisions	Team East Sussex	By end of March 2024	Related to action 3.1 on updating the TES Terms of Reference. Possible dependency on the English Devolution Accountability Framework (EDAF) or another government framework TBC.
1.6	Accountable body role, as defined by DLUHC <i>Conclude the current AB role as undertaken by ECC for SELEP; ensure all transfers in place to relevant UTLA.</i>					
1.6.1	Confirm formal decisions, with ESCC support, for Essex CC to cease its role as Accountable Body for SELEP, and confirm the formal decision for ESCC to take on the Accountable Body role for East Sussex.	ESCC as the approved UTLA to assume Accountable Body functions, including Government reporting (including monitoring, evaluation, audits, FOIs).	ESCC Legal, Finance and Major Projects & Growth Teams, ESCC CMT, Cabinet and Full Council	Team East Sussex (to be made aware)	By February / March 2024	Agreement from Government on future Accountable Body arrangements with ESCC approved as UTLA. Speed and timings

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
						of formal decision-making processes within ESCC. New structure arrangements to be in place with ESCC.
1.7	Data Handling (incl. GDPR and archiving on SELEP records) <i>Establish data ownership, rights and ability to store/use; clarify data handling requirements.</i>					
1.7.1	<i>No further action:</i> a SELEP activity, with the East Sussex elements covered in action 2.4.	A plan for the transfer of data to be developed and implemented where possible (see action 2.4).	SELEP	N/A	N/A	N/A
1.8	SELEP Website <i>Determine any future role for the SELEP website.</i>					
1.8.1	All historic papers on the SELEP website to be shared with East Sussex County Council.	<p>All historic papers for SELEP Strategic Board, Accountability Board and Investment Panel meetings (minutes, agenda packs etc), plus any other relevant reports (such as from the SELEP working groups) to be shared with ESCC.</p> <p>All historic Team East Sussex (TES) meeting papers and minutes dating back to 2014, currently housed on the SELEP website, to continue to be made publicly available, e.g. on the SELEP website should funding be secured for a further year, ahead of ESCC working through an arrangement that will see TES papers made publicly accessible either on a new ESCC webpage or another website (TBC).</p>	(1) ESCC Major Projects & Growth Team responsible for SELEP Acct Board and Investment Panel information held on the SELEP website. (2) ESCC Economic Development Team responsible for SELEP Strategic Board and Team East Sussex information held on the SELEP website. (3) The development of any new webpages/microsites will require involvement of ESCC Information Governance, ICT and Accessibility Teams.	SELEP and Essex CC; Team East Sussex (to be made aware)	Ideally by end of March 2024, or June 2024 at the latest	This is all publicly available information (currently on the SELEP website) so GDPR should not be a factor. Will require some resource to gather, compile and (possibly) upload the information onto our own ESCC website. Will need to be mindful of accessibility regulations for any information being uploaded to the ESCC website. Related to action 2.4 on data and reports.

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Workstream 2 – Data and Intelligence

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> East Sussex CC has worked with SELEP and Essex CC who have identified all data and intelligence resources. 	<ul style="list-style-type: none"> New subscriptions for access to datasets considered but only carried provided that residual funds are awarded by the LEP. 	<ul style="list-style-type: none"> Legacy arrangements in place for partners to access existing data. East Sussex CC will manage ongoing data and intelligence requests for county wide reports and county wide strategies.
Deliverables	<ul style="list-style-type: none"> Plan for ongoing access and use of data. 	<ul style="list-style-type: none"> Provision of updated data by SELEP at East Sussex CC level, where required. Data sharing agreements (DSA) in place, as required. 	<ul style="list-style-type: none"> Collaborative approaches to data and intelligence to be determined on a case-by-case basis.
Decisions	<ul style="list-style-type: none"> Agreed optimum approach to management of data with East Sussex CC. Ongoing subscriptions considered. 		

	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
2	Workstream 2 - Data and Intelligence					
2.1	Routine reporting and data analysis <i>Confirm current reporting regime and identify ongoing requirements.</i>					
2.1.1	<i>No further action:</i> no further data and intelligence information sought from SELEP, and where this is required, collaborative approaches to data and intelligence will be determined on a case-by-case basis with resources applied (subject to funding).	Have reviewed SELEP's current routine reporting in relation to data and intelligence, and for East Sussex we are content that our Research and Information Team have strong data and intelligence information contained within East Sussex in Figures (ESiF) and other databases that will support our immediate requirements and needs locally. Economic Profile reports are provided on a quarterly basis to Team East Sussex (TES) and equally reported through the ESCC State of the County reports.	ESCC Research & Intelligence, Economic Development and Major Projects & Growth Teams	Team East Sussex (reports shared)	From April 2024	New East Sussex in Figures website to be launched by Spring 2024. ESiF will include an economy, skills and employment area profile.
2.2	Ad hoc Data Requests <i>Capture current activity and potential future requirements.</i>					
2.2.1	<i>No further action:</i> ESCC will respond to ad hoc data requests as appropriate.	Ad hoc data requests dealt with.	ESCC R&I, Eco Development, Major Projects & Growth and Information Governance Teams (if request made via FOI or complaint)	N/A	From April 2024	New East Sussex in Figures website to be launched by Spring 2024.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
2.3	Bespoke Data and Analysis <i>Capture current activity and potential future requirements.</i>					
2.3.1	<i>No further action:</i> ESCC will produce reports as and when required, responding to requests made.	ESCC has been made aware of SELEP's previous bespoke data and analysis work, and our assessment is that the ESCC Research and Intelligence Team can meet our immediate requirements for data and analysis through East Sussex in Figures (ESiF) and access to other databases.	ESCC R&I, Economic Development, Major Projects & Growth and Information Governance Teams (if request made via FOI or complaint)	N/A	From April 2024	New East Sussex in Figures website to be launched by Spring 2024.
2.4	Existing data and reports <i>Identify all current data and options for future access.</i>					
2.4.1	All SELEP-generated reports, data and analysis to be shared with East Sussex County Council.	Reports, data and analysis to be shared with ESCC, or an agreed 'archive' to be set up with legacy arrangements in place for ESCC and partners to access the data.	SELEP, liaising with ESCC Research & Intelligence, Economic Development, Major Projects & Growth and Information Governance Teams	Team East Sussex, TES sub-boards and partners (share suitable information)	By end of March 2024	General Data Protection Regulations (GDPR) may have an impact on this, or a possible requirement for data sharing agreements if the data continues to be housed elsewhere. Related to action 1.8 on the SELEP website.
2.5	Networks <i>Confirm the data held in relation to networks.</i>					
2.5.1	All existing data held through SELEP networks to be reviewed and, where possible, shared with East Sussex County Council.	Reports, data and analysis to be shared with ESCC, or an agreed 'archive' to be set up with legacy arrangements in place for ESCC and partners to access the data.	ESCC Information Governance and Legal Teams (should data sharing agreements be required - not currently envisaged)	SELEP networks	By end of March 2024	Reports, data and analysis not shared

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
2.6	State of the Region Report <i>Review report and provide a 2023/24 update at UTLA level where required.</i>					
2.6.1	<i>No further action:</i> SELEP report not required going forward as ESCC produces its own State of the County report.	ESCC to continue to produce its State of the County report, which is publicly available and covers the UTLA area, with any regional information to be presented if and when required subject to resources applied.	N/A	N/A	N/A	N/A
2.7	Skills Data <i>Capacity for UTLA production to be confirmed; identify approach to purchased datasets.</i>					
2.7.1	<i>No further action:</i> the two datasets, Lightcast and Datacity, will not be available, so ESCC and Skills East Sussex (SES) will make use of other publicly available skills datasets and LSIP generated skills data.	ESCC considered the current named datasets and the SELEP paid-for subscriptions, and how these are used by ESCC and SES (the county's employment and skills board). The cost of the subscriptions is high and until further funding is secured, future access to these datasets will not be available to provide information and intelligence. Subject to obtaining funding, ad hoc commissioning will occur to obtain data that will provide evidence to inform bid preparation and intelligence on particular skills sectors or themes.	ESCC Employability & Skills and Research & Intelligence Teams	Skills East Sussex (SES) and SES subgroups	From April 2024	N/A
2.8	Growth Hub Data <i>Identify current data available via local GH administrators.</i>					
2.8.1	<i>No further action:</i> see Growth Hub Data in Workstream 4.	See Growth Hub Data in Workstream 4.	N/A	N/A	N/A	N/A

Workstream 3 – Partnerships and Networks

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Identify all partnerships and networks that SELEP manages and/or provides secretariat and project management support. TES agreed to be maintained as an informal partnership of strategic stakeholders acting as the local strategic oversight/ advisory economic growth board for the county, providing the local business voice in responding to the county’s priorities. 	<ul style="list-style-type: none"> New arrangements in place for each SELEP partnership and network with some decided to continue (subject to resources) and other proposed to end or be reduced. Terms of Reference for TES and TES subgroups (including Business East Sussex, Culture ES, Developers ES, Environment ES and Skills ES) to be reviewed and updated to reflect any revised functions and responsibilities (as initially agreed by TES in December 2022). 	<ul style="list-style-type: none"> Resourced groups continue operating. TES confirmed and acting as the local strategic economic growth board for East Sussex with Terms of Reference approved and in place. TES subgroups continue to be supported as part of the critical infrastructure to support TES and ESCC priorities.
Deliverables	<ul style="list-style-type: none"> Plan for ongoing role and support arrangements (as required). 	<ul style="list-style-type: none"> SELEP team, ESCC, TES and other UTLA’s to establish updated terms of reference and details of ongoing resource support. 	<ul style="list-style-type: none"> Ongoing resource support in place from UTLA’s agreeing to taking on those functions to support continued operation of selected working groups. ESCC has not directly offered support to oversee/ manage any current SELEP working groups but is proposing to continue involvement as a working group member. TES and TES subgroups’ relationships enhanced, and each of the subgroups’ interconnectivity strengthened.
Decisions	<ul style="list-style-type: none"> Each SELEP working group to confirm ongoing activities and way of working. CMT approve the proposed remit of TES and ESCC proposed involvement in the working groups/partnerships to be continued. 	<ul style="list-style-type: none"> The SELEP team working with UTLA partners confirm way forward for Greater South East Net Zero Hub. Confirm which UTLA/s will host the ongoing resource support for groups. Cabinet and Full Council approve the proposed remit of TES and ESCC involvement in the proposed working groups/partnerships to be continued. 	<ul style="list-style-type: none"> Continue to provide officer resource to attend meetings and support joint actions agreed in the GSENZH, SECEN, Housing and Development Group and Major Projects Group (where appropriate). Continue to provide ESCC officer resource to be the secretariat for TES and TES subgroups, attending meetings and support joint actions agreed.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
3	Workstream 3 - Partnerships and Networks					
3.1	Next steps for SELEP Partnership and Network groups <i>Confirm groups in scope; identify options for continuance beyond March 2024; develop plans as required; implementation.</i>					
3.1.1	Retain Team East Sussex (TES) as an informal partnership acting as the strategic oversight / advisory economic growth board for the county of East Sussex, providing the voice of business.	TES to be recognised as the strategic oversight / advisory economic growth board for East Sussex, to provide strategic oversight and help set the future direction and priorities for the county (e.g. East Sussex Economic Growth Strategy). TES to continue to be a business-led partnership and be recognised as the voice of business as per Government's expectations in its LEP transition guidance, August 2023. The relationship between East Sussex County Council and TES to be maintained. TES to perform a strategic oversight role in supporting ESCC as the accountable body for capital funding programmes.	ESCC and Team East Sussex	Team East Sussex	Agreed in principle with response to Government on LEP transition template by 30 November 2023; formal approval from ESCC Cabinet on 23 January 2024 and ESCC Full Council on 6 February 2024	Government guidance changes in January 2024. Cabinet / Full Council does not approve the role of TES.
3.1.2	Address all necessary changes to the Team East Sussex (TES) Terms of Reference to enable TES to continue as the strategic oversight / advisory economic growth board for East Sussex.	TES Terms of Reference to be updated to remove all SELEP dependencies and to clarify TES's strategic oversight / advisory role in supporting ESCC as the accountable body for capital funding programmes.	ESCC Economic Development Team	Team East Sussex	By end of March 2024	Related to actions 1.1 and 1.2 on agreeing TES's role in overseeing capital funding streams, and action 1.5 on updating the TES Terms of Reference.
3.1.3	Strengthen the roles and relationships of the TES subgroups.	TES and the subgroups' relationships enhanced, and each of the subgroups' interconnectivity strengthened, including Business East Sussex (BES), Culture East Sussex (CES), Developers East Sussex (DES), Environment East Sussex (EES) and Skills East Sussex (SES). Each of the subgroups' Terms of Reference reviewed and updated, ensuring alignment with the updated TES Terms of Reference. Subgroup activity to be regularly reported to TES for information and endorsement. Consideration given to creating new subgroups for areas of particular interest or need (e.g. Tourism).	ESCC supporting officers to each of the TES subgroups: Economic Development Team (BES and DES); Culture & Tourism Team (CES); Environment Team (EES); and Employability & Skills Team (SES)	Team East Sussex and TES subgroups	April to June 2024	Capacity and resource within the ESCC teams.

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
3.1.4	Consider East Sussex involvement in the continuing SELEP working groups.	Consider whether East Sussex CC and/or other East Sussex representatives' involvement will be wanted/needed in any of the SELEP working groups that are proposed to continue with partnership and funding support. These include the following three working groups (i) South East Creative Economy Network (SECEN) for which ESCC has been an active partner and contributor; (ii) Housing and Development Group for which ESCC has been a partner and contributor; and (iii) Major Projects Group for which ESCC has not been a partner as we do not have the significant scale of infrastructure investments planned (but we have and would want to continue having information shared from the group on its actions and outcomes). Commit officer or local partner involvement as required.	ESCC Culture & Tourism Team for SECEN, Economic Development and Planning Teams for Housing and Development Group, and other team involvement to be confirmed if required for Major Projects Group	Other local authorities, maybe the secretariat leads for each of these working groups, alongside any current and future public and private sector partners	January to March 2024	Capacity and resource within the ESCC teams.
3.2	Town Boards <i>Ensure smooth exit for SELEP, ensuring UTLA's enable ongoing input.</i>					
3.2.1	Ensure appropriate representation on Town Deal Boards.	Representation on Hastings and Newhaven Town Deal Boards to be achieved through nominated TES business members.	ESCC Economic Development Team with TES	Team East Sussex	By end of March 2024	Willingness of TES business members to participate.
3.3	Greater South East Net Zero Hub <i>Multi-LEP consortium.</i>					
3.3.1	Consider East Sussex representation on the Greater South East Net Zero Hub (GSENZH) Board.	To replace the current SELEP member on the GSENZH Board, and for the GSENZH board to consider an East Sussex representation post April 2024, or any other suitable alternative officer representation that will support several authorities in the south east.	ESCC Environment Team	Greater South East Net Zero Hub (GSENZH) Board	From April 2024	No direct ESCC representation on the GSENZH Board (but an officer representing several authorities is agreeable).

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Workstream 4 – Growth Hub and Business Support

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Business East Sussex (BES) Growth Hub is delivered in house by ESCC and no change proposed/required. 	<ul style="list-style-type: none"> Funding Agreement confirmed by DBT. Ongoing service delivery plans concluded. 	<ul style="list-style-type: none"> Continued BES Growth Hub services delivered across county.
Deliverables	<ul style="list-style-type: none"> Plan for ongoing service delivery as required. 	<ul style="list-style-type: none"> East Sussex CC continued communications strategy on BES Growth Hub. Data sharing agreements (as required). South East Business Hub (SEBH) website ending by March 2024 and will be replaced by a Growth Hub webpage on ESCC website. 	<ul style="list-style-type: none"> Future arrangement for BES Growth Hub data collection and use agreed and applied.
Decisions	<ul style="list-style-type: none"> Confirm current BES Growth Hub delivery mechanism to SELEP. 	<ul style="list-style-type: none"> If Government funding not confirmed agree to allocate funds to BES Growth Hub in 2024/25. 	<ul style="list-style-type: none"> Review of BES Growth Hub delivery and future options for delivery subject to funds secured.

	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
4	Workstream 4 - Growth Hub and Business Support					
4.1	South East Business Hub (SEBH) Growth Hub <i>End current SELEP hub-and-spoke delivery model and complete all requirements of 2023/24 GH funding agreement.</i>					
4.1.1	The SELEP South East Business Hub (SEBH) Growth Hub to be drawn to a close.	The current overarching SELEP hub-and-spoke Growth Hub delivery model to be discontinued.	SELEP Secretariat, Essex CC (as Accountable Body)	Business East Sussex (BES) Growth Hub	By end of March 2024	None
4.2	Greater Essex, Kent and Medway, and East Sussex Growth Hubs <i>Instate three independent Growth Hubs, mirroring BEST, KMGH and BES geographies.</i>					
4.2.1	The Business East Sussex (BES) Growth Hub to continue to deliver independent of SELEP.	The BES Growth Hub to continue operating fully independent of SELEP from April 2024. The BES Growth Hub to contract with and report directly to the Government Department for Business and Trade (DBT).	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub	By end of March 2024	DBT approval for proposed model of independent Growth Hubs. Dependant on DBT future funding for 2024/25. BES Growth Hub is already an in-house resource not subject to ongoing issues of outsourced GHs (in terms of procurement, TUPE etc).

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
4.3	GH funding for 2024/25 <i>Request receipt of official funding documents (allocation, letter of comfort, grant offer letter) as early as possible.</i>					
4.3.1	Prepare the BES Growth Hub for the scenarios of (i) receiving Government funding from the Department for Business and Trade (DBT), and (ii) how to proceed should Government funding not be forthcoming.	In the case of DBT funding, continue local delivery of Growth Hub services in 2024/25. In the event of no DBT funding, continue local delivery of Growth Hub services with alternate funding for 2024/25 (since Growth Hub activity was highlighted to be supported with investment in the recent ESCC Peer Review undertaken in 2023).	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub, Government Department for Business and Trade (DBT)	By end of March 2024	Risk of no DBT funding for 2024/25, awaiting Government decision (has been as late as 31 March in previous years).
4.4	Growth Hub websites <i>Develop plan for future of the Growth Hub websites.</i>					
4.4.1	Prepare a BES Growth Hub website page and ensure an online presence is in place.	SELEP Growth Hub websites to be discontinued in March 2024, to be replaced in East Sussex by a BES Growth Hub page on the ESCC website. Webpage to be compliant with Public Sector Accessibility requirements.	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub	By end of March 2024	BES Growth Hub webpage will not require as much updating as the South East Business Hub (SEBH) website which was far more complicated.
4.5	Growth Hub data <i>Identify future arrangement for GH data collection and use.</i>					
4.5.1	Ensure historical Growth Hub data is secured, and an improved longer-term system for collecting data is in place.	Move on from the current Evolutive Customer Relationship Management (CRM) system and use an appropriate alternative method to collect, analyse and maintain Growth Hub data. Historic data to be downloaded before the end of the current Evolutive contract.	ESCC Economic Development Team	Business East Sussex (BES) Growth Hub	By end of March 2024	Growth Hub activity is predominantly diagnostic and signposting since resources do not allow a greater range of activity, such as that delivered by the other federated area Growth Hubs.
4.6	Growth Hub Steering Groups <i>Review SEBH and Area Growth Hub Steering Groups.</i>					
4.6.1	Ensure the Business East Sussex (BES) Steering Group continues, with a review or refresh of its Terms of Reference.	The need for a 'Steering Group' to be reviewed (as the BES Growth Hub is very small, by far the smallest of the federated areas' Growth Hubs). The BES Chair (newly in post) to consider how the	ESCC Economic Development Team	BES Steering Group	December 2023 and March 2024 meetings; updates	Related to action 3.1 on the roles and relationships

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
		group functions and what its role should be in future. BES Terms of Reference to be reviewed and refreshed, ensuring alignment with the updated TES Terms of Reference.			confirmed by June 2024	of the TES subgroups.
4.7 Match and other funding commitments <i>Put in place approaches for additional funding to enhance/support the GH.</i>						
4.7.1	Explore options for alternative or additional sources of funding for a possible enhanced Growth Hub offer.	Alternate funding sources to be explored to mitigate the risk of no Government funding forthcoming and/or to enhance the existing business support service (e.g. working with Borough and District Councils through their UK Shared Prosperity Fund and/or other allocations). Where alternative funding is required, consider the terms and conditions of the grant to ensure the additional funding is supporting and enhancing the Growth Hub.	ESCC Economic Development Team	Borough and District Councils	By end of March 2024	None
4.8 Business Support <i>Oversee and develop the local business support ecosystem.</i>						
4.8.1	<i>No further action:</i> continue oversight and ongoing development of the local business support ecosystem.	This has always been a local responsibility, and will continue through the BES Steering Group, BES Providers Group, and the activities of the BES Growth Hub and wider ESCC Economic Development Team.	ESCC Economic Development Team	N/A	N/A	N/A

Workstream 5 – Resourcing

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> Understand the posts that are affected in the SELEP team. Receive advice from Essex CC on whether TUPE applies. Job profile(s) and job description questionnaire(s) completed on roles sought to support the ES integration plan. 	<ul style="list-style-type: none"> SELEP team secure new roles within authorities or elsewhere. Job role(s) advertised and filled. 	<ul style="list-style-type: none"> New staff employed supporting ES integration plan.
Deliverables	<ul style="list-style-type: none"> TUPE advice provided by Essex CC and considered by ESCC. If TUPE applies follow requirements and timeframes. If TUPE applies consultation pack issued by Essex CC to SELEP team with all partner authority roles available. If TUPE doesn't apply follow ESCC recruitment process. 	<ul style="list-style-type: none"> If TUPE applies - consultation period ends by Essex CC. Decisions made on posts to be filled, staff accept or reject and potential for redundancies to be made by Essex CC. If TUPE doesn't apply – ESCC recruitment process concluded with appointment(s) made. 	<ul style="list-style-type: none"> New staff employed supporting ES integration plan.
Decisions	<ul style="list-style-type: none"> SELEP Strategic Board 13 October 2023 review of draft SELEP integration plan. SELEP Strategic Board 8 December 2023 review of final draft SELEP integration plan. On 22 November 2023 ESCC CMT decision on resources to be applied to the SELEP and ES integration plans. 	<ul style="list-style-type: none"> SELEP Strategic Board and SELEP Accountability boards make decisions on the remaining financial reserves to support the resources into 2024/25. ESCC Cabinet 23 January 2024 and Full Council 6 February 2024 decision on resources to be applied to the SELEP and ES integration plans. Decisions on accepting the remaining SELEP financial reserves and Government funding made available to support capacity/ resource needs in 2024/25. 	

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	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
5	Workstream 5 - Resourcing					
5.1	No specific activities set out in the SELEP Integration Plan <i>Any actions here will involve bringing SELEP Secretariat staff into upper tier local authorities</i>					
5.1.1	Continue to work with the SELEP Resourcing workstream and SELEP partners.	ESCC colleagues, including ESCC HR lead, to attend regular monthly meetings, addressing any actions requested.	ESCC HR and HoS EDSCI	SELEP, Essex CC and SELEP partner authorities	By end of March 2024	SELEP partners (including ESCC) not engaged and supporting process.
5.1.2	Review Essex CC legal advice for their position on whether TUPE applies, seek further legal advice to determine whether	To be confirmed, either TUPE applies and relevant procedures are to be followed or TUPE does not apply and ESCC recruitment processes are followed.	ESCC HR and Legal Teams	Essex CC HR and Legal Teams	By December 2023	TUPE advice not provided by Essex CC leading to a

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
	ESCC agrees, and confirm whether TUPE is applicable to ESCC for any SELEP roles.					decision by ESCC on whether to share role(s) created with SELEP team / Essex CC ahead of recruitment. Mitigated by own internal HR/Legal advice on whether TUPE applies.
5.1.3	Determine what roles are required to support continued and/or additional duties for integration of SELEP functions and responsibilities into ESCC procedures.	(1) Have identified resource needed to manage capital programme in Growth Workstream and have considered TES resourcing, but at this stage as the expectation is the partnership continues to be an informal structure, we are indicating this can be addressed within existing base budgeted resources. Should TES need to move towards a more formal structure of Governance then resource implications will need to be raised. (2) ESCC Finance to determine support to be provided. (3) ESCC Legal to determine support to be provided.	(1) HoS EDSCI, with Team Manager Major Projects & Growth and Team Manager Economic Development; (2) HoS Finance; (3) HoS Legal	N/A	November / December 2023	Clarity on requirements sought from LEP transition may lead to initial capacity constraints before correct allocation of resources provided to meet requirements within timeframes.
5.1.4	Produce a Job Profile and JDQ, and undertake a job evaluation with funding committed to an 'East Sussex Growth Programme Manager' post.	Job profile to be approved.	ESCC HR Job Evaluation Team and Panel, with HoS EDSCI and Team Manager Major Projects & Growth	N/A	During November 2023	Capacity constraints to produce. Any issues arising with job evaluation assessment. Subsequent TUPE advice will determine which route to recruitment undertaken leading to time delay in person in post (this will increase the requirements in the Major Projects

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
						& Growth Team to deliver work).
5.1.5	Subject to 5.1.2 above: if TUPE does not apply, follow ESCC Recruitment process (job advertised and post filled); if TUPE does apply, follow due process working with Essex CC and SELEP team, to include consultation.	To be confirmed depending upon whether TUPE applies or not.	ESCC HR Team, HoS EDSCI and Team Manager Major Projects & Growth	N/A	December 2023 to March 2024, and maybe post April 2024 (depending on timeframes applied by Essex CC)	As above under 5.1.4
5.1.6	Seek clarity from SELEP / Essex CC as to the application of its own remaining financial reserves.	Discuss and determine with SELEP partners and with ESCC internally (Major Projects & Growth and Finance Teams) the proposed recommendation to use SELEP reserves on SELEP salaried staff (where TUPE applies), a redundancy pot for SELEP permanent staff being transferred, other current SELEP activities to receive extended funding (e.g. partnership working groups, databases to be confirmed) and any other funding to support the resourcing of upper tier authorities to implement the transition plan. Provide advice to the Leader to support decision making at the SELEP Accountability Board meeting on 12 January 2024.	ESCC HoS EDSCI and HoS Finance	Essex CC and SELEP team, and Team East Sussex (to share proposals with)	ESCC CMT 22 November 2023; TES Board 4 December 2023; SELEP Accountability Board 12 January 2024; ESCC Cabinet 23 January 2024; ESCC Full Council 6 February 2024	The determination of the remaining financial reserves will have a minor impact on ESCC as we have the internal teams, resources and external partnerships established to address the majority of the LEP transition requirements, but this may impact the speed at which the actions can be delivered.
5.1.7	Seek clarity from Government on its proposed allocation to each Upper Tier Local Authority in 2024-25 to support transition/integration, as stated in the Government guidance on LEP transition issued 3 August 2023.	Information expected to be provided in the 2023 Autumn statement, OR determined on receipt of the Government template issued to UTLA's to complete by 30 November on absorbing the LEP functions into UTLA's. Additional Government guidance expected to be provided in January 2024.	ESCC HoS EDSCI, HoS Finance and HoS Legal	Government, SELEP team and Essex CC as the current Accountable body	November 2023 to April 2024	Awaiting Government decision on allocation to ESCC. Mitigated as we have a level of staff resource that can be applied across internal teams to address LEP transition

	<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
						requirements. The pace at which these can be transitioned may be impacted without the additional resource secured.

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Other – Communications

	October – December 2023	January – March 2024	April 2024 Onward
Milestones	<ul style="list-style-type: none"> SELEP Communications plan reviewed and produced with input from all SELEP partners. TES reviews its communication approach to reach business audience and determines approach to take. 	<ul style="list-style-type: none"> Subject to agreement, resources and funding allocated TES considers draft commission to work up communications approach. 	<ul style="list-style-type: none"> Communications plan produced and actions implemented and plan monitored.
Deliverables	<ul style="list-style-type: none"> SELEP communication plan. 	<ul style="list-style-type: none"> ESCC Communications plan. TES commission consultant to work on plan with sub group of TES members involved. 	<ul style="list-style-type: none"> Communication plan actions delivered by partners on behalf of TES. Clear voice of business raised in East Sussex.
Decisions	<ul style="list-style-type: none"> ESCC Communications team review SELEP communications plan and provide comments. TES starts to consider principals of communication approach at TES meetings held on 9 October and 4 December 2023. 	<ul style="list-style-type: none"> TES meetings held to review communications plan approach. 	<ul style="list-style-type: none"> Ongoing review of communication plan and resources applied to support.

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	East Sussex Action	Expected Outcome	Responsible	Partner/Stakeholder Involvement	Timescale	Risks and Dependencies
Other						
6.1	Activities not covered in the SELEP Integration Plan <i>Any additional actions that have not already been covered above</i>					
6.1.1	Liaise with the SELEP team on their SELEP Communications Plan to ensure a consistent narrative when issuing communications on LEP transition.	ESCC Communications Team to review the SELEP Communications Plan with the SELEP lead officer to ensure narrative is consistent. Comms updates to be released by both parties as appropriate. ESCC Communication Plan to be developed in partnership with TES, SELEP and Essex CC (as the current Accountable Body).	ESCC Communications Team working with HoS EDSCI	SELEP team and Essex CC (as the current Accountable Body)	Initially up to April 2024; possibly beyond during Q1 and Q2 of 2024	None
6.1.2	Consider producing a Team East Sussex (TES) Communications Strategy.	TES Board members to approve an initial approach to developing a communications strategy, with agreed interventions and actions that are taken forward by TES members and partners (subject to support and funding). Post April 2024, consider engaging an external consultant to support TES in further developing its communications strategy.	TES partners in conjunction with the TES secretariat (ESCC Economic Development Team)	Team East Sussex	Initial drafting October to December 2023; principles and areas of activity considered by TES Board 4 December 2023 (subject to resources); initial	None

<i>East Sussex Action</i>	<i>Expected Outcome</i>	<i>Responsible</i>	<i>Partner/Stakeholder Involvement</i>	<i>Timescale</i>	<i>Risks and Dependencies</i>
				<p>comms actions prepared (to align with 6.1.1 above) January to March 2024 as LEP functions are transitioned; post April 2024 TES</p> <p>Communications Strategy developed with consultant support to aid in determining the interventions and actions that will enable TES to have the greatest impact with the lowest cost outlay (subject to agreement with partners and financial resources applied).</p>	

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LA / LEP INTEGRATION PLAN TEMPLATE

INTRODUCTION AND GUIDANCE

Government has [confirmed](#) that Local Enterprise Partnership (LEP) core functions – namely, business representation, local economic planning, and the delivery of Government programmes where directed – from April 2024 should be delivered by local authorities.

This template is intended to aid the process of integration and inform the direction of any future government funding. This document should be read in parallel with the [guidance](#) published on the integration of LEP functions into local and combined authorities on 4 August 2023. Government expects decisions on the transfer and delivery of current LEP functions to be made locally.

Government expects functions to be delivered over current or potential devolution deal geographies so far as possible. Outside of areas with an agreed devolution deal, it is expected that functions will be exercised by the upper tier local authority, working with other upper tier local authorities as appropriate. Where multiple upper tier local authorities operate within an area, only one return is necessary. The authority which submits the return on behalf of the whole area should ensure all upper tier local authorities have agreed to the return and copy it to the LEP Chair.

It is recognised that the formal process of transferring any assets, loans, investments, or liabilities between existing LEP(s) and local democratic institutions will require agreement between both parties. All parties must follow the relevant laws and regulations that apply, including having due regard for the Public Sector Equality Duty.

Any commercially sensitive information may be submitted in parallel to the main integration plan. The use of annexes is also recommended for non-sensitive issues where more detail is required.

Completed plans should be sent to the central LEP Integration inbox (LEP.Integration@levellingup.gov.uk), copying all relevant parties (all upper tier local authorities and LEP Chair) and the relevant Area Lead in the Cities and Local Growth Unit.

The deadline for submission of this plan to Government is **23:59hrs on Thursday 30 November 2023** or earlier if possible, to help inform future funding decisions.

SECTION 1: CORE INFORMATION

Core details and current arrangements	
1.1 Name of LEP which is to be integrated.	South East Local Enterprise Partnership (SELEP).
1.2 Name(s) of upper tier authority or authorities into which LEP functions are being integrated.	<p><i>East Sussex County Council (ESCC)</i></p> <p>SELEP contains six upper tier local authorities (UTLAs): East Sussex County Council, Essex County Council, Kent County Council, Medway Council, Southend on Sea City Council and Thurrock Council.</p> <p>LEP functions are being integrated into the three larger UTLAs as follows:</p> <ul style="list-style-type: none"> - East Sussex County Council. - Kent County Council (to include Medway Council). - Essex County Council (to include Southend on Sea City Council and Thurrock Council).
1.3 Current relationship with the LEP	<p>Each of the six UTLAs listed above are members of the South East Local Enterprise Partnership, acting as local accountable body for the projects and programmes in their respective areas (Essex CC is the overall Accountable Body for the LEP). East Sussex collates information for East Sussex based LGF, GBF and GPF projects on behalf of SELEP.</p> <p>A joint partnership agreement is in place between SELEP Ltd and the six UTLAs, with each UTLA having a seat on the SELEP Accountability Board, responsible for approving all major funding decisions and ensuring those investment decisions are made in a democratic, transparent and public forum with full due process.</p> <p>Each UTLA Leader, including the Leader of ESCC, is also a Company Director of SELEP Ltd, with a seat at the SELEP Strategic Board.</p> <p>ESCC provides a secretariat function to Team East Sussex (TES), one of SELEP's four federated boards (see section 3 below).</p> <p>ESCC also manages the contract for the Business East Sussex (BES) Growth Hub on behalf of SELEP.</p> <p>Senior officers from East Sussex County Council meet regularly with SELEP to discuss and agree activities and priorities and ensure a two-way flow of information between SELEP and the federated area of East Sussex. They also ensure that the area is fully represented in SELEP's network and partnership groups.</p>
Integration leads	
1.4 Contact details for integration leads	<p>East Sussex County Council: Richard Dawson, Head of Economic Development, Skills, Culture and Infrastructure 07917 210721 Richard.Dawson@eastsussex.gov.uk</p>

SELEP:
Helen Russell, Chief Executive Officer
07795 257810 | Helen.Russell@Southeastlep.com

SECTION 2: GEOGRAPHY

Geography

2. Please set out the proposed geography for the delivery of LEP functions from April 2024. Answers should confirm whether the proposed geography is coterminous with the current LEP geography. If not, answers should confirm that the proposed geography constitutes a functional economic area (FEA), with reference to the size of population, local travel to work areas (TTWAs) and any other relevant drivers of the local economy.

Where multiple upper tier local authorities operate across the proposed geography, you should confirm the governance arrangements and that service provision will be ensured across the whole geography – no authority should be left out and all parties should agree the arrangements.

From April 2024, LEP functions will be delivered by the three larger UTLA areas of SELEP – East Sussex, Essex and Kent – each constituting a functional economic area.

Essex is to include Southend on Sea and Thurrock, and so Essex CC will ensure that appropriate governance arrangements are in place to continue service provision across all three authorities. Similarly, Kent is to include Medway, so Kent CC will ensure that appropriate governance arrangements are in place to continue service provision across both authorities.

East Sussex will continue to include the geographical area covered by East Sussex County Council (ESCC), with continued alignment to the current Team East Sussex (TES) federated board arrangement. Governance will sit with ESCC. Note that the total population of East Sussex is 545,900*.

Overall, this proposed geography is coterminous with the current geography of the South East LEP, as all of the constituent authorities are included.

*ONS Census 2021

SECTION 3: BUSINESS VOICE

Current and future activity

3. Please set out how you intend to embed a strong, independent, and diverse local business voice into local decision-making across the area. Answers should cover the following points:

- (a) Proposed model & governance structure** (e.g., a stand-alone business board, sub-board, or other structure)
- (b) Membership** (including the mix, balance and diversity of independent business members and any other partners drawn from outside of the business community)

SELEP currently operates a 'federated' model of governance, with four sub-boards across its geography allowing for even more localised decision making. The federated sub-board for the county of East Sussex is *Team East Sussex* (TES).

Team East Sussex mirrors the LEP in that it is a *business-led*, private/public body, with representation from business members and business representative bodies (including the FSB and Chambers of Commerce), the voluntary and community sector, further education, higher education and the local authority leaders of all of the county, borough and district councils. TES Board membership is currently 59% private to 41% public sector.

As well as being a federated SELEP sub-board, TES is also the strategic advisory economic growth board for the county, with a primary aim to drive forward economic growth and prosperity in the county of East Sussex. In pursuit of this aim, TES currently has the following key functions: Strategic direction and oversight; Pipeline development and capital programme oversight; Project consideration (prioritisation); Lobbying and promotion; Engagement; and SELEP activities. TES is supported by East Sussex County Council officers in a secretariat capacity.

Moving forward, TES has the ongoing support of the County Council and partners *to continue to operate beyond the life of SELEP as the independent, business-led, strategic oversight/advisory economic growth board for the county, providing the voice of business in steering our economic growth agenda*. TES will continue to review its membership to ensure as broad a representation as possible across business sectors and the local geography, and when the government issues a new framework in early 2024 (to replace the National Local Growth Assurance Framework), the TES Terms of Reference will be updated accordingly.

TES has also established a series of thematic subgroups to help drive forward activity in some of its key sectors, including Business, Culture and Tourism, Housing and Commercial Development, Environment, and Skills. Similar to TES, these active working groups are partnerships of private and public sector, plus social enterprise, education providers and more, ensuring all of the key stakeholders for each sector are represented, with a strong business voice. The Business subgroup in particular enables even broader business engagement, exploring key economic issues affecting the private sector in the county, as well as acting as a steering group to our local Growth Hub. Subgroup activity is regularly reported to TES for information and endorsement, and TES will continue to give consideration to creating new subgroups for areas of particular interest or need.

Government guidance is clear that UTLAs are encouraged to create, or continue to engage with, an Economic Growth Board (or similar) made up of local business leaders and relevant representative bodies, in order to provide the view of local businesses as part of regional decision making, and to work with local leaders to create a broad economic strategy for the area.

The guidance states that business representative boards should follow a series of principles for ensuring business representation in local decision-making. These include: Involving business representative organisations (such as a local Chamber of Commerce, the Federation of Small Businesses, or the designated Employer Representative Body developing the Local Skills Improvement Plan (LSIP)); Including a diverse range of businesses related to local economic strengths and priorities (including businesses of all sizes and which are geographically diverse, e.g. urban, rural, coastal businesses as appropriate to the local area); Ensuring a diversity of voices; and Having a clear conflict of interest policy. *In East Sussex, Team East Sussex already fully meets that brief, with representation on all the above from business representative organisations and businesses on its board, and with established terms of reference and policies in place.*

TES has previously overseen the development of the county's Growth Strategy for 2014-20, the post-pandemic Economy Recovery Plan in 2020, and is currently overseeing the development of a new East Sussex Economic Growth Strategy for 2024+.

SECTION 4: PROJECTS, PROGRAMMES AND SERVICES

Current and future activity			
<p>4.1 Please list the projects, programmes and services currently delivered by the local LEP. In each case you should indicate whether, subject to receiving equivalent funding, the upper tier local authority/authorities would continue to undertake each activity.</p> <p>Where a different set of functions/services is being delivered for a neighbouring area, you should repeat the exercise for that area.</p> <p>You do not need to include LEP activity delivered in a private capacity.</p>			
Title	Short Description (1-2 sentences)	Will the activity continue once the LEP is integrated? (subject to future funding)	
		Yes	No
Economic Strategy	A new East Sussex Economic Growth Strategy for 2024 onwards is currently being developed and will underpin the delivery of former LEP functions in East Sussex.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local Growth Board	TES will continue to operate but will review its structure and activity prior to March 2024 to ensure alignment with post-LEP functions and the new economic strategy. ESCC will continue to provide TES' secretariat function.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Capital Grant funded programmes: Local Growth Fund (LGF) and Getting Building Fund (GBF)	Oversight of LGF and GBF grant programmes in East Sussex, including ongoing financial claims and post-completion evaluation and monitoring as appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Capital Loan funded programmes: Growing Places Fund (GPF)	Oversight of GPF loan programme in East Sussex, including ongoing monitoring and evaluation and establishing arrangements for future deployment of returned GPF loan funding.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accountable body role, as defined by DLUHC	Establish ESCC in to-be-defined AB role, ensuring all appropriate functions transferred from SELEP. Ongoing capital programme management, reporting and decision making as the new Accountable Body will be required for future years both internally and to DLUHC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing data and reports	SELEP reports, data and analysis to be shared with ESCC, or an agreed 'archive' to be set up with legacy arrangements in place for ESCC and partners to access the data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

State of the Region Report	ESCC already produces its own State of the County report which will replace this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills Data	ESCC will make use of other publicly available skills datasets and LSIP generated skills data.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SELEP Partnership and Network groups	Team East Sussex (TES) to be retained as an informal partnership acting as the strategic oversight / advisory economic growth board for the county of East Sussex, providing the voice of business. ESCC to consider whether East Sussex CC and/or other East Sussex representatives' involvement will be wanted/needed in any of the SELEP working groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Town Boards	Representation on Hastings and Newhaven Town Deal Boards to be achieved through nominated TES business members.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Greater South East Net Zero Hub	Current SELEP member on board will initially be replaced by a UTLA representative from across SELEP region. The future intention is to have one representative from each of the three economic areas, including ESCC. To be determined by GSENZ hub board and any change to their terms of reference.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
South East Business Hub (SEBH) Growth Hub	The SELEP South East Business Hub (SEBH) Growth Hub to be drawn to a close.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
East Sussex Growth Hub	The Business East Sussex (BES) Growth Hub which is an in-house run service will continue operating fully independent of SELEP from April 2024, contracted with and reporting directly to the Government Department for Business and Trade (DBT).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Growth Hub websites	SELEP Growth Hub websites to be discontinued in March 2024, to be replaced in East Sussex by a BES Growth Hub page on the ESCC website.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Match and other funding commitments	Options for alternative or additional sources of funding for a possible enhanced Growth Hub offer to be explored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Support	This will continue through the Business East Sussex (BES) Steering Group, BES Providers Group, and the activities of the BES Growth Hub and wider ESCC Economic Development Team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SECTION 5: DELIVERY AND APPROVALS

Governance of the integration process
5.1 (a) What mechanisms will be in place to manage the integration process at the local level?
<p>ESCC teams have been fully involved in the transition process since early summer 2023, including colleagues in our Legal, Finance, Governance Services, Economic Development, Audit, Communications, Research & Information, and Major Projects & Growth departments. All of these teams have contributed to the development of the SELEP Integration Plan and our own East Sussex Integration Plan.</p> <p>As we continue to move through the integration process, colleagues stand ready to respond to any updated Government guidance (expected January 2024) and will revise the above draft plans accordingly. We are also prepared to establish new governance and monitoring/reporting procedures to align with the anticipated new Government framework (to replace the National Local</p>

Growth Assurance Framework) and will update the Team East Sussex (TES) Terms of Reference as necessary.

Throughout the process, senior managers including the ESCC S151 Officer, the TES Chair and the Leader of the County Council have been fully briefed on progress and are involved in the approvals process (see 5.2 below).

5.1 (b) If the existing LEP is intending to formally cease operation and dissolve following its integration, who will be responsible for managing the transition and any legacy issues?

SELEP is intending to formally cease operation following its integration from April 2024.

Throughout the current transition period, SELEP has worked closely with its six UTLAs, including ESCC, on developing the SELEP Integration Plan, and all of these organisations are continuing to work closely together on the plan’s implementation. At a local level, ESCC has developed its own East Sussex Integration Plan, arranging the activities of the SELEP plan into county-specific actions, to ensure timely progress and a smooth transition of LEP functions locally.

The current accountable body for SELEP is Essex CC, who has formal responsibility for managing the transition and any legacy issues, in close cooperation with the other five UTLAs. From April 2024, ESCC will take on local accountable body status, and will manage any local legacy issues. Overall responsibility for managing this at ESCC sits with the Head of Service for Economic Development, Skills, Culture and Infrastructure.

Approvals

5.2 Has this integration plan been agreed by the relevant boards/persons in both the local LEP(s) and local authority/authorities?

Yes

No

Please copy all relevant parties (including the Chair of the local LEP(s)) when you submit this plan.

- SELEP Strategic Board approval of draft SELEP Integration Plan, 13 October 2023. Board members from East Sussex CC Leader and 3 x TES business members supported this decision.
- ESCC Corporate Management Team (CMT) note and endorse SELEP Integration Plan and draft East Sussex Integration Plan, 22 November 2023.
- Team East Sussex approval of SELEP Integration Plan and draft East Sussex Integration Plan, 4 December 2023. TES board members approve including ESCC Leader.
- SELEP Strategic Board approval of SELEP Integration Plan, 8 December 2023. Board members from East Sussex CC Leader and 3 x TES business members intend to support this decision.
- ESCC Cabinet Briefing to consider SELEP Integration Plan and East Sussex Integration Plan, 10 January 2024.
- Team East Sussex approval of SELEP Integration Plan and East Sussex Integration Plan, 29 January 2024.
- ESCC Cabinet approval of SELEP Integration Plan and East Sussex Integration Plan, 5 March 2024.
- To be determined if required - ESCC Full Council approval of SELEP Integration Plan and East Sussex Integration Plan, 19 March 2024.

NB – Dates are indicative.

At East Sussex CC, this Government ‘LA/LEP integration plan template’ has been agreed by: the Leader; the Corporate Director for Communities, Economy and Transport; the Chief Finance Officer (S151 Officer); and the Chair of Team East Sussex.

