



Coast to Capital LEP Area ESIF Sub-Committee

Minutes of meeting held 17 June 2019

Committee Room 1, Brighton Town Hall, Bartholomew Rd, Brighton BN1 1JW

Agenda:

1. Welcome and introduction
2. European Social Fund (ESF) Project Showcase: Friends Centre
3. Minutes of 22 March 2019 meeting
4. Progress of Actions
5. European Regional Development Fund (ERDF) National Programme Update
6. General Update on ERDF Applications & Calls
7. Coast to Capital Local Enterprise Partnership (LEP) ERDF Update
8. ESF Local Update
9. Coast to Capital LEP ESF Update
10. ESF Full Applications
11. ESF Draft Calls
12. European Agricultural Fund for Rural Development (EAFRD) Local Update
13. Any other business

1. Welcome and introduction

- 1.1. The **Chair** welcomed attendees and reminded them of the need to declare any interests. Apologies are recorded in Annex B.

2. European Social Fund (ESF) Project Showcase: Friends Centre

- 2.1. **Oonagh O'Brien** and **Helen Osborne** gave a short presentation about the ESF-funded Friends Centre project in Brighton and answered questions from the ESIF Sub Committee.

3. Minutes of 22 March 2019 meeting

- 3.1. The ESIF Sub Committee reviewed the draft minutes of the 22 March 2019 meeting. The draft minutes were agreed as an accurate record of the meeting.

4. Progress of Actions

- 4.1. The two actions from the previous meeting remain open. Action 2 is superseded by Action 6 below. The **Chair** asked for a new action to write a letter to Ann Swain thanking her for her service to the ESIF Sub Committee.

Action 1:

- **Secretariat to draft the wording for a letter from the Chair thanking Ann Swain for her service to the ESIF Sub Committee.**

5. ERDF National Programme Update

- 5.1. **Graham Watt** presented the national update highlighting key points. A new round of calls has been issued, with a closing date of 30 September 2019. There will be a Coast to Capital launch event on 10 July 2019. The current call will have a streamlined application and outline assessment form. There is still an intention to have a reserve fund later in the year.

6. General Update on ERDF Applications and Calls

- 6.1 **Tina Collopy** presented the written update and summary tables and went through the narrative by priority axis. **Tina Collopy** updated the ESIF Sub Committee on progress on ERDF projects and current applications. It was noted that after the funding swap with another LEP area, it will now be possible to fund two innovation centres under Priority Axis 1.
- 6.2 **Tina Collopy** introduced the draft Priority Axis 1 call covering Investment Priority 1b for £641,000 in ERDF grant. The ESIF Sub Committee commented that the call looked quite broad. **Tina Collopy** clarified that the call gives scope for existing projects to extend and that capital projects, though not mentioned specifically, are eligible to apply. It is to be confirmed whether the call will be based on the new LEP boundaries.

Action 2:

- **Tina Collopy to confirm whether the proposed Priority Axis 1 Call will be based on the new Coast to Capital LEP boundaries.**

7. Coast to Capital LEP ERDF Update

- 7.1 **Matthew Heath** presented the 'ERDF LEP Dashboard' paper which includes a case study from the Utilise Plus project. The ERDF pipeline amounts to around £20m with around £3m in contracted projects.

8. European Social Fund (ESF) Local Update

- 8.1 **Joanna Wright** presented the written update highlighting key points. **Joanna Wright** said that all ESF applications are now online via E-Claims. The programme in the Coast to Capital LEP area is 55.43% committed and two appraisals are expected for the September 2019 ESIF Sub Committee meeting.

9. Coast to Capital LEP ESF Update

- 9.1 **Claire Witz** introduced the ESF Progress Report and ESF Data Dashboard and invited questions from the ESIF Sub Committee. **Claire Witz** updated the ESIF Sub Committee about progress of projects under the Digital Skills call.

Action 3:

- **Joanna Wright to circulate the decision on the Digital Skills for SMEs project discussed at the 22 March 2019 meeting.**

10. ESF Full Applications

STEP-UP

- 10.1 **The Chair** introduced the discussion and reminded ESIF Sub Committee members of the need to declare any interests. No ESIF Sub Committee members declared an interest. **Joanna Wright** introduced the project which had applied under Investment Priority 2.2 Improving the labour market relevance of education and training systems.
- 10.2 The applicant (the University of Brighton) is seeking £770,099 in ESF grant to deliver an SME training engagement programme using a LEP-wide partnership to deliver graduate internships for SME growth, skills enhancement and knowledge investment. The assessment showed good value for the proposal.
- 10.3 The ESIF Sub Committee was of the view that the project had strategic fit. The ESIF Sub Committee sought more information about the length of the project internships, whether they would be convertible into other qualifications and how the project would be rolled out across the whole Coast to Capital area and in particular how it would reach rural areas.

Action 4:

- **Joanna Wright to reply to the Chair (copying in Claire Witz) with further information about the STEP-UP project, addressing questions around length of internships, convertibility and geographical reach.**

11. ESF Draft Calls

- 11.1 **Claire Witz** introduced the discussion of the Digital Skills draft call. As a number of ESIF Sub Committee members may have an interest in applying under the call, it was agreed that the ESIF Sub Committee would discuss the draft specification in general terms but that the **Chair** would give the final advice to the Managing Authority. **Claire Witz** then set out a two-part call that would include some monitoring of the skills needs of businesses in the area

Action 5:

- **Claire Witz to continue drafting the Digital Skills call and send to the Chair for final advice to the Managing Authority.**

12. EAFRD Local Update

- 12.1 The ESIF Sub Committee reviewed the written management information update provided by the EAFRD Managing Authority. **Simon Matthews** made some points drawing on his position on the national external working group and recent discussion with the EAFRD Managing Authority regarding provision of project level information.

Action 6:

- **Simon Matthews to redraft the letter to the EAFRD Managing Authority regarding the sub-committee's request for more detailed project level information in the RPA's reports in the light of more recent discussion with the Managing Authority.**

13. Any Other Business

- 13.1 The next meeting of the ESIF Sub Committee will be on 30 September 2019 at Sussex Innovation, Croydon.

Annex A

List of Agreed Actions from 17 June 2019 Coast to Capital LEP area Sub-Committee Meeting

Agenda Item	Action	Action Assigned to
4	<u>Action 1</u> : Secretariat to draft the wording for a letter from the Chair thanking Ann Swain for her service to the ESIF Sub Committee.	Secretariat
6	<u>Action 2</u> : Tina Collopy to confirm whether the proposed Priority Axis 1 Call will be based on the new Coast to Capital LEP boundaries.	Tina Collopy
9	<u>Action 3</u> : Joanna Wright to circulate the decision on the Digital Skills for SMEs project discussed at the 22 March 2019 meeting.	Joanna Wright
10	<u>Action 4</u> : Joanna Wright to reply to the Chair (copying in Claire Witz) with further information about the STEP-UP project, addressing questions around length of internships, convertibility and geographical reach.	Joanna Wright
11	<u>Action 5</u> : Claire Witz to continue drafting the Digital Skills call and send to the Chair for final advice to the Managing Authority.	Claire Witz
12	<u>Action 6</u> : Simon Matthews to redraft the letter to the EAFRD Managing Authority regarding the sub-committee's request for more detailed project level information in the RPA's reports in the light of more recent discussion with the Managing Authority.	Simon Matthews

Annex B

Attendee List

Coast to Capital LEP Area ESIF Sub-Committee 17 June 2019 meeting

Chair & Deputy Chair:

Name, title and organisation	Sector/Organisation Representing
Helyn Clack	Chair
Graham Watt	ERDF Managing Authority (MHCLG) Deputy Chair

Sub-Committee Members:

Name, title and organisation	Sector/Organisation Representing
Tina Collopy	Managing Authority (MHCLG)
Joanna Wright	Managing Authority (DWP)
Max Woodford	Local Authority
Simon Matthews	RWSP Rural
Carolyn Carr	Local Authority
Laura Williams	Business: Social Enterprise

Others in attendance (non-members - including secretariat):

Name, title and organisation	Sector/Organisation Representing
Tim Whelehan	Secretariat
Matthew Heath	Coast to Capital LEP
Claire Witz	Coast to Capital LEP
Millie Bew	Coast to Capital LEP
Oonagh O'Brien (item 2 only)	Friends Centre
Helen Osborne (item 2 only)	Friends Centre

Apologies:

Name, title and organisation	Sector/Organisation Representing
Eduardo Hernandez	University of Sussex
Vincent O'Connell	Local Authority
Kirsten Trussell	Coast to Capital LEP