

DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD
23 JANUARY 2018
1.30 PM TO 4.00 PM AT BOURNEMOUTH UNIVERSITY

Parking spaces will be reserved in the University's Visitor Car Park

AGENDA

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|--|---|---------|-------------------|
| 1. | Apologies and declarations of interest | 2 mins | Jim Stewart |
| 2. | Minutes of last meeting and matters arising, Forward Plan and Action Log | 5 mins | Jim Stewart |
| 3. FOR DISCUSSION AND/OR DECISION | | | |
| 3.1 | Industrial Strategy, Delivery Opportunities, Bids, Working at Scale (paper) | 15 mins | Lorna Carver |
| 3.2 | Mary Ney Review Update (paper) | 15 mins | Lorna Carver |
| 3.3 | Dorset Maps (paper) | 15 mins | Lorna Carver |
| 3.4 | Dorset LEP Data Dashboard (paper) | 15 mins | Rob Dunford |
| 3.5 | Housing Update (paper) | 15 mins | Catherine Bonnett |
| 3.6 | Energy Strategy (paper) | 15 mins | Bill Cotton |
| 3.7 | Great South West Update (paper) | 15 mins | Lorna Carver |
| 4. PROGRAMME MANAGEMENT | | | |
| 4.1 | Growth Deal Update (paper) | 15 mins | Rob Dunford |
| 4.2 | 'Other' Projects Update (paper) | 10 mins | Rob Dunford |
| 5. FOR INFORMATION | | | |
| 5.1 | Budget (paper) | 5 mins | Lorna Carver |
| 5.2 | Sub Group Updates: (papers) | 10 mins | Lorna Carver |
| | <ul style="list-style-type: none"> ▪ Connected Dorset ▪ Dorset Growth Hub ▪ Dorset Tourism Association ▪ Employment and Skills Board ▪ Enterprise Zone ▪ Growing Places Fund ▪ Inward Investment ▪ Rural Enterprise Group | | |
| 5.3 | Communications Update (paper) | 5 mins | Lorna Carver |

6. ANY OTHER BUSINESS

- 6.1 Date of Next Meeting: 22 March 2018
Venue: Kingston Maurward College

DORSET LOCAL ENTERPRISE PARTNERSHIP BOARD

MINUTES OF MEETING HELD ON 23 NOVEMBER 2017

DATE FROM 10.00 AM TO 12.30 PM AT THE TANK MUSEUM, BOVINGTON

Board Attendees:

Alison Moore (AM)
Andrea Smith (AS)
Andrew Wickham (AW)
Emma Hunt (EH)
Gary Suttle (GS)
Jim Andrews (JA)
Jim Stewart (JS) (Chair)
John Sutcliffe (JSu)
Kim Slowe (KS)
Luke Rake (LR)
Nigel Evans (NE)
Richard Smith (RS)
Sara Uzzell (SU)

Also Present:

Cllr Mohan Iyengar (MI) (representing Janet Walton)
Cllr Philip Broadhead (PB) (representing John Beesley)
Cllr Deborah Croney (DC) (representing Rebecca Knox)

Alex Crook (AC) (BEIS)
Bill Cotton (BC) (Bournemouth Borough Council)
Bridget Downton (BD) (Purbeck District Council)
Kate Ryan (KR) (Borough of Poole)
Kathryn Hill (KH) (Dorset LEP)
Lorna Carver (CV) (Dorset LEP)
Maxine Bodell (MB) (Dorset County Council)
Neil Gorman (NG) (Dorset County Council)
Rob Dunford (RD) (Dorset LEP)

Apologies:

Ian Girling (IG)
Janet Walton (JMW)
John Beesley (JB)
Rebecca Knox (RK)

Item	Content	Who
1	<p>Apologies and Declaration of Interest</p> <p>JS welcomed LC back and thanked RD for his hard work in covering the role.</p> <p>Apologies received: Ian Girling, Janet Walton, John Beesley, Rebecca Knox.</p> <p>Declarations of Interest were given by JS for the Port of Poole Project and EH for the Innovation Studio.</p> <p>The resignation of Gordon Page as Chair of the LEP Board was discussed and JS explained that he had been approached to take over as Chair of the Board. JS then left the room. LC explained that the Board had already voted on the appointment of JS as Chair through written procedures but this now needed to be ratified. AM proposed JS as the new Chair of the Board and AW seconded.</p> <p>DECISION MADE: The Board voted and agreed to appoint JS as the new Chair of the Dorset LEP Board. This is in line with our Assurance Framework.</p> <p>JS returned to the room and was pleased to accept the position as Chair. He explained he was going to meet all the Leaders, MPs and Board members to understand the priorities. He has also agreed to address the Dorset Chamber of Commerce and Industry and others to engage with businesses.</p> <p>DECISION MADE: It was confirmed and ratified that, through written procedures, the Board had agreed to re-elect EH, AS and RS for a second term.</p>	<p>All Agreed</p> <p>All Agreed</p>
2	<p>Minutes of Last Meeting and Matters Arising</p> <p>The Minutes were agreed as an accurate reflection of the last meeting and the Action Log and Forward Plan was reviewed.</p> <p>There were no matters arising.</p>	
3.	FOR DISCUSSION AND/OR DECISION	
3.1	<p>Policy Update</p> <p>JS mentioned that those who had attended the Awayday had thought it was a worthwhile event. He informed that he recently met with the South West LEP Chairs and CEOs and attended a Roundtable event with Lord Henley (our Ministerial link into BEIS) and 7 LEP Chairs and this was an appropriate moment to have a new look at the Board and how we work and focus resources on. With Mary Ney review we have to make sure we follow the right processes. The LEP team need to make sure we have all the information of everything the LEP has delivered and done over the last four years and the aim is to have this available in January.</p> <p>AC updated that there is currently still a lot of uncertainty but there should be more clarity January/February time. Due to the Ministerial review it is currently recommended not to spend time updating the Assurance Framework yet and AC will update us as soon as he has any further information.</p>	

Item	Content	Who
3.	FOR DISCUSSION AND/OR DECISION CONT'D	
3.1	<p>Policy Update Cont'd</p> <p>Brexit was mentioned and the problems faced across different sectors with trying to fill jobs, as European workers return to Europe. JS said he was happy to write to Government to express our concerns but we also needed to put forward solutions. It was discussed that there are unskilled workers trying to find seasonal work, students returning to the area during holidays, but there are no avenues open for them to find jobs. There is a need to be more innovative with unskilled jobs/ workforce.</p> <p>DECISION MADE: The Board is happy to approve the recommendations in the paper.</p>	
3.2	<p>Annual Conversation</p> <p>The Dorset LEP has its Annual Conversation on Friday 1 December. This is a review with BEIS and the Government's opportunity to understand our ability to deliver and ask any questions. This is a two way conversation and we will be looking for greater clarity from Government. We will be asking about funding and funding for LEPs to allow them to continue their work.</p> <p>AC informed that these meetings are now more standardised so it is easier to compare LEPs against each other. BEIS can then feed back to Government the things that LEPs are asking to help them deliver. The three areas they will be looking at are: Delivery, Governance and Strategy. He confirmed that LEPs are measured on how well they deliver projects.</p> <p>ACTION: If anyone has any questions they would like to be raised at the Annual Conversation to contact LC.</p> <p>ACTION: LC to circulate the reports being submitted to Government for Annual Conversation.</p>	<p>All</p> <p>LC</p>
3.3	<p>Great South West Update</p> <p>JS updated that he recently attended the South West LEP Chair/CEO meeting and the Great South West was discussed. Government need the South West to have a brand and we now have that. He explained that the private sector has an awareness that having a brand can help us moving forward. It is more about the business community and if it helps get more funding into South West we need to support it.</p> <p>A discussion took place and it was mentioned that there is a lot of good work going on we just need to shout about it.</p>	
4.	PROGRAMME MANAGEMENT	
4.1	<p>Growth Deal Update (Commercial in Confidence - Board Only)</p> <p>RD gave an update on the Growth Deal projects.</p> <p>It was confirmed that MEMO and Jurassica have now formally merged.</p>	
4.2	<p>'Other' Projects Update (Commercial in Confidence - Board Only)</p> <p>RD gave an update on his paper.</p>	

Item	Content	Who
5.	FOR INFORMATION	
5.1	<p>Budget (Confidential in Confidence - Board Only)</p> <p>LC confirmed that Dorset County Council have been re-appointed as Accountable Body.</p> <p>The budget was reviewed and discussed and it was explained that Skills Funding Agency offered the opportunity to all LEPS to bid for revenue funding to host events for employers to discuss the value of apprentices and the apprenticeship levy.</p>	
5.2	<p>Sub Group Update (Some papers are Commercial in Confidence - Board Members Only)</p> <p>The sub group papers were reviewed.</p> <p>Rural Enterprise Group - LR explained that the last meeting was held before the South West Rural Commission. He also informed that he was attending a DEFRA Roundtable with Lord Turner in London.</p> <p>Connected Dorset - It was mentioned that Dorset County Council and others have produced a report looking into the major issues we have with linking up with the South West. There has been a lot of work around roads and the north/south route. The prospectus/ summary and full report are on the Dorset For You website (link below).</p> <p>https://www.dorsetforyou.gov.uk/north-south-route</p> <p>Dorset Tourism Association - It was mentioned that the industry is enthused by Bournemouth and Poole coming together.</p> <p>Employment and Skills Board - It is unfortunate that there have been some setbacks to this work but DCr and EH offered their help if it was needed.</p> <p>JS informed that he recently hosted the British Ports Association conference with 250 delegates attending and wanted to thank the hospitality/tourism sectors in Dorset.</p>	
5.3	<p>Communications Update</p> <p>LC explained that we are so busy doing the doing that we have not been as good at doing the telling. She asked if Board Members have not already signed up to the newsletter to please do. She informed that we are expanding our business communication and are hoping to have an event next year.</p>	
5.4	<p>Dorset, Bournemouth and Poole Minerals and Waste Plan</p> <p>The paper was noted and confirmed that the Board has been consulted and had the opportunity to comment.</p>	

Item	Content	Who
6.	ANY OTHER BUSINESS	
6.1	<p>BIG Steering Group</p> <p>LC mentioned that Gordon Page was the private sector Board member who attended this meeting and so we are now looking for a volunteer to replace him at this meeting.</p> <p>ACTION: If there is a private sector Board member who would be willing to replace Gordon Page at the BIG Steering Group Meeting to please contact LC.</p>	<p>Private Sector Board Members</p>
6.2	<p>Future Dorset Proposal</p> <p>Cllr Philip Broadhead thanked the LEP for its support of the Future Dorset proposal. Savid Javid has said further representations can be made until January, so the LEP was asked if it could provide another letter of support.</p>	
6.3	<p>Date of Next Meeting: 23 January at 1.30 pm Venue: Bournemouth University</p>	

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 rd January 2018
Paper Title	Industrial Strategy, Delivery Opportunities, Bids, Working at Scale
Paper Author/Contact	Lorna Carver
Purpose and Summary	To provide an update to the Board on industrial strategy, to be informed about Local Industrial Strategy (LIS) to discuss opportunities to deliver the Dorset SEP, to discuss opportunities and benefits to working at scale. To have a clear Dorset Story. To have clear communications about current funding opportunities and a coordinated approach to helping to secure funding.
Decision Required	That the content of this report be noted. To have an overview of industrial strategy To note that a LIS is a joint production with government For the Board to endorse further work at scale For the Board to endorse more work on the Dorset story To understand and promote current funding opportunities
Strategic Links	Drives our strategic approach
Implications, impacts or risks	
Confidentiality	

Dorset LEP is currently supporting a number of economic proposals and bids linked to industrial strategy and our SEP.

As well as offering letters of support, we have been conducting individual meetings with local MPs to inform them of these priorities.

We would be grateful if board members could also offer their support to these projects when liaising with MPs and government officials.

North South Connectivity

Councils and businesses in the South of England have come together to set out the case for better transport links between the Channel ports of Poole and Southampton and the M4

corridor. The councils are asking that ministers include north-south connectivity improvements in the government's road investment strategy (RIS2) as soon as possible.

There is a lack of suitable connections between north and south in the strategic network covering large parts of southern England. Within this area the A350, the A338 and the A36/A46 through Bath experience considerable congestion. A particular problem is the large number of heavy good vehicles travelling between the ports and the motorway network. If nothing is done, the region stands to lose out on £20.5 billion of economic benefits over the next 60 years.

Key outcomes of enhancing north-south connectivity in the south of England are:

- 1,400 new jobs generated annually
- £342m additional GDP annually
- £16.5m additional corporation tax revenues annually

The local authorities in the study area, Bath & North East Somerset, Wiltshire, Dorset and Poole councils, together with local enterprise partnerships and the West of England Combined Authority are bringing forward a case for action. Highways England has also supported the process.

Having now created what we believe is a compelling argument, we seek support in encouraging the Minister to mandate Highways England to commence a Strategic Study, preferably commencing as soon as possible.

Further information is available in the [North South Connectivity prospectus](#).

South Western Railways December 2018 Timetable Consultation

The three transport Authorities of Bournemouth, Poole and Dorset, and Dorset LEP, have submitted a joint response to the South Western Railways December 2018 Timetable Consultation.

South Western Railways, the new operator for train services in the Dorset area, opened a public consultation back in September on proposed changes to services from the December 2018 timetable, focusing on reducing journey time to London by downgrading services from medium and smaller sized stations including Upwey, Hamworthy, Parkstone, Branksome, Pokesdown, and Christchurch.

The joint Dorset LEP and Bournemouth, Poole and Dorset Councils' response welcomes the journey time reductions from some stations but is clear that this should not be at the cost of a downgraded service for users of medium and smaller sized stations.

The joint response proposes an alternative timetable, operating throughout the day, six and a half or seven days a week which resolves the issues with the proposed South Western Railways timetable and provides greater benefits for all Dorset train users.

A copy of the full Dorset consultation response with the alternative timetable is available to download [here](#).

South Western Railways have already sent their report of proposed consequential changes the Department for Transport, therefore imminent support for the Dorset proposal would be appreciated.

Planning Delivery Fund (Housing)

The Planning Delivery Fund (Ministry of Housing, Communities & Local Government) is intended to provide additional support ambitious local authorities in area of high housing need and where housing is most unaffordable to assist them in planning and delivering new homes and infrastructure.

The programme of funding is divided into three streams, Joint Working Fund, Design Quality Fund and Innovation Fund. The funding aims to support;

- More and better joint working, across local authority boundaries and to ensure that there is the skills and capacity needed to delivery new homes and infrastructure.
- to improve design quality of new development, as well as design advice and support to deliver growth.
- To fund innovations in the planning system, that will improve efficiency and effectiveness of the planning process and support the delivery of homes.

Dorset will be submitting 6 Expressions of Interest (total £831,244.00_) under all three funding streams. The Expressions of Interest are:

- Joint working and strategic planning forum
- Density and Design study in Christchurch
- Regeneration and design in Christchurch and Boscombe
- Dorset wide Housing enabling
- Dorset wide GIS mapping of housing development sites
- Poole town centre regeneration project.

Expressions of Interests have been submitted by Bournemouth Borough Council, Christchurch Borough Council, Dorset County Council, Dorset Councils Partnership, and Poole Borough Council.

The deadline for submissions was 11th January 2018 and we are advised that Government will make a decision by end of January.

We would appreciate ongoing support and a Letter of support from the relevant MP should the applications progress to bid stage.

EAFRD Rural Broadband infrastructure fund

The Superfast Dorset team (Dorset County Council) is submitted a bid for £4m as part of the EAFRD Rural Broadband infrastructure fund (part of the European Structural Investment Funds (ESIF))

The funding is to allow prioritisation of digital infrastructure delivery to key strategic sectors, including agri-tech, creative & digital and tourism sectors. Access to world class digital infrastructure is essential for the growth and success of businesses across Dorset.

This project is in accordance with the recommendations of the South West Rural Productivity Commission Report and will help to deliver this important agenda. Priority areas identified through this work includes:

- Digital connectivity presents a game changing opportunity but without further urgent action businesses and communities will become left behind.

- Smart technologies have the potential to create solutions to many of the challenges faced by areas and the development of an innovation platform on a regional scale has the ability to create higher value jobs.
- The rural SW hardworking and entrepreneurial culture, coupled with its stunning natural environment, with the right support, can become a hothouse of enterprise.
- Our agri-food-tourism economy is a strength upon which we can build globally recognised propositions as "THE" place to start and build and grow a food business

A submission is being made imminently.

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 January 2018
Paper Title	Governance update in light of, Mary Ney Review, New Chair, annual update of terms of reference
Paper Author/Contact	Katherine May (kmay@bournemouth.ac.uk) and Lorna Carver
Purpose and Summary	For discussion and decision
Decision Required	<ol style="list-style-type: none"> 1. All sub-groups Terms of Reference are reviewed and updated to reflect the guidance from Mary Ney Review and Annual conversation actions and current need, activity and membership, and that a Dorset LEP board member will chair at each group. Linking to Industrial strategy and SEP. 2. The following documents are included as appendices, which we recommend Dorset LEP Board to approve and adopt: <ul style="list-style-type: none"> • Code of Conduct • Conflict of Interest Policy • Whistleblowing Policy 3. To approve Rob Dunford as the assigned Responsible Officer for the Whistleblowing Policy.
Strategic Links	Governance
Implications, impacts or risks	Without adopting these documents our Governance will fall short of government expectations
Confidentiality	N/A

Background
Annual Conversation

Dorset LEP's annual conversation took place in December with BEIS and this produced a number of actions for both Dorset LEP and Government to complete.

Mary Ney Review

Following the Mary Ney review, all recommendations have been accepted by Government and Dorset LEP needs to implement them. Dorset LEP team has a plan in progress to implement the actions, set out in Appendix A.

Implementing the actions

Jim Stewart has taken on board the actions of the annual conversation and Mary Ney Recommendations and endorses the need for Dorset LEP to be transparent and ensure communications are enhanced.

The following will be completed by February 2018:

- Keep the structure of the Dorset LEP Board and its sub-groups the same. The subgroups terms of reference, membership and frequency will be reviewed and updated see recommendation 1 below.
- A review of the Board format and papers will take place for the March Board meeting. This is to update the cover sheet and information that comes to Dorset LEP Board.
- Dorset LEP Board meeting papers will be published on the website from the March meeting subject to any legitimate exceptions.

Recommendations

1. *All sub-groups Terms of Reference are reviewed and updated to reflect the guidance from Mary Ney Review and Annual conversation actions and current need, activity and membership.*

Terms of Reference revision

Each group is chaired by a member of the DLEP Board, has its own Terms of Reference and feeds directly back into the DLEP Board.

Terms of Reference are standardised for all sub groups and cover key points such as purpose, membership, decision making and conflicts of interest.

All information relating to sub groups is available on the DLEP website, including details of associated working groups.

The Dorset LEP Team and Jim Stewart will work in consultation with the sub-group chair to update the terms of reference.

2. *The following documents are included as appendices, which we recommend Dorset LEP Board to approve and adopt:*
 - *Code of Conduct*
 - *Conflict of Interest Policy*
 - *Whistleblowing Policy*

These documents are based on draft guidance from BEIS and are maybe be amended to reflect final guidance.

Code of Conduct (Appendix B)

To assist in establishing an organisational culture, LEPs need to put in place their own statements of their values and the standards of conduct expected from board members and senior staff.

The Code of Conduct sets out the duties and responsibilities of Dorset LEP Board Directors as outlined in the Companies Act 2006 as well as reflecting Nolan principles of public life and will be included within the Board Director Induction pack.

ACTION: All Dorset LEP Board Directors to sign the Code of Conduct and return to Kathryn Hill by 4 February 2018.

Conflict of Interest Policy (Appendix C)

Within the articles of association there is high level information regarding the conflicts of interests, this has been distilled, along with the guidance from BEIS into an updated Conflict of

Interest Policy and Form. This form has been adopted as outlined in the Local Enterprise Partnership governance and transparency: Best Practice Guidance.

ACTION: All Dorset LEP Board Directors to complete the Conflict of Interest Policy Form and return to Kathryn Hill by 4 February 2018.

Whistleblowing Policy (Appendix D)

Guidance All LEPs must put in place effective arrangements to enable third parties and the public to confidentially report concerns about LEP processes and decisions. This is in addition to their standard complaints procedure and their whistleblowing policy.

The Whistleblowing Policy outlines that there is a Responsible Office which is appointed by the LEP Board and has overall responsibility for maintaining and operating this whistleblowing policy. They will maintain a record of concerns raised and the outcomes (but will do so in a form that does not endanger confidentiality) and will report as necessary to the LEP Chief Executive and the LEP Board

3. *To approve Rob Dunford as the assigned Responsible Officer for the Whistleblowing Policy.*

Appendix A – Mary Ney Review Draft Recommendations

	Recommendation	Current Procedure/ Action required	Action by who and by when
1	It is recommended that the National Assurance Framework requires a brief formal assurance statement on an annual basis from the leadership of the LEP (i.e. the Chair and CEO), on the status of governance and transparency within their organisation and which can be explored in greater detail during the Annual Conversation process with government. This statement to be published on the website.	Completed for Annual Conversation, December 2017.	
2	It is recommended that the current National Assurance Framework requirement for LEPs to have a code of conduct, which all board members and staff sign up to, should explicitly require the Nolan Principles of public life to be adopted as the basis for this code.	<p>Dorset LEP's Terms of Reference for all of the sub-groups require the members to adhere to the Nolan Principles.</p> <p>Guidance from Government is: The current National Assurance Framework already has a requirement for LEPs to have a code of conduct, which all board members and staff sign up to, but the review recommends that the Nolan Principles of public life should explicitly be adopted as the basis for this code.</p>	<p>Terms of Reference template to be updated to reflect the code of conduct detailed below.</p> <p>Dorset LEP's Board Director Code of Conduct is Appendix C within Dorset LEP's Assurance Framework. An update of this has been written to be approved and adopted by Dorset LEP Board members. For existing member to be signed by 2 February, for new members to sign when joining Dorset LEP Board.</p>
3	It is recommended that the National Assurance Framework draws explicit attention to the importance of LEP decision-making structures accommodating these separate components of good governance and that they form an essential part of assurance and ensuring probity.	All decisions are taken by the Dorset LEP Board, on recommendations from the sub-groups.	
4	Local assurance frameworks should set out that ALL decisions must be subject to the normal business case, evaluation and scrutiny arrangements; there must be a	Projects submitted to Dorset LEP for Growth Deal funding, are subject to a full benefit cost ratio appraisal carried out by Bournemouth University.	Due Diligence process to be updated within Dorset LEP Assurance Framework, to reflect Mary Ney Recommendations and National Assurance Framework

	<p>written report with the opportunity for the Section 151 officer to provide comments, that the conflicts of interest policy will apply to decision makers regardless of whether there is a formal meeting, and that decisions should be recorded and published in the normal way, regardless of how they are taken. It is recommended that the National Assurance Framework includes requirements in relation to this.</p>	<p>Dorset LEP Board members invited to a workshop to review the ranking and apply qualitative and strategic thinking to the list in order to create a prioritised list for Dorset. Full Dorset LEP Board agree projects to be taken forward.</p> <p>Following Growth Deal allocations, strategic outline business cases resubmitted to Dorset LEP Board, to outline how projects have changed over time and reflecting some projects not being awarded the full amount bid for.</p> <p>Once the principle has been agreed, project teams develop full business case, preliminary funding may be made available to support the costs of business case development.</p> <p>All business cases for projects with a value in excess of £2m will be independently assessed by an appropriate body. Projects with a value of less than £2m may be independently assessed at the discretion of the DLEP Board if there is reasonable justification based on risk to deliverability or viability.</p>	<p>recommendations in due course.</p>
5	<p>It is therefore recommended that the National Assurance Framework sets out specific requirements on the principles which each LEP must incorporate into its conflicts of interest policy and how it is implemented which includes:</p> <p><input type="checkbox"/> All board members taking personal</p>	<p>Guidance from Government is: It is therefore recommended that the Department sets out specific requirements on the principles which each LEP must incorporate into its conflicts of interest policy and how it is implemented which includes:</p> <p><input type="checkbox"/> All board members taking personal responsibility for declaring their interests and</p>	<p>Board Member page on the website has been updated to include information explaining that Board Members are not remunerated for their role but they can claim reasonable travel expenses if travelling on LEP business. We have already adopted the DCC expenses policy.</p>

	<p>responsibility for declaring their interests and avoiding perceptions of bias. This should be evidenced by producing and signing of their register of interests and publication on the website.</p> <p><input type="checkbox"/> Use of a bespoke proforma for collection and publication of the information which ensures all categories of interest are systematically considered.</p> <p><input type="checkbox"/> Categories of interest to include employment, directorships, significant shareholdings, land and property, related party transactions, membership of organisations, gifts and hospitality, sponsorships. Interests of household members to also be considered.</p> <p><input type="checkbox"/> Action in response to any declared interests applies to any involvement with the work of the LEP and is to be recorded.</p>	<p>avoiding perceptions of bias. This should be evidenced by producing and signing of their register of interests and publication on the website.</p> <p><input type="checkbox"/> Use of a bespoke proforma for collection and publication of the information which ensures all categories of interest are systematically considered.</p> <p><input type="checkbox"/> Categories of interest to include employment, directorships, significant shareholdings, land and property, related party transactions, membership of organisations, gifts and hospitality, sponsorships. Interests of household members to also be considered.</p> <p><input type="checkbox"/> Action in response to any declared interests applies to any involvement with the work of the LEP and is to be recorded.</p>	<p>Conflicts of Interest Policy has been updated to reflect the guidance, for Dorset LEP Board to approve and adopt in January 2018.</p>
6	<p>It is recommended that the National Assurance Framework requires LEPs to include in their local statements how scenarios of potential conflicts of interest of local councillors, private sector and other board members will be managed whilst ensuring input from their areas of expertise in developing strategies and decision-making, without impacting on good governance.</p>	<p>Conflicts of Interest Policy has been updated to reflect the guidance, for Dorset LEP Board to approve and adopt in January 2018.</p>	
7	<p>It is recommended that the National Assurance Framework requires the publication of a whistleblowing policy and arrangements for confidential reporting of allegations of untoward concerns by third parties/ the public.</p>	<p>Guidance from Government is: All LEPs must put in place effective arrangements to enable third parties and the public to confidentially report concerns about LEP processes and decisions. This is in addition to their standard complaints procedure and their whistleblowing policy.</p>	<p>Whistleblowing Policy has been created, for Dorset LEP Board to approve and adopt in January 2018.</p>
8	<p>It is therefore recommended that further</p>	<p>Ongoing discussion with Richard Bates and</p>	<p>Awaiting further guidance</p>

	clarity is provided in the National Assurance Framework on the role of Section 151 officers and it is suggested that this be developed in consultation with CIPFA	government to discuss the role of the Section 151. Details of Dorset LEP's Accountable Body and Section 151 Officer to be added to Dorset LEP Governance page.	Completed for Annual Conversation, December 2017.
9	It is also recommended that the National Assurance Framework sets a requirement for the Section 151 to provide a report to the Annual Conversation on their work for the LEP and their opinion with a specific requirement to identify any issues of concern on governance and transparency	Completed for Annual Conversation, December 2017.	
10	It is therefore recommended that government give some thought to what flexibility might be available to smooth funding allocations to LEPs over a longer period.	For Government	
11	It is therefore recommended that the National Assurance Framework provides additional guidance on expectations on publication of agendas, meeting papers and decisions.	Guidance from Government is: as a minimum, LEPs must publish, on an easily accessible part of the LEP website, papers for: full board meetings and any sub-committees which are responsible for decisions about public money. All decisions for Dorset LEP are taken at Dorset LEP Board, therefore papers for the Board meeting will be made available on the website.	To be agreed at the Dorset LEP January Board. To be implemented for March Board. Dorset LEP to implement the following protocols relating to Dorset LEP Board meetings: <ul style="list-style-type: none"> • Meeting agendas and papers to be published 5 days before the meeting takes place. • Minutes of Board meetings to be published within 5 days of the meeting taking place. The full report of Board meetings, including decisions which have been made, to be published within 5 days of the meeting taking place. • Any declaration of interest made at the meeting must be included in the

			minutes of the Board meeting. A new declaration of interest should be updated on the relevant member's register of interest (see chapter 5: register of interest).
12	It is recommended that more explicit guidance would be helpful and that this should be developed as part of the work on the role of the Section 151 officer referred to at paragraph 8.3 above. In particular, in addition to the publication of accounts, it is recommended that the LEP maintains on its website a published rolling schedule of the projects funded giving a brief description, names of key recipients of funds/ contractors and amounts by year.	<p>Programme Management Dashboard to be developed which outlines funding, timescales, description, project lead etc.</p> <p>Dorset LEP publishes financial information as part of the annual review process.</p>	<p>RD/ KM/ MH to review the dashboard information and produce an updated for 28 February 2018.</p> <p>Government reporting dashboard is included in all Programme updates to Dorset LEP Board, starting January 2018.</p>
13	It is recommended that LEPs report on this in their annual assurance statement (see paragraph 4.1 above) during the Annual Conversation process.	Completed for Annual Conversation, December 2017.	
14	It is recommended that the annual conversations have strengthened focus and designated time to examine the performance of LEPs in relation to governance and transparency and to discuss the assurance statements (see recommendation at paragraph 4.1 above) and the report of the Section 151 officer.	Completed for Annual Conversation, December 2017.	
15	It is recommended that a risk based approach should be used to identify LEPs where a deep dive on governance and transparency would be of assistance. It is further recommended that this deep dive is undertaken by someone with no direct involvement with the specific LEP.	For Government	

16	It is recommended that government sets out in the National Assurance Framework its approach to considering delay or withholding of funding for non-compliance so that LEPs have a clear and early understanding of the matters they need to address and the timescale to be met. In considering delay or withdrawal of funding from a LEP, government should consider the impact on the programme and the arrangements for projects to continue where appropriate under alternative mechanisms.	For Government	
17	It is recommended that government continue to support this work and discusses with the LEP Network how best to take this forward.	For Government	



DORSET

Local Enterprise Partnership

**Dorset Local Enterprise
Partnership CIC**

**Board Director Code of
Conduct**

January 2018

Version Control

Version	Date	Comment	Author
1	January 2018		Katherine May

As a Board Director of the Dorset Local Enterprise Partnership (LEP) you are responsible for ensuring that Dorset Local Enterprise Partnership CIC meets its statutory and other obligations and shall have regard to the duties under the Companies Act 2006 (Appendix A).

As a Board Director you will have regard to the following Nolan principles of public life (Appendix B) – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.

Accordingly, when acting in your capacity as a Board Director of Dorset LEP:

1. You must act in a manner consistent with Dorset LEP's equality and diversity strategy and treat your fellow Board Directors, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.
2. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
3. You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.
4. When carrying out Dorset LEP duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.
5. You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your decisions and actions and the decisions and actions of the LEP. In addition, you should be prepared to give reasons for those decisions and actions.
6. You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relates to your Dorset LEP duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the Conflict of Interest Policy.
7. You must, when using or authorising the use by others of the resources of Dorset LEP, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
8. You must promote and support high standards of conduct when serving in your Dorset LEP post, in particular as characterised by the above requirements, by leadership and example.

MEMBER'S DECLARATION AND SIGNATURE

I confirm that have read the code of conduct and will act in accordance to the code of conduct as a Dorset LEP Board Director:

Date	
Board Director's name (Capitals – in full)	
Signature	

Appendix A: Directors Roles and Responsibilities

As with any other company, the directors of a CIC occupy an important position of trust, and company law imposes on them a range of duties. The directors are responsible for ensuring that the CIC meets its statutory and other obligations. The Companies Act 2006 codifies the general duties which directors owe to the company. A CIC director has the following duties under the Companies Act 2006:

1. To act within the company's powers
2. To act in the way he or she considers, in good faith, would be most likely to achieve the community purpose of the company, and in doing so have regard (amongst other matters) to:
 - a) the likely consequence of any decision in the long term
 - b) the interests of the company's employees
 - c) the need to foster business relationships with customers, suppliers and others
 - d) the impact of the company's operations on the community and the environment
 - e) the desirability of the company maintaining a reputation for high standards of business conduct
 - f) the need to act fairly as between the members of the company
3. To exercise independent judgement
4. To exercise reasonable care, skill and diligence
5. To avoid conflicts of interest
6. Not to accept benefits from third parties
7. To declare an interest in proposed transactions or arrangements and in existing transactions and arrangements where appropriate.

Appendix B: Nolan Principles of Public Life

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



DORSET

Local Enterprise Partnership

Conflict of Interest Policy

January 2018

Version Control

Version	Date	Comment	Author
1	January 2018		Katherine May

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Dorset Local Enterprise Partnership: Register of Board Directors' Interest Policy

1. Registering and declaring pecuniary and non-pecuniary interests

- 1.1. You must, within 28 days of taking office as a Board Director or co-opted, notify Dorset LEP's Director and Accountable Body's S151 Officer of any disclosable pecuniary interest, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a spouse, or as if you were civil partners.
- 1.2. In addition, you must, within 28 days of taking office, notify your Dorset LEP's Director and Accountable Body's S151 Officer of any non-pecuniary interest which Dorset LEP has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.
- 1.3. Board Director's should review their individual register of interest before each board meeting. If an interest has not been entered onto Dorset LEP's register, then the Board Director must disclose the interest at any meeting of Dorset LEP at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.
- 1.4. Whenever a matter is to be discussed at a meeting or decision is to be made and a Director has a Conflict of Interest in respect of that matter then he or she must:
 - 1.4.1. remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 1.4.2. not be counted in the quorum for that part of the meeting; and
 - 1.4.3. withdraw during the vote and have no vote on the matter.
- 1.5. Following any disclosure of an interest not on the Dorset LEP register or the subject of pending notification, you must notify Dorset LEP's Director and Accountable Body's S151 Officer of the interest within 28 days beginning with the date of disclosure.
- 1.6. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions Dorset LEP places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by Dorset LEP.
- 1.7. In line with Dorset LEP's guidance an up-to-date Register of Interests will be published on the Dorset LEP [website](#).

2. What is Hospitality?

- 2.1. Dorset LEP defines hospitality as including gifts, entertainments or 'perks' offered or received by reason of or in connection with employment or relations with Dorset LEP. This could include the offer of a meal, tickets to a sporting or professional event, or an individual present, for example a bottle of alcoholic drink.
- 2.2. **What is Allowed?** Normal and proportionate hospitality whether given or received, for example, as part of Dorset's wider commercial, promotional and marketing activities where this is genuinely aimed at building a good business relationship or improving the profile of Dorset LEP.
- 2.3. **When to Declare?** Where it might reasonably exceed £25 in overall value, Dorset LEP Board Members/Dorset LEP sub-group member must declare all hospitality offered by them or to them or received by them, whether or not accepted. The "overall value" is to

be taken as an aggregate of any hospitality offered or received by an individual (or any parties related to them) within a three month period. For example, a business or personal contact buys you lunch every day for a week. The overall value of the hospitality offered is likely to exceed £25. It must therefore be logged. If in doubt about the propriety of hospitality, do not offer or receive it (as the case may be).

Dorset Local Enterprise Partnership: Register of Board Directors' Interest Form

As a Board Director/ Co-opted Director of Dorset Local Enterprise Partnership (LEP) CIC, I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. **(Please state 'None' where appropriate, do not leave any boxes blank).**

This form has been adopted as outlined in the Local Enterprise Partnership governance and transparency: Best Practice Guidance.

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each Board Member shall review their individual register of interests before each board meeting, submitting any necessary revisions to Dorset LEP at the start of the meeting.
--

Even if a meeting has not taken place a Member must, within 28 days of becoming aware of any change to the interests specified below, provide written notification to Dorset LEP of that change.
--

***SPOUSE/PARTNER** – In the notice below my spouse or partner means anyone who meets the definition in the [Localism Act](#), i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your spouse or partner has recently been involved in any activity which would have been declarable, this should be mentioned, with the date the activity ended.

Forms should be returned to:

Kathryn Hill
Poole House
Talbot Campus
Fern Barrow
Poole BH12 5BB

Email: khill@bournemouth.ac.uk

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MYSELF	SPOUSE/PARTNER*
1.1	Name of: - your employer(s) - any business carried on by you - any other role in which you receive remuneration (this includes remunerated roles such as councillors)		
1.2	Description of employment or business activity		
1.3	The name of any firm in which you are a partner.		
1.4	The name of any company for which you are a remunerated director.		
SECTION 2	SPONSORSHIP	MYSELF	SPOUSE/PARTNER
2.1	Any financial benefit obtained (other than from Dorset LEP) which is paid as a result of carrying out duties as a Member. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)		
SECTION 3	CONTRACTS	MYSELF	SPOUSE/PARTNER
3.1	Any contract for goods, works or services with Dorset LEP which has not been fully discharged by any organisation named at 1.1.		
3.2	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of the business being decided by Dorset LEP in the forthcoming meeting.		
SECTION 4	LAND OR PROPERTY	MYSELF	SPOUSE/PARTNER
4.1	Any beneficial interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by Dorset LEP in the forthcoming meeting.		

	<p>This would include, within the area of Dorset LEP:</p> <ul style="list-style-type: none"> o Any beneficial interest in any land in Dorset LEP areas, including your place(s) of residency o Any tenancy where the landlord is Dorset LEP and the tenant is a body in which relevant person has a beneficial interest o Any licence for a month or longer to occupy land owned by Dorset LEP <p>For property interests, please state the first part of the postcode and the Local Authority where the property resides. If you own/lease more than one property in a single postcode area, please state this.</p>		
SECTION 5	SECURITIES	MYSELF	SPOUSE/PARTNER
5.1	<p>Any beneficial interest in securities of an organisation under 1.1 where:-</p> <p>(a) that body (to my knowledge) has a place of business or land in the area of the LEP; and</p> <p>(b) either –</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>		
SECTION 6	GIFTS AND HOSPITALITY	MYSELF	SPOUSE/PARTNER
6.1	Any gifts and/or hospitality received as a result of membership of Dorset LEP (above the value of £25)		

OTHER INTERESTS

Membership of Organisations

I am a member of, or I am in a position of general control, a trustee of, or participate in the management of:

1. Any body to which I have been appointed or nominated by Dorset LEP:

--

2. Any body exercising functions of a public nature (eg school governing body or another LEP):

--

3. Any body directed to charitable purposes:

--

4. Any body whose principal purpose includes the influence of public opinion or policy (including any political party or trade union):

--

5. Any local authority (please state any interests you hold as LA leaders/cabinet members for LA land, resources and the LA's commercial interests):

--

6. Any professional bodies, special interest groups or mutual support organisations?

--

7. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role.

--

MEMBER'S DECLARATION AND SIGNATURE

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge:

Date	
Board Director's name (Capitals - in full)	
Signature	

Receipt by LEP

Date received by Dorset LEP	
Signature of Dorset LEP Director	

Receipt by S151 Officer

Date received by Section 151 officer	
Signature of Dorset LEP Director	



DORSET

Local Enterprise Partnership

Whistleblowing Policy

January 2018

Version Control

Version	Date	Comment	Author
1	January 2018		Rob Dunford

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1. Introduction

- 1.1. A Discloser is the person who is the whistle-blower. They might be an employee, a LEP Board Member, a contractor or a third party.
- 1.2. This procedure outlines the process to follow for a Discloser when reporting a perceived wrongdoing within the LEP, including something they believe goes against the core values of Standards in Public Life (the Nolan Principles) and the Code of Conduct (Chapter 4) for LEP Board Members and staff. The Standards in Public Life include the principles of; integrity, honesty, objectivity, accountability, openness, honesty, leadership and impartiality.
- 1.3. In particular LEP Board Members, as the key decision makers of the LEP, have a right and a responsibility to speak up and report behaviour that contravenes these values.
- 1.4. It is important that this procedure is followed when raising any concerns, to ensure that the matter is dealt with correctly.

2. Definitions

- 2.1. This document uses the following definitions:
- 2.2. *Whistleblowing* - where an individual who has concerns about a danger, risk, contravention of rules or illegality provides useful information to address this. In doing so they are acting in the wider public interest, usually because it threatens others or impacts on public funds. By contrast, a grievance or private complaint is a dispute about the individuals own position and has no or very limited public interest.
- 2.3. *The LEP – Dorset LEP*
- 2.4. *Discloser* – this is the person who is the whistle-blower. They might be an employee, a LEP Board Member, a contractor or a third party.
- 2.5. *Responsible Officer* - this is the person, appointed by the LEP Board, with overall responsibility for maintaining and operating this whistleblowing policy. They will maintain a record of concerns raised and the outcomes (but will do so in a form that does not endanger confidentiality) and will report as necessary to the LEP Director and the LEP Board. Their name is Rob Dunford and their contact details are rdunford@bournemouth.ac.uk, 01202 962717, 6th Floor, Poole House, Fern Barrow, Poole, Dorset, BH12 5BB. If the concern relates to the Responsible Officer then in the alternative the concern should be raised with Lorna Carver, lcarver@bournemouth.ac.uk, 01202 965868, 6th Floor, Poole House, Fern Barrow, Poole, Dorset, BH12 5BB.
- 2.6. *Relevant Concern* – something the Discloser has been asked to do, or is aware of which they consider to be wrong-doing and is in the public interest.

3. Scope

- 3.1. The LEP is committed to creating a work environment with the highest possible standards of openness, probity and accountability. In view of this commitment, we encourage Disclosers with serious concerns about the work of the LEP to come forward and voice their concerns without fear of reprisal.
- 3.2. Disclosers should note that where the concern is one that might fall under the LEP's staff or work force policies on equality and diversity or harassment and bullying or other staff policies, they should consider using the reporting mechanisms for those other policies first <http://dorsetlep.co.uk/governance/policies-and-procedures/> .
- 3.3. The LEP has a pre-existing complaints procedure that in many cases will be more appropriate for third parties or members of the public to follow. Third parties or members of the public should review the separate confidential complaints procedure outlined in the LEPs complaints

policy <http://dorsetlep.co.uk/governance/policies-and-procedures/> on the LEP's website first before going through the whistleblowing process.

- 3.4. However, if a member of the public or third party believes that their complaint fits the description of a 'relevant concern' outlined below, they may report their concerns through the whistleblowing policy procedure.

4. Policy Statement

4.1. The LEP acknowledges that Disclosers may often be the first people to realise that there may be something seriously wrong within the organisation.

4.2. This policy aims to:

- Encourage people to feel confident about raising serious concerns and to question and act upon their concerns without fear of victimisation or harassment;
- Provide avenues for Disclosers to raise those concerns and receive feedback on any action taken;
- Allow Disclosers to take the matter further if they are dissatisfied with the LEP's response; and
- Reassure all Disclosers, employees in particular who may have specific concerns about their position and employment status in the LEP, that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made any disclosure in the public interest.

5. What is a relevant concern?

5.1. If a Discloser is asked to do something, or is aware of the actions of another, which they consider to be wrongdoing, they can raise it using this procedure. The Discloser must have a reasonable belief that raising the concern is in the public interest.

5.2. A Discloser may decide to raise a concern under the whistleblowing policy if they are aware of a situation that they feel:

5.3. is against the LEP's procedures and protocols as set out in its code of conduct and individual LEP Assurance Framework;

- falls below established standards of practice the LEP subscribes to;
- amounts to improper conduct; or
- is an abuse of power for personal gain.

5.4. The types of matters regarded as a relevant concern for the purpose of this procedure include, but are not limited to, the following:

- Fraud or financial irregularity
- Corruption, bribery or blackmail
- Other Criminal offences
- Failure to comply with a legal or regulatory duty or obligation
- Miscarriage of justice
- Endangering the health or safety of any individual
- Endangering the environment
- Improper use of authority
- Concealment of any of the above.

5.5. Disclosers should not raise malicious or vexatious concerns, nor should they raise knowingly untrue concerns. In addition, this procedure should not be used to raise

concerns of a HR/personal nature, for example, complaints relating to a management decision or terms and conditions of employment. These matters should be dealt with using the relevant alternative procedure, for example, the LEP grievance procedure. Equally, this policy would not apply to matters of individual conscience where there is no suggestion of wrongdoing by the LEP but, for example, an employee or LEP Board Member is required to act in a way which conflicts with a deeply held personal belief.

6. Safeguards

- 6.1. The Public Interest Disclosure Act (1999) gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing certain serious concerns. The LEP believes that no member of staff should be at a disadvantage because they raise a legitimate concern.
- 6.2. The LEP will not tolerate harassment or victimisation and will take action to protect Disclosers when they raise a concern in the public interest.

7. Raising a concern

- 7.1. If a Discloser experiences something in the workplace which they consider a relevant concern, it is important that the concern is raised as early as possible. Proof is not required at this point – it is for the LEP to investigate. The Discloser must, however, have a reasonable belief that disclosing the information is in the public interest before raising a concern.
- 7.2. All concerns will be treated in confidence and every effort will be made to protect the Discloser's identity if they wish to remain anonymous. However, at the appropriate time, it is possible that the Discloser will need to come forward as a witness for the matter to progress.
- 7.3. It is important to follow the correct procedure when raising a whistleblowing concern. The following steps should be adhered to:
- 7.4. It is important that the concern is raised with the person best placed to deal with the matter, in most cases this will be the Responsible Officer. However, the Discloser may want to raise the concern with someone they know and trust, such as their line manager who can raise it with the Responsible Officer on their behalf.
- 7.5. If it is suspected that the concern may implicate the line manager in some way, then it could be raised with a more senior manager in the line management chain.
- 7.6. If the Discloser is unable to raise a relevant concern with a line manager or a senior manager or feel that it has not been adequately addressed, it should be raised directly with the Responsible Officer.
- 7.7. Ultimately, the Discloser can raise their concern with the LEP Chief Executive.

8. Information needed to raise a concern

- 8.1. When raising a concern under the procedure the Discloser should try to provide the following information:
 - the background and reason behind the concern
 - whether they have already raised a concern with anyone and the response
 - any relevant dates when actions related to the concern took place.
- 8.2. This information should demonstrate that there are reasonable grounds for the concern to be acted upon. It is important that matters are not investigated by the Discloser themselves.
- 8.3. If applicable, personal interests must be declared from the outset.

9. How the concern will be handled

- 9.1. All investigations will be conducted sensitively and as quickly as possible. While the LEP cannot guarantee that the outcome will be as the Discloser may wish, it will handle the matter fairly and in accordance with this procedure.
- 9.2. Once a concern has been raised with either the line manager or Responsible Officer, Senior Manager or Chief Executive, a meeting may be arranged with them to determine how the concern should be taken forward.
- 9.3. The LEP may decide to take the matter forward by a number of methods, including:
 - An internal inquiry or other formal investigation
 - An internal or external audit
 - Referring the matter to the police
 - Referring the matter to another relevant authority for investigation.
- 9.4. Before a final decision is taken on how to proceed, or as part of the investigation, the Discloser may be asked to meet with those investigating their allegation.
- 9.5. If a meeting is arranged, the Discloser may wish to be accompanied by a trade union representative, colleague or friend. The person who accompanies the Discloser should not be involved or have a direct interest in the area of work to which the concern relates. The meeting can be conducted over the telephone rather than face to face.
- 9.6. Within 10 working days of a concern being raised, the LEP's Responsible Officer will write to the Discloser to:
 - Acknowledge that the concern has been received
 - Indicate how they propose to deal with the matter
 - Give an estimate of how long it will take to provide a final response
 - Tell the Discloser whether any initial investigation or enquiry has been made
 - Tell the Discloser whether further investigation will be made, and if not, why not.
 - Tell the Discloser how frequently the LEP will keep them up to date on progress of the investigation.
- 9.7. The amount of contact between the LEP and the Discloser concerned will vary, depending on the concern raised, any difficult issues and any further clarity required. If necessary, the LEP will seek further information from the Discloser.
- 9.8. The LEP will confirm when the matter is concluded and, if appropriate, the outcome of the investigation, maintaining security and confidentiality for all parties as far as possible.
- 9.9. Throughout any investigation, the Discloser will still be expected to continue their duties/role as normal unless deemed inappropriate.

10. Confidentiality and anonymity

- 10.1. The best way to raise a concern is to do so openly, as this makes it easier for the LEP to investigate and provide feedback.
- 10.2. Any disclosures made under this procedure will be treated in a sensitive manner. However the LEP recognises that the Discloser may want to raise a concern in confidence, i.e. they may want to raise a concern on the basis that their name it is not revealed without their consent.
- 10.3. The LEP will respect any request for confidentiality as far as possible, restricting it to a 'need to know' basis. However, if the situation arises where it is not possible to resolve the concern without revealing the Discloser (for example in matters of criminal law), the LEP will advise them before proceeding. The same considerations of

confidentiality should be afforded to the recipient(s) at the centre of the concern, as far as appropriate.

- 10.4. The LEP always encourages potential Disclosers to speak up about potential serious wrongdoing in a way that they feel comfortable. Disclosers may choose to raise concerns anonymously, i.e. without providing their name at all. If this is the case, the investigation itself may serve to reveal the source of information. Disclosers are therefore encouraged, where possible to put their names to concerns raised. When anonymous concerns are raised, they will be treated as credible and investigated so far as possible.

11. Protection

- 11.1. If a concern is raised in the reasonable belief that it is in the public interest and procedures have been followed correctly, the Discloser raising the concern will be protected by the terms of this policy and, where applicable, by whistleblowing legislation (see gov.uk for more information on who is covered by whistleblowing legislation). Where a Discloser has been victimised for raising a concern, the LEP concerned will take appropriate action against those responsible, in line with the LEP's disciplinary policy and procedures.

12. Changes to procedures or policy as a result of whistleblowing

- 12.1. If changes are made to LEP policies and processes as result of whistleblowing investigations, the LEP will publicise the changes as appropriate, taking into consideration the importance of protecting the anonymity and confidentiality of individuals.

13. Untrue allegations

- 13.1. If a Discloser makes an allegation but it is not confirmed by the investigation, no action will be taken against them. However, if a malicious or vexatious allegation is made without good reason to: cause trouble; for personal gain; or to discredit the LEP an investigation may take place. Where the Discloser is an employee or a LEP Board Member or a contractor this may result in disciplinary or other action if they have broken the terms of their employment, acted against the LEP Code of Conduct or broken a clause in a contract.

14. How this matter can be taken forwards if you are not satisfied

- 14.1. This procedure is intended to provide Disclosers with an avenue to raise legitimate concerns. If you are either unable to raise the matter with the LEP or you are dissatisfied with the action taken you can report it directly to the Cities and Local Growth Unit in the Department of Communities and Local Government and the Department of Business Energy and Industrial Strategy, at the following email address: LEPPolicy@communities.gsi.gov.uk or by writing to:

LEP Policy Deputy Director
Cities and Local Growth Unit
Fry Block
2 Marsham Street
London
SW1P 4DF

- 14.2. You should clearly mark your email or letter as "Official - whistleblowing".
- 14.3. In addition, if you are either unable to raise the matter with the LEP or you are dissatisfied with the action taken you may consider raising it with:
- The police
 - The relevant regulatory body or professional body

- Your Trade Union
- Your solicitor
- Your Citizens Advice Bureau

14.4. Further information and signposting for potential Disclosers is available on www.gov.uk.

14.5. If a Discloser does take the matter outside the LEP, to an external body, they should ensure they do not disclose information that is confidential, for example, if you are an employee your contract of employment may set out expectations of your regarding what is confidential.

15. Feedback on Whistleblowing Policy

15.1. Any feedback or comments on this policy should be directed to the LEP's Responsible Officer.

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 January 2018
Paper Title	Dorset Maps
Paper Author/Contact	Lorna Carver / lcarver@bournemouth.ac.uk
Purpose and Summary	For discussion
Decision Required	<ul style="list-style-type: none"> • Board to feedback on initial designs for Dorset LEP delivery and aspiration maps • To work with wider partnership to enhance the maps • To think about additional maps (eg skills, housing, connectivity) • Use maps as part of a wider communications and engagement process moving forwards • To ensure consistency of message moving forwards • To form part of the Dorset LEP Conference in April • To enable better communications internally and externally
Strategic Links	Promotion and development of Dorset LEP's reputation and engagement with key stakeholder groups
Implications, impacts or risks	None
Confidentiality	None

Dorset maps

We have commissioned the production of two sets of maps:

- One to help better communicate Dorset LEP delivery across Dorset, and the south west
- The other to help communicate our collective aspiration, opportunities and vision and then to enhance this

These will be a useful communication tool to promote the work of the Dorset LEP board and highlight our economic aspirations for the county. They will also help to showcase the hotbed of economic activity taking place across Dorset to a national and international audience.

This is about telling our story better.

The maps capture a wealth of information including funding, growth projects, road and rail aspirations, current infrastructure improvements and partnership working. This has required careful design in order to cover the breadth of activity and ensure information is clear to understand.

Board members are asked to review both documents and feedback their comments particularly on:

- the usefulness of these maps as tool for you to communicate our delivery and vision
- presentation of information
- queries regarding any of the information contained within the maps.

Following your initially feedback on these maps, we aim to create additional versions for our core themes of employment and skills, housing, and connectivity (digital and transport).

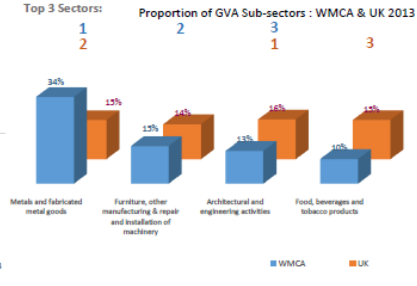
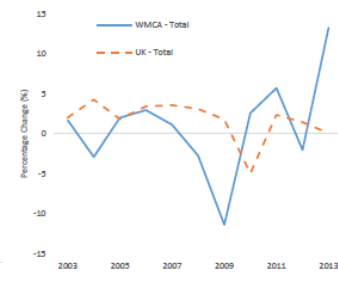
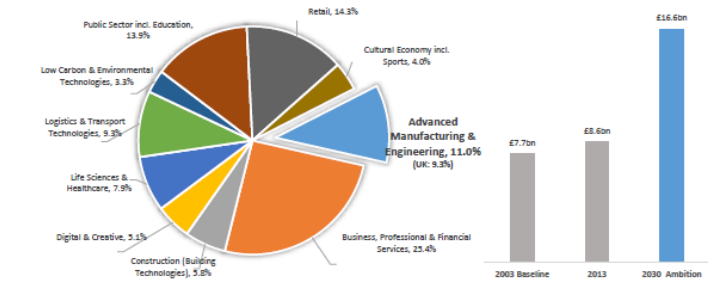
DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 rd January 2018
Paper Title	Productivity data infographics
Paper Author/Contact	Rob Dunford – rdunford@bournemouth.ac.uk
Purpose and Summary	<p><i>For information.</i></p> <p>Following the Board away day in October an action for the LEP core team has been to work on a method to supply the LEP Board with relevant, useful data relating to the productivity of the Dorset economy.</p> <p>The purpose is to provide an evidence base on the areas of strength and the challenges in terms of increasing productivity in the LEP's strategic priority sectors, in order to inform strategic decision making. Board members will understand where there are gaps in productivity performance compared to the UK average and some of the reasons for this, showing where there may be a case for any LEP interventions.</p> <p>Examples of good practice were reviewed, with input from two Board Directors (JS and SU) and it was considered that the West Midlands Combined Authority provided the best example that most closely reflects our needs. An example of a WMCA sector scoreboard is included below. The full document from which the example is taken can be found here;</p> <p>https://www.wmca.org.uk/media/1396/annex-1-wmca-productivity-commission-intelligence-pack-08122016.pdf</p> <p>Anne Gray at Dorset County Council was commissioned to produce the infographics and in line with the agreed timescale has provided a first draft example for the Board to consider at this meeting. Subject to Board agreement that the infographic meets its needs, the work will then continue to produce a complete set of sector scoreboards by the next Board meeting in March. (NB. The most recent full year data available from ONS is for 2015).</p>
Decision Required	<i>To review the scoreboard and provide any feedback by email to Rob Dunford.</i>
Strategic Links	<i>Producing an evidence base on the productivity performance within the Dorset LEP priority sectors will inform Board strategic decision making in the delivery of the Strategic Economic Vision.</i>

Implications, impacts or risks	A clear and transparent evidence base will help to mitigate any reputational risks related to Board decision making.
Confidentiality	<i>n/a</i>

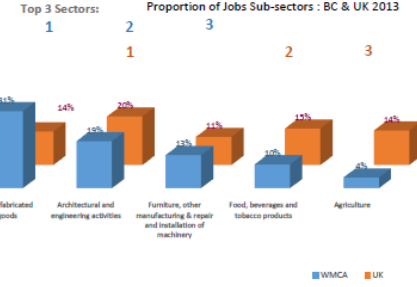
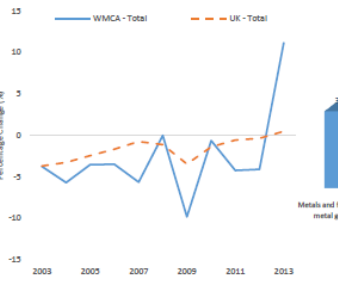
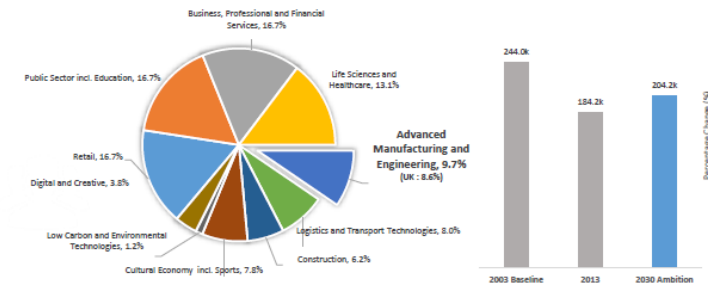
SECTOR SCOREBOARD - Advanced Manufacturing & Engineering

GVA Current GVA: £8.6bn 11.0% of total WMCA GVA Growth Ambition: £16.6bn +£8.1bn GVA Growth Rates 2010 – 2013 WMCA : 17.3% (+£1.2bn) UK : +3.8% Most important sector: Metals and fabricated metal goods (34.3%)



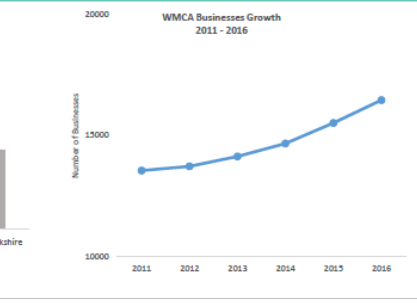
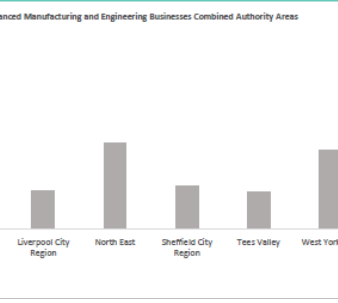
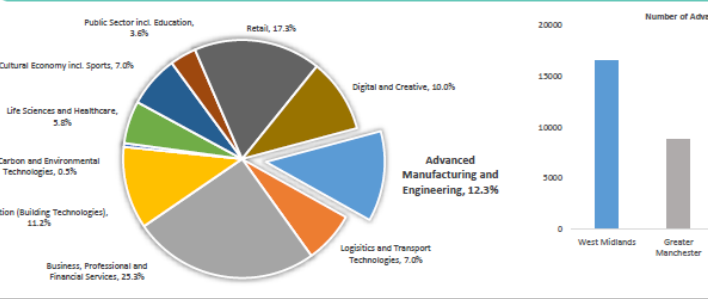
AME Sub Sector	% of Sector		% of Total GVA
	CA	UK	
Metals and fabricated metal goods	34.3%	15.5%	3.8%
Furniture, other manufacturing & repair and installation of machinery	14.9%	13.9%	1.6%
Architectural and engineering activities	13.0%	15.7%	1.4%
Rubber, plastic other non-metallic goods	10.8%	9.6%	1.4%
Food, beverages and tobacco products	9.8%	15.5%	1.1%
Computer and electronic goods	6.9%	10.6%	0.8%
Coke, chemicals and pharmaceuticals	3.9%	8.4%	0.4%
Textiles, leather and clothing	3.9%	4.3%	0.4%
Agriculture	2.6%	6.6%	0.3%

JOBS Current Jobs: 184,000 9.7% of total jobs Growth Ambition: 204,000 + 20,000 jobs Growth Rates 2010 - 2013 WMCA : +2.0% (+3,600 Jobs) UK : - 0.6% Most important sector: Metals and fabricated metal goods (31.1%)



AME Sub Sector	% of Sector		% of Total Jobs
	CA	UK	
Metals and fabricated metal goods	31.1%	13.5%	3.0%
Architectural and engineering activities	19.0%	19.5%	1.8%
Furniture, other manufacturing & repair and installation of machinery	13.3%	11.3%	1.3%
Rubber, plastic other non-metallic goods	10.2%	8.7%	1.0%
Food, beverages and tobacco products	9.6%	14.7%	0.9%
Computer and electronic goods	5.5%	7.9%	0.5%
Agriculture	4.3%	13.9%	0.4%
Textiles, leather and clothing	4.2%	4.8%	0.4%
Coke, chemicals and pharmaceuticals	2.9%	5.6%	0.3%

BUSINESSES Current Businesses: 16,450 12.3% of total businesses Growth Rates 2011 - 2016 +21.4%



Combined Authority Areas	Number of AME businesses	% of total businesses	Change 2011 - 2016	Change % 2011 - 2016
West Midlands	16,450	12.3%	2,900	21.4%
Greater Manchester	8,795	9.6%	1,515	20.8%
Liverpool City Region	3,735	9.5%	895	31.5%
North East	8,410	16.6%	1,565	22.9%
Sheffield City Region	4,275	11.5%	610	16.6%
Tees Valley	3,645	21.3%	1,260	52.8%
West Yorkshire	7,705	10.6%	1,215	18.7%

ITEM 3.4

Advanced Manufacturing & Engineering : Top 50 Businesses by GVA													
Rk	Company Name	Industry Classification Benchmark	Ownership	GVA (£m) Latest	GVA Components			GVA per employee	Employment costs + depreciation	GVA Change 1yr %			
					Profit (Loss) before tax in GBP Last week, yr	Costs Last week, yr	Depreciation in GBP Last week, yr						
1	Boparan Holdco Limited	Food Producers	UK	244,100	-24,200	512,300	55,100	30,400	23,633	267,900	85.8%	8.4%	
2	AAH Pharmaceuticals Limited	Pharmaceuticals & Biotechnology	Foreign	229,762	230,277	89,194	7,479	2,818	118,194	96,667	341.1%	26.8%	
3	Milpark Glass Brewhire Company (UK) Limited	Beverages	Foreign	137,623	89,274	103,676	47,148	1,568	116,945	171,574	155.4%	59.8%	
4	Tulio Limited	Food Producers	Foreign	159,932	9,460	155,848	34,648		32,555	190,493	109.0%	-3.4%	
5	Cadbury UK Limited	Food Producers	Foreign	143,727	99,276	64,006	4	439	146,840	64,010	295.6%	6.8%	
6	Baxi Heating UK Limited	Construction & Materials	UK	104,955	36,357	25,394	5,139	7,875	67,626	60,723	172.8%	-4.9%	
7	USA Resinmaster Group Limited	Construction & Materials	Foreign	51,400	708	63,703	4,708	2,300	35,201	88,425	103.4%	3.4%	
8	Pirelli UK Tyres Limited	Automobiles & Parts	Foreign	68,400	15,949	11,642		64	76,154	70,837	124.9%	10.0%	
9	GE Energy Power Conversion UK Limited	Electricity	Foreign	64,962	4,370	77,741	2,901		67,399	80,612	109.4%	-2.1%	
10	Epwin Group PLC	Construction & Materials	UK	64,100	18,600	60,000	5,900		37,968	69,500	128.4%	-1.8%	
11	Thermax Cement and Lime Limited	Construction & Materials	UK	73,000	16,400	33,300	21,500	1,000	59,450	60,600	123.7%	-9.0%	
12	Timet UK Limited	Industrial Metals & Mining	Foreign	76,139	34,142	33,622	8,375		117,137	41,997	181.3%	4.2%	
13	Specialist Building Products Limited	Construction & Materials	UK	73,036	16,649	51,418	4,178		39,070	55,694	131.1%	12.4%	
14	Boothroyd Control Systems	Aerospace & Defence	Foreign	72,400	26,500	37,600	3,500	4,900	125,930	41,100	179.4%	-89.3%	
15	Redings Public Limited Company	Industrial Engineering	UK	69,995	19,678	43,868	6,853		61,144	49,719	189.6%	3.8%	
16	B. & W. Wadde Hoopings Limited	Industrial Metals & Mining	UK	64,739	18,817	41,438	3,767		769	61,466	143.3%	33.7%	
17	Marsley Bernal Limited	Construction & Materials	Foreign	60,300	22,700	30,600	2,100	4,900	79,977	32,700	184.4%	22.3%	
18	Asca Alloy Limited	General Industrials	Foreign	59,900	8,838	37,900	1,528	11,633	56,245	39,430	151.9%	30.6%	
19	Wabtec Rail Limited	Industrial Transportation	Foreign	56,940	19,774	43,743	1,494	1,018	55,338	48,151	182.0%	18.4%	
20	Booster Pump Turbines UK Limited	Automobiles & Parts	Foreign	53,868	12,389	37,841	2,634	38	78,361	39,961	180.8%	1.0%	
21	Nuvelan Limited	Food Producers	Foreign	51,233	39,254	13,228	1,451		179,136	11,979	427.7%	13.7%	
22	Voith Industrial Services Limited	Automobiles & Parts	Foreign	49,980	4,039	44,931	450	160	22,996	45,381	109.3%	99.2%	
23	Perlec Group Limited	Industrial Metals & Mining	UK	48,776	15,291	20,663	2,571	227	43,776	33,253	146.7%	43.6%	
24	F.W. Thorne Public Limited Company	Electronics & Electrical Equipment	UK	37,649	14,395	31,647	947	696	68,031	22,594	186.6%	17.0%	
25	Saint-Gobain Glass (United Kingdom) Limited	Construction & Materials	Foreign	36,258	-1,500	33,610	2,148		35,864	37,738	86.0%	5.9%	
26	Morgan Technica Ceramics Limited	General Industrials	UK	35,783	11,590	22,288	1,857	50	45,935	24,143	148.2%	-4.1%	
27	Thermax Building Products Limited	Construction & Materials	UK	33,548	3,275	27,364	2,470		42,738	30,274	110.8%	33.4%	
28	Interiors Manufacturing Limited	Construction & Materials	UK	32,377	14,237	21,451	750	-53	92,771	18,203	177.8%	96.3%	
29	Victoria P.L.C.	Household Goods & Home Construction	UK	32,219	-2,959	31,899	3,003	270	31,403	34,902	92.3%	35.7%	
30	Sandvik Limited	Industrial Engineering	Foreign	31,324	5,770	22,374	3,170		65,867	25,559	122.6%	12.0%	
31	Clintgen Group PLC	Pharmaceuticals & Biotechnology	UK	30,469	8,355	11,212	444	10,515	196,728	11,623	262.4%	-6.3%	
32	The Ambico Company Limited	Construction & Materials	Foreign	29,956	9,830	18,476	1,650		72,898	20,128	148.8%	19.3%	
33	ZF Lemforder UK Limited	Automobiles & Parts	Foreign	29,798	6,412	16,075	7,311		85,626	23,388	127.4%	6.9%	
34	Vestergaard Mitec PLC	Industrial Engineering	Foreign	29,628	13,218	13,800	2,511		86,888	16,111	182.9%	8.9%	
35	Utman Holdco Limited	Construction & Materials	Foreign	29,471	994	25,120	2,637	720	19,501	27,793	108.2%	32.7%	
36	Pace Aerospace Limited	Aerospace & Defence	Foreign	28,201	20,851	7,341	-31	40	176,356	7,310	385.8%	-233.8%	
37	Brintons Carpets Limited	Construction & Materials	Foreign	28,031	894	25,120	2,637	-720	15,030	27,793	101.0%	32.1%	
38	Quattrone Ltd	Construction & Materials	UK	28,030	3,428	24,564	1,032	16	48,838	29,556	109.7%	7.9%	
39	Basic Aero Industries UK Limited	Aerospace & Defence	UK	27,669	11,076	15,161	1,866		78,461	16,426	187.3%	-107.0%	
40	Leardan Electric Limited	Electronics & Electrical Equipment	Foreign	26,740	6,898	17,542	1,413	1,349	51,721	19,555	144.1%	58.1%	
41	Salts Healthcare Limited	Health Care Equipment & Services	UK	26,524	5,598	17,952	1,454	1,532	12,712	19,408	136.7%	22.8%	
42	Eta Group Limited	Industrial Engineering	UK	26,482	3,409	20,563	1,414		678	41,836	23,397	118.2%	9.0%
43	Konleke International Services Limited	Food Producers	Foreign	26,222	-248	19,794	6,661		66,728	26,475	93.1%	-9.2%	
44	Mianeto (UK) Limited	Construction & Materials	Foreign	26,077	-7	22,427	1,720	1,937	55,193	24,147	108.0%	11.8%	
45	Hedley Industries PLC	Industrial Metals & Mining	UK	25,607	6,161	15,881	3,565		51,731	19,446	131.7%	2.7%	
46	Doncaster Aerospace Limited	Aerospace & Defence	Foreign	25,351	8,214	13,765	1,316	256	61,652	15,081	126.2%	-48.0%	
47	Mettex Aerospace Limited	Aerospace & Defence	UK	23,407	2,514	17,098	2,774	621	45,306	19,872	117.6%	-5.4%	
48	Covpass Limited	Automobiles & Parts	UK	23,274	5,248	15,713	2,333		79,979	18,048	129.0%	47.3%	
49	Air Liquide UK Limited	Gas, Water & Multi-utilities	Foreign	23,137	7,117	11,877	4,143		83,527	16,020	144.4%	-7.1%	
50	KFC Foods Limited	Food Producers	Foreign	22,827	6,166	14,398	899	1,474	50,728	15,298	149.9%	20.2%	

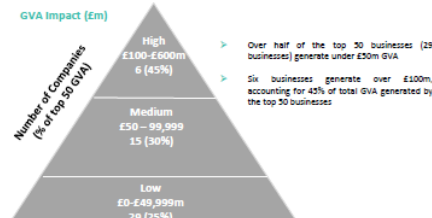
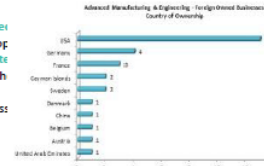
Advanced Manufacturing & Engineering - UK 2013 GVA per employee - £49,267
34 of the above 50 companies (68%) have above average GVA per employee

GVA is calculated by adding together operating profit, employee costs, depreciation and amortisation/impairment charges. There are 2 measures of company efficiency of value created: labour productivity defined as GVA per employee and the ratio of GVA to the costs of employment and depreciation used to create it. The data was produced by conducting a search of FAME for active companies with registered offices in the area and selecting the largest companies by turnover based on the most recent filed accounts. Businesses have been classified using the 41 sectors in the Industry Classification Benchmark (ICB) structure for sector and industry analysis, supported by the ICB database which is maintained by FTSE International Limited.

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GVA Growth
 > GVA generated by the top 50 businesses has increased by 7.4% over 1yr period
 > 36 of the top 50 businesses have increased GVA over a 1yr period
 > 16 businesses have increased GVA by 20% and over

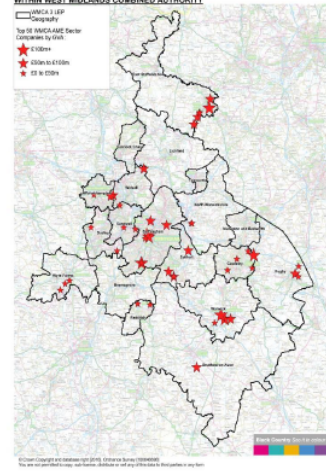
Foreign Ownership & Listing
 > 29 companies in the top 50 are foreign owned
 > The largest foreign owned company in the top 50 is ranked 2nd - AAH Pharmaceuticals Limited
 > The largest number of global owners are in the USA (13 businesses)
 > Average GVA per employee for these businesses is £76,854
 > 5 businesses are listed on the London Stock Exchange



Sub Sector (Industry Classification Benchmark)	High		Medium		Low		Total Businesses	Total GVA	% of total GVA	No. GVA per employee	No. GVA/ Costs
	No. of businesses	GVA	No. of businesses	GVA	No. of businesses	GVA					
Aerospace & Defence	0	0	1	72,300	4	302,841	5	174,741	5.0%	96,517	200.5%
Automobiles & Parts	0	0	2	140,758	3	302,452	5	243,410	6.9%	67,809	124.3%
Beverages	1	237,523	0	0	0	0	1	237,523	6.8%	118,940	156.4%
Construction & Materials	1	304,955	5	386,896	8	243,740	14	735,546	20.9%	52,740	126.3%
Electricity	0	0	1	84,962	0	0	1	84,962	2.4%	67,393	105.4%
Electronics & Electrical Equipment	0	0	0	0	2	64,385	2	64,385	1.8%	40,271	155.4%
Food Producers	3	807,778	1	52,023	2	40,340	6	1,000,361	28.7%	83,277	188.9%
Gas, Water & Multi-utilities	0	0	0	0	1	23,137	1	23,137	0.7%	83,257	144.4%
General Industrials	0	0	1	59,901	1	15,783	2	75,684	2.7%	51,000	130.2%
Health Care Equipment & Services	0	0	0	0	1	26,524	1	26,524	0.8%	42,712	136.7%
Household Goods & Home Construction	0	0	0	0	1	32,219	1	32,219	0.9%	31,403	92.3%
Industrial Engineering	0	0	1	69,995	3	87,434	4	156,829	4.5%	63,883	141.2%
Industrial Metals & Mining	0	0	2	140,324	2	74,377	4	215,011	6.1%	68,528	150.7%
Industrial Transportation	0	0	1	56,940	0	0	1	56,940	1.6%	55,228	132.0%
Pharmaceuticals & Biotechnology	1	329,762	0	0	1	30,499	2	360,261	10.2%	157,462	301.7%
Total	6	1,580,019	15	1,043,069	29	872,543	50	3,515,631			

Location of Top Performing Businesses

TOP 50 ADVANCED MANUFACTURING & ENGINEERING SECTOR COMPANIES WITHIN WEST MIDLANDS COMBINED AUTHORITY



Sub Sector Analysis
 > 60% of GVA generated by the top 50 businesses is concentrated in 3 sub sectors: Food Producers (29.7%); Construction & Materials (20.9%) and Pharmaceuticals & Biotechnology (10.2%)
 > The majority of high GVA businesses are Food Producers. This sub sector accounts for 30% of the total GVA generated by the top 50 businesses. Boparan Holdco is the highest ranking business
 > Construction & Materials has the highest proportion of businesses in the top 50 (14 businesses)
 > Pharmaceuticals & Biotechnology has the highest GVA per employee
 > 12 of the 15 sub sectors have seen GVA growth over a one-year period, with 6 sectors growing above 20%. Beverages saw the highest growth rate (59.5%). Aerospace & defence experienced a negative growth rate of over 50%, however this sub sector has the second highest GVA/Costs ratio.
 > 5 sectors have GVA/Costs ratio above the average for the top 50. The highest ratio is for Pharmaceuticals & Biotechnology (301.7%)

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 rd January 2018
Paper Title	Housing Sub Group Update
Paper Author/Contact	Catherine Bonnett
Purpose and Summary	To provide an update to the Board
Decision Required	That the content of this report be noted
Strategic Links	Co-ordinate to enable growth. Represents an economic business view.
Implications, impacts or risks	<p>The potential increase in the number of new homes needed in Dorset and the importance of economic growth and joint working in planning new homes.</p> <p>Potential to secure additional planning resources for Dorset.</p> <p>Enhancing knowledge and skills in Compulsory Purchase Orders and viability in Dorset.</p> <p>Continued development and refining of the role of the LEP's Housing Policy Manager, with a continued emphasis on joint working.</p>
Confidentiality	None

Feedback from LEP Housing Group Meeting

The focus of this group remains the delivery of the key actions identified in the Dorset Local Enterprise Partnerships Three Dragons Report. In delivering these actions and supporting the move towards a greater strategic approach to the planning and delivery of new homes in Dorset the following work was identified as priorities in the New Year, subject to discussion and agreement:

- Dorset wide mapping of development sites and the mapping of future site opportunities.
- Engagement of the private sector.
- The continued assessment of barriers to delivery and work to address these barriers.
- Viability- Evaluating the interest and potential of a viability summit for Dorset.
- Tacking recommendations arising from the housing study.
- Development and communication of Dorset's Housing story.

Please see Appendix B for a full list of priorities and actions identified by the Dorset LEP Housing Programme Group showing current progress on these actions.

Of further note was the advice given by Bruce Voss of the Homes England. Housing is a high priority for Government reflected in recent budget announcements and a higher profile following changes in the cabinet. The HCA has recently been re-branded to Homes England, with a separation of investment and regulatory functions. There will be a greater focus and priority on enabling delivery and an increase in resources and capacity to achieve the government's ambitions for housing growth.

The sub group was advised that in terms of housing delivery in Dorset, in Homes England's view Dorset must demonstrate that;

- a) There is a collective voice and collaborative working to deliver the Government's national target of 300,000 homes per year.
- b) Proactively pursuing opportunities to secure funding and investment
- c) Developing the Dorset housing offer

Planning Delivery Fund

In December 2017 the Government announced the Planning Delivery Fund. Recognising the key role that local authorities play planning for housing growth and in ensuring the timely delivery of housing that is of good design, the Planning Delivery Fund is intended to provide additional support to ambitious local authorities in areas of high housing need and where housing is most unaffordable to assist them in planning and delivering new homes and infrastructure.

The fund aims to support:

- o More and better joint working across local authority boundaries and to ensure that there are the skills and capacity needed to deliver new homes and infrastructure.
- o To improve design quality of new development, as well as design advice and support to deliver growth.
- o To fund innovations in the planning system, that will improve efficiency and effectiveness of the planning process and support the delivery of homes.

The Dorset LEP has been instrumental in introducing this funding opportunity to its local authority partners and co-ordinating the submission of Expressions of Interest. In addition working jointly with Dorset County Council the Dorset LEP has prepared an Expression of Interest for a Dorset wide project mapping of all housing development sites.

Dorset will be submitting a total of 6 Expressions of Interest.

- o To support further joint working and the development of the Strategic Planning Forum
- o A density and design study in Christchurch
- o Regeneration and design of key development sites in Christchurch and Boscombe
- o Dorset wide accelerated housing delivery enabling
- o Poole town centre regeneration.
- o Dorset wide GIS mapping of development sites

The deadline for the submission of Expressions of Interest was the 11th January 2018, the submissions were accompanied by a letter of support from Dorset LEP. Successful submission will be advised by the end of January.

Developing and Communicating The Dorset Housing Story

Mapping good practice

Progressing the key actions identified in the Dorset LEP Three Dragons Report and the Dorset LEP Housing Programme Groups Terms of Reference a review of local authority good practice

in the development of new housing has been completed in draft form Appendix C. The review table details the comprehensive package of actions in operation across Dorset, providing clear evidence of the work in the County to deliver housing and a picture of good practice that can be shared locally. The review table has been forwarded to the Councils for their feedback and comment.

Brownfield Sites in Dorset

All local authorities were required to publish their Brownfield Registers by 31st December 2017. This is a comprehensive list of brownfield sites across the authority area considered suitable for residential development. The table below collates key data from the Brownfield Registers for each of the local authorities in Dorset and shows that there are 411 brownfield sites with the potential of providing a minimum of 15,301 homes.

Local Authority	No of sites	Total Hectares	Minimum number of homes	Publicly owned sites	No of sites with planning permission
Christchurch	41	15.15	739	1	10
East Dorset	29	34.56	1054	6	23
Bournemouth	96	25.66	2947	10	81
Poole	122	98.84	7315	15	6
Purbeck	10	4.26	156	1	6
West Dorset	47	30.07	1290	10	7
North Dorset	16	13.67	473	2	13
Weymouth and Portland	50	24.72	1327	11	7
Totals	411	246.93	15301	56	153

Housing Infrastructure Fund (HIF)

As previously reported to the Board a number of bids for The Housing Infrastructure Fund prospectus have been submitted for Dorset accompanied with a letter of support from Dorset LEP. The announcement of successful bids is still awaited. Further updates will be given to the Board once an announcement on successful bids has been made.

Scheme Viability and Compulsory Purchase Orders (CPO's)

The Dorset LEP continues to work with Bournemouth Borough Council to explore the potential of creating an in-house expert viability team. A full report is due to go to committee in the next few weeks. As previously advised subject to the proposals going ahead there is the potential to roll this approach to viability testing out to all Dorset authorities that the LEP will look to explore in more detail.

Responding to the recommendations of the LEP's report 'Supporting Dorset's Economic Growth', the LEP has been working with Bournemouth Borough Council to explore opportunities for and barriers to the use of Compulsory Purchase Orders (CPO's) by local authorities to unlock sites for housing development. An introductory seminar on CPO's will take place on 31st January, this event supported by Dorset LEP is open to members and officers of all Dorset councils. Following this event the LEP will continue work with the councils' to identify real and perceived barriers to using CPO's and any support that is required to enable councils make best use of their existing and emerging powers to compulsory purchase property to facilitate housing development.

Home England visit to Dorset & consultation with Rt Hon Sir Oliver Letwin MP

Dorset LEP was invited to attend the visit from Nick Walkley of Homes England to Poole Borough Council on 12th January 2018. The visit by Home England provided the opportunity for the Dorset LEP to highlight the joint strategic working and innovative approach to housing delivery underway across the county. As well as discussing the growth deal funded project in Poole.

In his role as Chair of a review into delays in homes with planning permission being built the Rt Hon Sir Oliver Letwin will be meeting with representatives from the Tri Council Partnership and Dorset LEP.

Recommendations

1. That the Board notes the contents of this report and progress on the actions identified by the LEP Housing Programme Group.
2. That the Board is aware that action point 11 from the annual conversation is 'arrange a strategic housing conversation with relevant colleagues to better understand Dorset's trajectory and ambition'. We will be working with CLOG on this
3. To note the change of name from DCLG to Ministry of Housing, Communities and Local Government (MHCLG). Highlighting the increasing importance government is placing on housing.

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 January 2018
Paper Title	The Clean Growth Opportunity for Dorset
Paper Author/Contact	David Lawrence, Energy Engineer, Bournemouth Borough Council Email: david.lawrence@bournemouth.gov.uk Telephone number: 01202 456317
Purpose and Summary	<p>This paper has been produced to highlight that clean growth and clean energy have been identified as a strategic priority for the Government through the recent publication of the Industrial Strategy White Paper. This paper also identifies the economic opportunities for Dorset in supporting clean growth and clean energy, and summarises the current work being undertaken to support clean growth in the county.</p> <p>Dorset LEP has a joint energy strategy with HoTSW and Cornwall LEP. A SW energy hub is about to be established in Bristol. Dorset LEP is a partner in this.</p>
Decision Required	<p>To be aware of the forthcoming LEP energy strategy.</p> <p>To ensure Dorset LEP area projects are deliverable and competitive through the SW Energy hub.</p> <p>To be aware of Clean Growth Challenge funding opportunities.</p> <p>To consider working with local partners to lever in specialist knowledge where appropriate.</p>
Strategic Links	<p>To:</p> <ul style="list-style-type: none"> - The Government's Industrial Strategy - The Government's Clean Growth Strategy - The Energy Strategy for the South West - Cornwall & Isles of Scilly (CIOS), Dorset and the Heart of the South West (HotSW) Local Enterprise Partnerships Joint Energy Strategy - The Dorset Energy Strategy
Implications, impacts or risks	<p>Financial</p> <p>Clean energy is an emerging area of work for the Dorset LEP. Available Government funding can only be used for project delivery.</p>
Confidentiality	<i>No restrictions.</i>

Background

Energy underpins local economic growth acting as an enabler. It can also deliver growth through the development of the sector locally. Government has identified several ways in which energy will need to be considered to build an economy that works for everyone. These include:

- Upgrading energy infrastructure to enable growth
- Building the energy infrastructure needed for new technologies
- Delivering affordable energy and keeping energy costs down for businesses
- Delivering clean growth and securing the economic benefits of the transition to a low carbon economy
- Investing in science, research and innovation, including energy storage and grid technologies
- Supporting businesses to start and grow

In the Industrial Strategy, clean growth and clean energy have been identified as a priority because there are significant economic benefits in doing so. It is forecast that the UK clean energy and clean growth sectors could grow by an estimated 11 per cent per year between 2015 and 2030 – four times faster than the rest of the economy – and could deliver between £60 billion and £170 billion of export sales of goods and services by 2030.

The Government also identified that it is important that energy issues are reflected not just at a national level but at a local level as well. Consequently, Dorset LEP, in partnership with Cornwall & Isles of Scilly and Heart of the South-West LEPs, bid for and was awarded a £100k grant in 2017 from the Government. This funding will result in an energy strategy that is due to be completed by March 2018. The energy strategy will review the range of energy supply and demand reduction opportunities and challenges for the combined LEP areas, and understand how these opportunities relate to economic growth. The strategy will also include a delivery plan to deliver the recommendations from the energy strategy and identify several projects that could be implemented to realise the identified economic benefits.

To further support the local delivery of energy project BEIS has allocated £1.1 million to setup a local energy hub that will cover the geography of the seven South West LEPs. It was agreed at the SW LEP Chair's and CEO's/Directors meeting that the West of England Combined Authority will act as Accountable Body for the South West's Local Energy Hub. The exact partnership arrangements that will oversee the allocation and management of the funds will be agreed in early 2018, however it is expected the allocation of the funds will be based on the actions and recommendations from the South West LEP's energy strategies. BEIS indicate that the Local Energy Hub and the funding available through it, will only support project delivery.

Local Opportunities and Risks

The South West energy strategy will identify many opportunities across the region to take advantage of the transition to a clean growth and clean energy economy. Some of these will be localised to specific LEP areas. The opportunities for Dorset are also highlighted in a recent study undertaken by Leeds University which identified that household and businesses in Dorset spent a total of £1.33 billion last year on all of its energy and fuel bills. This means that 7.1% of everything that is earned leaves the area to pay the energy bill. The study shows that if all of the profitable energy efficiency and low carbon options were implemented in Dorset, then total energy bills would be cut by £277 million a year. Consequently, the local economy would benefit because money saved from reduced energy bills could be retained in the local economy and implementing the projects would create jobs.

In addition to the economic opportunities, there are also significant risks to economic growth if no action is taken. For example, if energy infrastructure isn't upgraded and maintained to a sufficient standard, then growth could be limited. This was recently identified as a current issue by Western Power Distribution (WPD) – the electricity network for approximately 20% of Dorset in the west of the county – in a consultation document published on 29th December 2017. In the consultation document WPD stated that the electricity network is constrained in certain areas (i.e. at peak capacity) where there has been a recent upturn in new demand connections, typically related to housing or commercial schemes, over the last 2 years.

Recommendations

To be aware of the forthcoming LEP energy strategy.

To ensure Dorset LEP area projects are deliverable and competitive through the SW Energy hub.

To be aware of Clean Growth Challenge funding opportunities.

DORSET LEP BOARD MEETING

Meeting Date	23 January 2018
Paper Title	Great South West Update
Paper Author/Contact	Lorna Carver
Purpose and Summary	To update the board of the progress in establishing cross LEP regional working
Decision Required	The Board agrees to continue to support the establishment of Great South West and supports: An early meeting of a new Steering Group
Strategic Links	Route to deliver the vision
Implications, impacts or risks	Reputation and ability to attract government interest / investment
Confidentiality	

Background

Conversations between Great South West partners have been continuing over recent months. Cornwall County Council is keen that the next step should be the establishment of a more structured Steering Group with representatives from public and education stakeholders as well as business. The CEX of the Cornwall, Heart of the South West and Solent LEPs have agreed to work with us on the establishment of this.

The following core narrative has been developed by the four LEPs to inform these developments and set out their terms of reference.

Narrative

The South West of England is a great place. It is poised for a step change in prosperity and productivity. When the productivity in the South West of England matches that currently in the South East we will add over £18bn a year to the UK's economy.

Our economy is already bigger than that of Greater Manchester and more than two and a half times that of Birmingham – with the single largest infrastructure project in Europe already underway (generating billions of pounds of business opportunities) and the best natural capital in the country (attracting more visitors than anywhere else outside London).

The publication of the SW Growth Charter in 2016 and the two SW Growth Summits started our journey to promote our great region and we welcome the continuing support of stakeholders across the region to:

- help in shaping our opportunities
- build further momentum.

Our journey toward greater collaborative working across the SW to facilitate this step change will now involve a series of further increments over the coming year:

- Drawing up a core set of principles and plan of initial actions that partners all can work to
- Establishing a Steering Group of Leaders from business, education and local authorities to guide our work
- Making progress on an initial set of specific opportunities to benefit our region, its businesses, people and communities
- Attracting the interest of ministers and civil servants; for example our existing regional working is currently below the radar – and so not in receipt of support . Also in the current debate around the north:south divide we are seen in Whitehall as being in the 'south' – and so not considered a priority for rebalancing investments
- Developing and enhancing our knowledge base of the SW, its strengths, weaknesses, opportunities and threats so we can engage more actively with a consistent voice to facilitate turning policy into fresh delivery in our areas

Our Core Principles

We propose the following set of core principles that all stakeholders can utilise to provide a consistent voice to Government and investors so that we all can acclaim that we **'Back the South West'!**

More specifically our core principles are that partners all agree on:

- The need to promote and take forward the South West's great opportunities for increasing the prosperity of our businesses, our people and our communities and huge potential to contribute to the wealth of the country.
- We will achieve this by working collaboratively across our cities, towns and rural communities, developing shared propositions, attracting investment and tackling barriers to productivity; making the whole of the South West a prosperous region.
- This is not about a fixed geography, it's about working on areas of common interest across the South West with a 'coalition of the willing' where our combined efforts can make a real difference.
- Our activities will be driven by our opportunities and our work will be directed by a steering group of leaders from business, education and local authorities who believe in this vision.

Our next Actions

Our focus over coming months should therefore be structured around two threads:

- A. **Establishing a strong partnership and core partnership activities** around the 'coalition of the willing' led by a Steering Group of Leaders. The programme lead will report to the Chair of the Steering Group (who ideally should be a business leader). Steve Hindley (Chair of HoTSW LEP) has indicated he is happy to continue as Chair.

LEPs, leading business groups, Local Authorities and Education institutions across the SW will be invited to send representatives who support our vision to join this Steering Group - this will take over from the current Business Leader Forum.

The intention is that each LEP area has at least five potential representatives from across the stakeholder spectrum on the Steering group. SW Councils will arbitrate on Local Authority representatives and LEP and on businesses and education representatives.

Representatives should be either Chief Executive or Leader level within their particular organisations.

The Steering Group detailed terms of reference are yet to be developed but in summary the group will:

- a. Meet quarterly
- b. Facilitate the development of the above actions
- c. Enhance our knowledge base on commercial and economic data on the strengths, weaknesses, opportunities and threats facing the SW to underpin work
- d. Prioritise and review opportunity business cases and plans

- e. Develop collateral and promotional activities to attract investment and support the vision and communicate what we are doing
- f. Establish task and finish groups and commissions of enquiry needed
- g. Focus on delivery (attracting funding and /or outcomes) as the key objective

B. Developing a small number of specific opportunities for increasing the prosperity of our businesses, our people and our communities. Each initiative will have to show to the Steering Group how they build on the assets already identified in our SW and S Wales Science and innovation Audit and how it 'Backs the South West'. That said, each must build on or consist of existing initiatives and programmes (we mustn't reinvent the wheel) and can use individual (existing) regional SW branding to maximise its impact and progress (if already established). Partners will need to be identified for each and an initial set of proposals are outlined below (lead partner in bold). It will be the responsibility of the lead partners to organise / source funding and resources needed for each of the following activities:

- 1) Prosperity for all in our Rural areas – following the recent South West Rural Productivity Commission report, this has confirmed that rural really matters if the country is to deliver the vision in the recently published Industrial Strategy. This work should be extended to embrace coastal agendas as well as rural. At a regional level we will take forward the following actions:
 - (a) **National lobbying** for
 - (i) Broadband for all (based on a USO of 30mbps)
 - (ii) Effective Rural Productivity
 - (iii) Brexit policies fit for rural and coastal prosperity
 - (b) Start the process of developing a '**Smart Rural Research Platform**' considering international good practice such as the Brainport model, through a coalition with the public, private and higher education sectors
 - (c) Recognise the **higher cost of delivering public services in a rural context**, and support the development of possible pilot programmes in the South West to test innovative approaches to supporting older people in rural areas
 - (d) Seek out 're-location' opportunities to **relocate government agencies or back-office functions** to the rural or coastal areas of the South West
 - (e) Push for the **enterprise zone model** to be extended to rural / coastal areas.
 - (f) Where relevant, work with the Higher Education Funding Council for England to address **Higher Education blackspots**.
 - (g) Proactively plan the future of agricultural support, environmental stewardship and land management post CAP, potentially including a pilot within the Heart of the South West National Parks

Partners: **HotSW**, Cornwall, Dorset, Swindon & Wiltshire

- 2) Commercial Propositions – The SW Growth Summit identified a range of potential opportunities for the SW economy which would also contribute to the Govt's recent published Industrial Strategy. Work has already started on the commercial benefits from these (see separate reports); our focus will now be to refine the business cases

and benefits of each and to take forward promoting and attracting investment.

The following specific opportunities are to be progressed (Partners identified for each – lead partner in bold):

- i) Aerospace and Space – Partners: **WoE, Cornwall**, Dorset, HotSW, GFirst
 - ii) Agri-tech – Partners: **Dorset**, Cornwall, HotSW
 - iii) Creative / Digital – Partners: **Dorset**, Cornwall, HotSW
 - iv) Marine – Partners: **HotSW, Solent**, Cornwall, Dorset
 - v) Nuclear – Partners: **HotSW**, Dorset, Cornwall, WoE, GFirst
 - vi) Tourism – Partners: **Cornwall**, HotSW, Dorset
 - vii) Energy – Partners: **WoE**, GFirst, Swindon & Wiltshire, HotSW, Solent, Dorset, Cornwall
- 3) Cross cutting initiatives – The partners (through the Steering Group) will consider over time what support to give to other and cross cutting initiatives on a case by case basis. Each will require lead and other partners to be identified. For example:
- Sub-national **transport** body
 - Commission of enquiry / work to address **aging society**
 - Tackle the specific productivity challenges facing **primary production, food and drink and tourism**.
 - Work together to develop support programmes for '**scale-up**' businesses, helping them to access world class advice, including leadership and management training.
 - Explore and develop **alternative apprenticeships models** that overcome the challenges of taking an apprenticeship in a rural area
 - Work with the Transport Systems Catalyst to develop a challenge fund to find innovative solutions to improving **accessibility to rural employment and education opportunities**
 - Joint bids and joint responses to **consultations** as they arise where it makes sense to do so
 - Pursuing opportunities as highlighted in the two southern **science and innovation audits**
 - Requesting government work with us in phase two of the co-production of **local industrial strategies**

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 rd January 2018
Paper Title	Connected Dorset Sub Group – Update Report
Paper Author/Contact	Tim Forrester, DLEP & Capital Programme Manager, Borough of Poole Julian McLaughlin, Head of Growth and Infrastructure, Borough of Poole
Purpose and Summary	To provide DLEP Board with an update on recent activity.
Decision Required	To note and if applicable provide a steer for future consideration.
Strategic Links	The Connected Dorset Sub Group provides an important role with respect to future Transportation Policy, Strategic Economic Planning and Growth agenda with respect to Infrastructure requirements. It is also a key Dorset-wide forum of key transportation/business stakeholders.
Implications, impacts or risks	Future work is planned to facilitate major economic and housing demands across Dorset. This sub group shall monitor progress on bidding for major scheme bids and if successful their subsequent delivery.
Confidentiality	None

Update:

NOTE: The next Connected Dorset meeting is on 24th Jan 2018 and this note therefore represents an interim update of activity based primarily on the Nov 2017 report.

1. The key issues/ priorities being coordinated are in the context of:

- The need for improved North South connectivity to the M4/M5 and East West to the Midlands, London via the A31/M27/M3 & A34
- Improvement in rail connectivity
- Improved broadband coverage
- Promotion of sustainable transport and investment to counter congestion, itself a major constraint on growth potential as a whole.

2. The last Connected Dorset Meeting was held on 4 October 2017. The next meeting is scheduled for 24 January 2018.

3. The Connected Dorset Sub Group has had a recent key role in the following work areas:

- Assisting in the prioritisation of Growth Deal 3 infrastructure needs across the DLEP and informing the 'Local Majors' A31 to Poole Link Road scheme.
- Overview of progress on the Superfast broadband roll out.
- Key operator and industry based stakeholder coordination of input into DLEP Growth Deal schemes (BIG and Poole strategies), Bus Quality Partnerships, Air and Rail.
- The brief for Congestion Report was updated to reflect reviewed timescales and has been agreed by all participating parties. Progress on Phase 1 - congestion mapping to be presented at Jan 2018 Connected Dorset meeting with further stakeholder meeting to discuss initial outputs to be held following this.
- The three local authorities and DLEP worked jointly on a response (in the form of a proposal for an alternative timetable) to the South Western Railway timetable consultation, this was submitted in December 2017. South West Railway will announce their preferred option in March 2018.
- Dorset CC and the Borough of Poole are working with BANES, Wiltshire and the West of England Combined Authority to bring forward a combined Business case for connectivity to the Ports known as the North – South Connectivity Outline Economic Case for Action. The business case will soon be passed to the Transport Minister.
- Sector based updates and review for a coordinated monitoring, delivery and understanding across transport modes.
- Key hands-on DLEP liaison with Government, Rail operators and Highways England representatives.
- Coordination of DLEP activity with neighbouring LEP's
- Promotion and associated lobbying as required.

4. For discussion/consideration at future meetings:

- Response to the DfT consultation on Strategic Road Network (SRN) and Major Road Network (MRN)
- Sub-national transport bodies (STBs)

Connected Dorset Sub-Group working parties are formed as required.

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 January 2018
Paper Title	Dorset Growth Hub update
Paper Author/Contact	David Pitfield, Dorset Growth Hub Manager (david.pitfield@dorsetgrowthhub.co.uk)
Purpose and Summary	Update and progress report
Decision Required	Information to note only
Strategic Links	Sustainability of Growth Hub and ESIF 3 year programme which aligns with LEP key sector priorities, including Cluster and Inward Investment development.
Implications, impacts or risks	<p>Year 1 funding - £250,000 Year 2 funding - £205,000 Year 3 funding - £205,000 and ESIF contract £6.7M (match funded to the value of £13.4m)</p> <p>Risk of no national funding received post March and uncertainty around other potential funding streams could lead to core services not being delivered.</p>
Confidentiality	No restrictions

Dorset Growth Hub activity summary November and December 17
1. Project Delivery Update

Following on from the previous report, November and December 2017 have seen further strong delivery of 'light touch' (medium intensity IDB) interventions with Q3 finishing at 101% of target and overall still ahead of target moving into quarter 4 at 86% (343 in total to date).

Alongside this, other activities undertaken since the previous report include attendance at:

- ICAEW/Enterprise Nation/Scale Up Institute 2017 event
- Various BU Festival of Enterprise events/workshops
- North Dorset Business Day event/workshops
- Presentation at Dorchester Chamber event
- Various other networking events/groups

Continued strong engagement and delivery in West Dorset in particular helped by Dawn Crossingham recently winning Venus Networker of the Year award.

KPI	Quarter 1						Quarter 2					
	Apr	May	Jun	Target	Actual	%	Jul	Aug	Sep	Target	Actual	%
Businesses engaged	860	972	1384	912	3216	353%	1213	1271	1240	912	3724	408%
Businesses receiving "light touch" assistance (up to 3 hours)	50	38	28	100	116	116%	71	35	20	100	126	126%
Businesses receiving intensive support (up to 12 hours)	8	8	8	12	24	200%	9	9	9	12	27	225%

Quarter 3					
Oct	Nov	Dec	Target	Actual	%
1202	1359	786	608	3347	550%
42	35	24	100	101	101%
10	11	13	12	34	283%

2. Dorset Business Growth Programme (Dorset Growth Hub) summary:

The Dorset Business Growth Programme (Dorset Growth Hub) is now delivering the SME Competitiveness programme across all parts of Dorset, funded by the European Regional Development Fund with DCLG as the Managing Authority. The SME Competitiveness Project aims to help any Dorset-based SME to grow through a number of strands of activity. These include Access to Finance, Digital Capability and Growth, Leadership and management, and Pre-start/Start-up Support. The project will launch in June 2017 and run until March 2020.

The beneficiaries of the project are SMEs in the Dorset LEP geographical area from eligible ERDF sectors. The delivery plan has been developed in close consultation with all partners, links to and supports the Dorset LEP ESIF strategy and also addresses the issues identified by the Dorset business community as part of the Dorset LEP ESIF consultation process.

Regular delivery team meetings continue to be held including all partners in the programme which also gives them the opportunity to share in chairing the meetings.

3. Future plans

Short term future plans include:

- Joint innovation event planned with Enterprise Europe Network
 - Event to support growth businesses to kick start 2018/19
 - Growth Hub Network event attendance in March
 - Further engagement with Chambers/BIDs
- Continue to develop relationships with Enterprise Europe Network (EEN), South West Manufacturing Advisory Service (SWMAS) and Department for International Trade (DIT) to enhance delivery and further strengthen SME simplification landscape - specialists from each of these business support organisations are now fully integrated into the regular delivery team meetings and we joined with SWMAS to deliver an event in October, have regular involvement with the DIT export forums and have recently been asked to provide feedback for evaluation of EEN support services. A significant number of leads have successfully been cross-fertilized between advisers across each of these organisations, together with sharing details of key events.

3.1 Risk/impact

A sustainability plan will be designed to mitigate any risk of the Growth Hub core services ceasing and this will be put in place as soon as possible, in anticipation of the current Growth Deal funding ending in March 2018. Co-design workshop with BEIS/DLEP/Growth Hub to take place shortly in line with new principles of funding.

Which services would stop?

The core services of the Dorset Growth Hub (2 x Account Manager, GH manager (0.5), GH Administrator (0.5), the web portal and CRM system) are currently funded by BEIS to the tune of £200,000 a year.

Without this funding the service would have to cease in its current form and there would not be any Account Management/Navigator/IDB activity and no budget for core Growth Hub marketing, events or evaluation.

We are targeted to assist 400 businesses a year in this way and the account management aspects which enhance the Navigator/IDB activities are integral to the PA3 programme customer journey.

Would the website shut down?

It may be possible to maintain the website but this would have to align with PA3 budgets if that is possible rather than the current BEIS core Growth Hub funding.

What activity would the growth hub deliver?

The core Growth Hub would therefore become an inbound telephone service, possibly with web based information and guidance content if that could be funded by PA3.

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 rd January 2018
Paper Title	Dorset Tourism Association Update
Paper Author/Contact	Richard Smith
Purpose and Summary	Information only
Decision Required	None
Strategic Links	Destination Management Plan
Implications, impacts or risks	None
Confidentiality	None

The DTA is now established with a board that blends the heads of the major tourism trade associations with representatives from the Local Authorities. The Board is:

Richard Smith (The Tank Museum)

Andy Woodland (Sandbanks Hotel)

Martin Cox (West Dorset Leisure Holidays Ltd and British Holiday and Home Park Association),
Jackie Thorne (Arts Development Company)

Phil Bevis (Andrews & Palmer)

John Houston (Abbotsbury Tourism Ltd)

Tamsin Mutton-McKnight (Merlin Entertainments Group Plc)

Martin Hamilton (Dorset Councils Partnership)

Sara Uzzell (Whitehall Hospitality Ltd)

Katharine Wright (Dorset Food & Drink)

Graham Richardson (representing Bournemouth & Poole Tourism until new Resort Manager recruited).

Networking

In the March conference, it was identified that improved networking was essential for product creativity in Dorset Tourism. The DTA has organised three new networking events with about 200 people attending.

Destination Management Plan

The Destination Management Plan, on which the formation of the DTA was based, was reviewed on 11th Jan. A new, condensed, plan will be issued by the time of the next DTA conference in March 2018. The priorities for the DTA in upcoming years will be:

- **Data** - Current tourism policies are based on data from 2009, which means that strategic funding for tourism is not appropriately directed. The LEP is likely to be asked for assistance in this.
- **Networking** – in order to catalyse product creation
- **Big Stories** – identifying, propagating and harmonising the experiences that define a holiday in Dorset.
- **Inspiring Excellence** – working with Dorset Tourism Awards, identifying best practice, supporting businesses.

Tourism Integration

Bournemouth and Poole tourism organisation are merging into a single entity, which has been very well received by the industry.

The DTA is now represented on the Board of the Southern "Leader" programme, which includes funding for tourism projects. The head of the Leader programme has a regular schedule of attendance at the DTA Board.

The tourism representative of Dorset Growth Hub has begun work and will be integrated into the DTA Board's activities.

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 January 2018
Paper Title	Dorset LEP Employment & Skills Board (ESB) update
Paper Author/Contact	Katherine May – kmay@bournemouth.ac.uk
Purpose and Summary	<p>For information</p> <ul style="list-style-type: none"> • The wider ESB review is currently on hold until the Skills Policy Manager is available. • All three colleges have put forward Expressions of interest for Institute of Technology Funding. We are currently awaiting further information in this regard. • The Careers Strategy was published by Government on 4 December 2017, it sets out a long term plan to build a world class careers system that will help young people and adults choose the career that is right for them. This statutory guidance has been updated to expand on the aim set out in the strategy to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience. • For an update on the Careers and Enterprise Company see the 'Other Projects' paper. • Dorset LEP, in line with national policy, wrote the 2014-2020 ESIF Strategy for Dorset. Please note the summary of ESF skills projects in Dorset below.
Decision Required	<i>To note.</i>
Strategic Links	<p>The work of the Employment & Skills Board is critical in supporting the delivery of the LEPs "Strategic Economic Vision for Dorset". It has a particular impact on the following elements;</p> <ul style="list-style-type: none"> • <i>High productivity economy</i> • <i>Growing business population</i> • <i>Competitive, sustainable and resilient sector mix</i> • <i>World-class workforce</i>
Implications, impacts or risks	<ul style="list-style-type: none"> • <i>Gaps in skills provision could be detrimental to the ability of Dorset to support the needs of its employers</i> • <i>The inability to meet the replacement need for jobs lost to retirement in the coming 5-10 years is a significant risk</i> • <i>The Hinckley Point programme could result in a significant "skills drain" for Dorset</i> • <i>The possibility of a loss of migrant workers post-Brexit would have a significant impact on the low-wage, low-skills economy in Dorset, especially in Tourism and Health & Social Care</i>
Confidentiality	N/A.

‘Other’ Training Across Dorset

- ESF provision partnership group established to develop and ensure cross partnership working
- Driven by Poole Economic Development Team and recognised by Dorset LEP the first meeting was held in October 2017
- Supported by DSTPN to ensure transparent communication, best practice and reduced duplication
- Focused on how each project can add ‘additionality’ to the overall aims and objectives of the ESF Growth Programme including that to increase labour market participation, promote social inclusion and develop the skills of the workforce.
- Development of a local ESF Skills & Employment Project ‘continuum’

Dorset ESF Skills & Employment Projects Continuum – December 2017

<u>NOMS CFO3</u> <i>Shaw Trust HMPSS Co-Funding</i>	<u>Face Forward</u> <i>Ansbury Big Lottery Co-Funding</i>	<u>UCan</u> <i>Wise Ability Big Lottery Co-Funding</i>	<u>Links to Work</u> <i>Working Links DWP Co-Funding</i>	<u>Access to Employment CEIAG</u> <i>CSW Group ESFA Co-Funding</i>	<u>Supporting Enterprise Dorset</u> <i>Dorset Community Action Big Lottery Co-Funding</i>	<u>Skills Support for the Workforce</u> <i>Serco ESFA Co-Funding</i>
<ul style="list-style-type: none"> • Runs until December 2020 • Aims to improve the social inclusion of ex-offenders and reduce re-offending by providing access to mainstream services, training and employment opportunities. • Support for those who have either served time inside prison or have been sentenced to a community order • Use of a flexible and tailored approach to ensure participants are enabled to turn their lives around and stop the cycle of offending • Outcomes include a move towards mainstream provision or into employment • <u>Referrals made by Offender Managers</u> 	<ul style="list-style-type: none"> • Runs until December 2019 • Aims to support those aged 15 - 24 with high disadvantage and having most difficulty in securing sustainable employment. • Support for those aged 15-18 who are at risk of becoming NEET • Tailored, personal and integrated interventions • Person centred with peer-to-peer support model • Offers accredited and non-accredited specialist interventions • Outcomes include voluntary work, further training or employment 	<ul style="list-style-type: none"> • Runs until December 2019 • Aims to support those aged 25+ with high disadvantage and having most difficulty in securing sustainable employment. • Tailored, personal and integrated interventions • Offers accredited and non-accredited specialist interventions • Outcomes include voluntary work, further training or employment 	<ul style="list-style-type: none"> • Runs until November 2019 • Aims to tackle worklessness and support unemployed & inactive people who are closer to the labour market into sustained employment • Max period for continuous participation is 52 weeks • Community based with outreach services across rural Dorset • ESA groups are a priority target • Health & wellbeing support • Outcomes include sustained employment for a minimum period of 13-26 weeks • In work support for up to 26 weeks 	<ul style="list-style-type: none"> • Runs until March 2018 • Aims to tackle the effects of disengagement and under-achievement through the provision of skills for unemployed or inactive people aged 25+ • Vocational support through the provision of skills and learning in areas such as customer service, retail, office work, construction, hospitality and IT • Outcomes include volunteering, employment, employment with training and Apprenticeship. 	<ul style="list-style-type: none"> • Runs until December 2019 • Aims to support the most hard to reach unemployed or inactive people through the use of community enterprise to build confidence and longer term change • 1:1 coaching with an Enterprise Coach with one to one self-employment, enterprise support • “Team Challenge” activities within local community • Outcomes include progression into further education or training, progression into employment or self-employment, further job search, enterprise testing and starting an enterprise 	<ul style="list-style-type: none"> • Runs until July 2018 • Aims to provide training to help upskill the employed workforce (aged 17+) in small and medium enterprises (SMEs) across Dorset. • Offers demand-led skills packages and brokering service to identify skills gaps and solutions. • Focus on Dorset LEP priority sectors • Provides lower waged workers skills to enable career progression • Outcomes include progression in work, higher training and Apprenticeship
<ul style="list-style-type: none"> • Non-accredited • Rehabilitation & Life Skills • Employability support • Multi-agency 	<ul style="list-style-type: none"> • Accredited & non-accredited interventions • Employability support • Multi-agency 	<ul style="list-style-type: none"> • Accredited & non-accredited interventions • Employability support • Multi-agency 	<ul style="list-style-type: none"> • Non-accredited • Employability support • Multi-agency 	<ul style="list-style-type: none"> • QCF Level 2 • Employability support • Multi-agency 	<ul style="list-style-type: none"> • Accredited & non-accredited interventions • Employability support including self-employment • Multi-agency 	<ul style="list-style-type: none"> • Intermediate and higher skills • Regulated QCF Levels 2 and 3+ & Non-Regulated • Multi-agency

DORSET LEP BOARD MEETING

Meeting Date	23 January 2018
Paper Title	Up-date from the DLEP Rural Enterprise Group (REG)
Paper Author/Contact	David Walsh, Dorset County Council
Purpose and Summary	To up-date the Board on activity undertaken by the REG.
Decision Required	The Board is asked to note the report, and in particular the proposals and progress around rural productivity and agritech, which are also covered in other reports on this agenda. Dorset LEP to pursue a dialogue with Government on the SW Rural Productivity report.
Strategic Links	Funding through the European Agricultural Fund for Rural Development (EAFRD) will support rural enterprise and provide sector specific assistance to improve productivity and competitiveness.
Implications, impacts or risks	Impacts as identified in the Dorset European Structural and Investment Funds Strategy. Limited risk identified.
Confidentiality	No

1. Rural Enterprise Group (REG) meeting – 4 January 2018

- 1.1 **Rural productivity:** the Group was introduced to Kevin Brookes, of Brookskebbey, who has been engaged by the DLEP to work with partners to develop bids for the Industrial Strategy Challenge Funds, with a focus on rural productivity and agritech proposals. The Group welcomed the support. There are several strands of funding which could be relevant to Dorset and the South West, each with its own objectives, requirements and timescales. This work will be progressed with a workshop for interested businesses at Kingston Maurward College on 31 January 2018.
- 1.2 At its last meeting, the Board endorsed the recommendations of the **South West Rural Productivity Commission** report. In order to maintain momentum and progress the recommendations of the report, the DLEP and Dorset County Council are jointly sponsoring a conference to be held at **Kingston Maurward College on 23 March 2018**. This will engage delegates from Dorset and the South West to consider appropriate interventions, geography and means of delivery to achieve increased rural productivity.

Ministers have responded to the correspondence received with the report along these lines:

"Thank you for your email of 2 November about the South West Rural Productivity Commission, following our helpful discussion at the LEP Network dinner on 18 October.

I am grateful to you and the other South West LEPs for commissioning this comprehensive report and bringing it to my attention. The panel has looked at an impressive range of issues and I welcome in particular their efforts to reflect on how productivity of businesses can be increased in rural areas to promote local growth across the country as well as the focus on housing affordability and planning.

I am sure the report will enhance the evidence base available to Local Enterprise Partnerships, both in the South West and beyond, for example when you consider how to develop your local economies in the context of our forthcoming Industrial Strategy White Paper.

I note that you plan to prioritise further work with other LEPs to build on the report and that you have requested the details of a senior official in my department. In the first instance, I suggest that you contact Joe Manning, Deputy Director for Private Sector Growth in the Cities and Local Growth Unit (joe.manning@beis.gov.uk), to begin discussions about DCLG and BEIS policies.

I look forward to hearing more from you and your colleagues as this area of work develops."

There will not be a more formal response from Government at this stage. Government are waiting for LEPs to liaise with them and the senior officials identified, and come back to us, either as the SW LEPs or a wider group of rural-interested LEPs who are showing interest, to say what actions LEPs are going to take to boost rural productivity and what the ask is of Government.

Dorset could lead on this work and use the event on 23rd March as a spring board.

- 1.3 The meeting welcomed Jim Stewart, DLEP Board Chairman and Lorna Carver. A wide-ranging discussion touched upon plans for the development of the DLEP, enhanced engagement with businesses, collaboration with other LEPs, and the role of the Rural Enterprise Group.
- 1.4 **European Agricultural Fund for Rural Development (EAFRD):** delivery of EAFRD, as with other EU funding streams, has been interrupted by a general election, the Brexit vote and subsequent uncertainties. The current position for Dorset is illustrated in the table 1 below, which demonstrates an increase in activity and number of funding applications received. The level of grant requested is currently some 56% of the total allocation (it was 42% at the time of the last Board meeting), and there are more applications in the pipeline. The deadline for these funding calls has been extended until 31 May 2018.

Table 1: Progress with delivery of EAFRD

Theme	Revised allocation	No. of projects	Grant request
Business development	£1,040,337	4	£374,220
Food processing	£1,200,000	7	£874,083

Tourism infrastructure	£780,000	6	£455,356
Total	£3,020,337	17	£1,703,659

- 1.5 The Government has announced the launch of the **Rural Broadband Infrastructure** scheme, with a budget of £30 million. This is intended to increase productivity and competitiveness by providing and improving broadband services in hard-to-reach rural areas. A funding bid for Dorset is about to be submitted, led by the Superfast Dorset Team, and letters of support will be provided from the Dorset LEP, Luke Rake as Chair of the LEPs Rural Enterprise Group, and the Dorset ESIF Committee.

DORSET LEP BOARD MEETING COVER SHEET

Meeting Date	23 January 2018
Paper Title	PR & Communications Update for November and December 2017
Paper Author/Contact	Charlotte Knight / cknight@bournemouth.ac.uk
Purpose and Summary	For information
Decision Required	<ul style="list-style-type: none"> • Board to highlight future stakeholder engagement activity (visits, meetings etc.) • Board member organisations communications colleagues publicise the work of Dorset LEP as appropriate • Suggestions for inclusion in the newsletter please let Charlotte Knight know
Strategic Links	Promotion and development of Dorset LEP's reputation and engagement with key stakeholder groups
Implications, impacts or risks	None
Confidentiality	None

Press releases

- 22 December – Dorset Authorities join together to respond to proposed train timetable changes
- 14 December – [Dorset LEP's Chair re-states support for local government reform](#)
- 14 December – [Dorset LEP welcomes new Careers Strategy](#)
- 4 December – [New link road and junction from A338 to Wessex Fields](#)
- 30 November – [Dorset LEP reaction to industrial strategy](#)
- 24 November – [Dorset LEP appoints new Chair](#)
- 6 November – [New Skills Escalator](#)

Media coverage

Date	Outlet	Tone	title and link
17/11/2017	Dorset Echo Bournemouth	Positive	Dorset Local Enterprise Partnership backs support for rural communities at South West Growth Summit
27/11/2017	Echo	Positive	Harbour Commissioners chief Jim Stewart to chair Dorset LEP

04/12/2017	Dorset Echo	Positive	Government's new industrial strategy will boost Dorset economy, say LEP
14/12/2017	Dorset Echo	Positive	Dorset LEP chairman backs government reform for Dorset Lorna Carver interview with Julian Clegg discussing Poole Bridge
15/12/2017	BBC Radio Solent	Neutral	Poole Bridge
15/12/2017	BBC Dorset	Neutral	Lorna Carver interview discussing Poole Bridge
18/12/2017	Bournemouth Echo	Positive	AUB's plans for 'innovation studio' approved (despite objections over 'jelly mould design' and 'garish' colour)
19/12/2017	Bournemouth Echo	Positive	Traffic jams transport 'needs to be a priority' says Dorset LEP
20/12/2017	Bournemouth Echo	Neutral	Poole Bridge opening delay 'There are genuine reasons' New images show what the Wessex Fields road scheme could look like
26/12/2017	Bournemouth Echo	Positive	Councils back alternative train timetable to keep London trains
28/12/2017	Bournemouth Echo	Positive	Councils back alternative train timetable to keep London trains
29/12/2017	Bournemouth Echo	Neutral	Major roadworks scheme at Chapel Gate already needs repairs - just ONE week after it was resurfaced

Dorset LEP Website

Key statistics from November/December 2017:

- 3,585 sessions
- 10,932 page views
- The most popular page visited was the Meet the board page (496 page views), followed by:
 - Dorset Innovation Park (451)
 - BIG Programme (308)
 - Dorset LEP team (293)
 - Invest in Dorset (261)

Dorset LEP Twitter

- Dorset LEP gained 49 new followers, bringing the total count of followers to 3,445.
- We tweeted 49 times
- The tweets reached 47,700 people with the top tweet regarding the RCA takeover of Bournemouth Airport making an impression on 4,053 people.
- Top tweet where Dorset LEP was mentioned was from Cold Banana Studio about their DLEP-sponsored Dorset Business Award reaching 69 people.
- One of our top media tweets was the announcement of the new Dorset LEP Chair which reached 2,417 people.
- Thank you to Board members who have been using twitter to promote and retweet Dorset LEP.

Dorset LEP LinkedIn

- Dorset LEP's LinkedIn group gained 7 new members bringing the total member count to 403.
- Six new discussions were started by Dorset LEP, which generated 20 'likes'.

Dorset LEP Newsletter

A newsletter about the work of Dorset LEP was published in [December](#)

- The mailing list for the newsletter is made up of Dorset LEP stakeholders including businesses, Local Authority members, Dorset LEP Board and sub-group members, DCLG and BEIS. The newsletter reached 560 people.
- The December newsletter was opened by 327 people, the open rate is 29%, which is still above industry average (23.3%).
- The newsletter had many links embedded in the document, the click rate was 4%, still above the industry average (2.9%).
- Top links clicked:
 - BIG Programme - 9
 - New Chair Jim Stewart- 7
 - Enterprise Adviser Network- 7
 - Opening Doors Programme – 4

The next edition will be in February. Suggestions for inclusion in the newsletter please let Charlotte Knight know by 1st February. Please encourage people to sign up to the Dorset LEP newsletter through this [link](#), or by emailing Charlotte Knight on cknight@bournemouth.ac.uk