



Greater Brighton Economic Board

Agenda for the **Greater Brighton Economic Board** which will be held **virtually**, on **21 April 2020** at **10.00 am**

The agenda and reports have been published on the Brighton and Hove City Council web page.

1. **The Agenda Pack for the Meeting Being Held on 21 April 2020** (Pages 3 - 18)
2. **Addendum to the Agenda Pack for the Meeting Being Held on 21 April 2020** (Pages 19 - 56)

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GREATER BRIGHTON ECONOMIC BOARD

**21 APRIL 2020
10.00AM**

VIRTUAL MEETING

AGENDA

Agenda Item 1



ADUR & WORTHING
COUNCILS



Brighton & Hove
City Council



Lewes District Council



MID SUSSEX
DISTRICT COUNCIL



A R U N
DISTRICT COUNCIL

Title:	Greater Brighton Economic Board
Date:	21 April 2020
Time:	10.00am
Venue	Virtual meeting
Members:	<p>Councillors: Humphreys (Chair), Ash-Edwards, Lamb, Nicholson, Mac Cafferty, Parkin, Platts and Walsh</p> <p>Business Partners: Trevor Beattie, Prof. Debra Humphris, Nick Juba, Claire Mason, Dean Orgill, Henry Powell, Andrew Swayne and Prof. Adam Tickell</p>
Contact:	<p>John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk</p>



Coast to
Capital

US
University of Sussex



University of Brighton



Greater Brighton Economic Board

Alex Bailey

CE- ADC/WBC

**Councillor
Humphreys**

WBC

Lawyer

Secretary

Nick Hibberd
BHCC

Andy Hill
GBEB

**Clare
Mulholland**
GBEB

Max Woodford
BHCC

Martin Randall
WBC/ADC

Peter Sharp
LDC

Cath Goodall
BEIS

Clem Smith
CBC

Denise Vine
ADC

**Councillor
Mac Cafferty**
BHCC

**Councillor
Platts**
BHCC

Geoff Raw
CE- BHCC

**Councillor
Ash-Edwards**
MSDC

Kathryn Hall
CE- MSDC

**Councillor
Parkin**
ADC

**Councillor
Nicholson**
LDC

Robert Cottrill
CE- LDC

**Councillor
Lamb**
CBC

**Natalie
Brahma-Pearl**
CE- CBC

**Councillor
Walsh**
ADC

Nigel Lynn
CE- ADC

**Andrew
Swayne**
A&W Business
Partnership

Dean Orgill
B&H Business
Partnership

Claire Mason
C2C LEP

Henry Powell
CWS Partnership

**Prof.
Humphris**
Vice-Chancellor
UoBtn

**Prof. Adam
Tickell**
Vice-Chancellor
UoSx

Nick Juba
FE Sussex

Trevor Beattie
SDNPA

Jonathan
Sharrock
C2C

Caroline Wood
CWS BP

Jo Havers
UoB

Alan Higgins
ADC/WBC

Andy Willems
ADC/WBC

Mark Healy
MSDC

Public Seating

Press

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PART ONE

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27 PROCEDURAL BUSINESS

(a) Declaration of Substitutes: Where Members of the Board are unable to attend a meeting, a designated substitute for that Member may attend, speak and vote in their place for that meeting.

(b) Declarations of Interest:

- (a) Disclosable pecuniary interests not registered on the register of interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(c) Exclusion of Press and Public: To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the exempt categories is available from the Secretary to the Board.

28 MINUTES OF THE PREVIOUS MEETING**7 - 12**

To consider the minutes of the previous meeting held on 28 January 2020

29 CHAIR'S COMMUNICATIONS**30 GREATER BRIGHTON OPERATIONAL ARRANGEMENTS 2020/21 AND ANNUAL REPORT 2019/20****To Follow**

Report of the Chair, Greater Brighton Officer Programme Board

31 FUTURE HIGH STREETS FUND - NEWHAVEN TOWN CENTRE**13 - 16**

Report of the Chair, Greater Brighton Officer Programme Board

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For further details and general enquiries about this meeting contact John Peel (01273 291058,
email john.peel@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication –Thursday 9 April 2020

The Date of the next meeting is 14 July 202

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GREATER BRIGHTON ECONOMIC BOARD

10.00am 28 JANUARY 2020

QUEEN ELIZABETH II ROOM, SHOREHAM CENTRE, POND ROAD, SHOREHAM-BY-SEA
BN43 5WU

MINUTES

Present: Councillor Humphreys (Chair) Ash-Edwards, Lamb, Nicholson, Mac Cafferty, Parkin, Platts and Walsh

Business Partners: Trevor Beattie, Prof Humphris, Claire Mason, Dean Orgill and Andrew Swayne

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19 PROCEDURAL BUSINESS

19a Declarations of substitutes

19.1 There were none.

19b Declarations of interests

19.2 Andrew Swayne declared a non-pecuniary interest in Item 26 as Ricardo were a recipient of Local Growth Funding.

19c Exclusion of the press and public

19.3 In accordance with Section 100A of the Local Government Act 1972 ("the Act"), the Board considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A (3) of the Act.

19.4 **RESOLVED-** That the press and public not be excluded.

20 MINUTES OF THE PREVIOUS MEETING

20.1 Councillor Mac Cafferty noted that he had raised the matter of the Treasury increasing interest levels on loans from the Public Works Board and asked if any more information was now available.

20.2 The Chair stated that officers would follow up on the matter and circulate a note to Board members.

- 20.3 **RESOLVED-** That the minutes of the previous meeting be approved as the correct record.

21 CHAIR'S COMMUNICATIONS

- 21.1 The Chair provided the following communications:

“Thank you to Board Members for attending the Digital Action Plan Workshop on 6 January. I know for some it was the first day back after the Festive Season, and it was great that we had such a good turnout from Board Members, Officers and other stakeholders. It was crucial that we held the workshop to move forward with our digital ambitions, and we will be discussing the paper arising from that workshop later this morning.

Earlier this month I also had the privilege of attending a tour around Ricardo in Shoreham. This is a business that in just over a century has gone, to a global engineering company with 3000 staff, more than 700 of whom are based here in the heart of the City Region. I want to thank Andrew Swayne, chief executive Dave Shemmans and the team for their time. I was particularly impressed with their commitment to innovation around eco technologies and also the work going on to support the local workforce through apprenticeships and training schemes. I also look forward to the Hybrid Powertrain centre, funding for which was secured through Coast to Capital by Greater Brighton, going live later this year - this will enable the research and development of the next generation of electrified systems and vehicles right here in Greater Brighton.

Our response to the TfSE Strategy Consultation was submitted in line with the 10 January deadline. It clearly outlined the key priorities for the City Region, and our expectations of the Strategy going forwards. We look forward to seeing how the Strategy evolves and we will continue to make the strongest possible case for the interventions we need to ensure that we deliver the sustainable, healthy, accessible, safe and integrated transport system that the City Region needs.

In the autumn the Greater Brighton Comms Team published and circulated the Greater Brighton Experts Guide. Following that, Prof. Adam Tickell produced an article that was published in the Municipal Journal. The article focused on work of the University of Sussex Business School, on social purpose and doing business in a socially responsible way. Against the backdrop of climate change, economic uncertainty and inequality, entrepreneurs and business leaders are increasingly looking beyond the bottom line and acknowledging that there is more to company life than just making money. Examples include businesses ensuring that their supply chains are ethical, reducing waste and embracing the circular economy to reduce their environmental footprint. As policy and decision makers the article was very informative given the aim of this Board is to pursue growth in the City Region that is both responsible and sustainable.

The south-east region is home to 7.5 million people, a figure that will grow by 16% over the next 25 years. That accounts for 12% of the UK population and 13% of the workforce. At £200 billion per annum, our region is the second-highest contributor to the economy after London. However, the amount of public spending per head in the south-

east is, at £8,100, the lowest in the UK—10% lower than the national average and 20% lower than London. Spending per head on local roads and local public transport is lower in the south-east than in any other English region outside London and yet 'London and the South East' are perceived by the rest of the country to be flowing with cash. The Board must lobby the government not to lump our region in with London and allocate adequate funding to the South East where it is needed. This is highlighted by our upcoming MJ article on Newhaven's bid for the #MyTown programme, where 75% of funding is headed to the Midlands and North".

22 GREATER BRIGHTON INFRASTRUCTURE PANEL UPDATE: ENERGY & WATER PLANS

- 22.1 The Board considered a report of the Chair, Greater Brighton Infrastructure Board that provided a progress update on the Greater Brighton Energy & Water Plans. The report was supplemented by a presentation from Ian McAuley, CEO Southern Water.
- 22.2 Andrew Swayne expressed his support for the statements made in the presentation and explained that the key elements of the next stage would be clarity on what projects could be undertaken immediately and what projects required funding to take forward and how that funding could be obtained.
- 22.3 Trevor Beattie stated that the UK Power Network were keen on developing partnerships with local authorities and regional bodies as too were Community Energy England. Trevor Beattie stated that locking their work with that of the Infrastructure Panel was essential.
- 22.4 Councillor Walsh asked what progress was being made in relation to capacity for electric vehicles.
- 22.5 Ian McAuley clarified that the Panel had undertaken a scoping exercise on hydrogen fuel stations. There would be a need to modernise the piping sector.
- 22.6 Councillor Mac Cafferty stated that it was imperative that action on carbon neutrality and sustainability be undertaken by 2030. Councillor Mac Cafferty explained that identification of funding would be key and asked what detail was available on the projects envisaged.
- 22.7 Andrew Swayne clarified that the projects were currently being designed in detail and would be submitted to the Board following stakeholder engagement.
- 22.8 Councillor Nicholson stated that a two part plan was required, the first to create an investment vehicle to attract resources and the second, a plan on what project could be taken on together as local authorities.
- 22.9 **RESOLVED-**
 - 1) That the Board notes the update provided by the Chair of the Greater Brighton Infrastructure Panel and recognises the work undertaken to date.

- 2) That the Board requests the final recommendations from the Water and Energy plans be presented in April 2020.
- 3) That the Board notes the planned communications activity which will be focused on the Greater Brighton 10 pledges highlighting the delivery of five water and five energy projects.

23 GREATER BRIGHTON BUSINESS SUPPORT PROGRAMMES – THE BUSINESS HOT HOUSE

- 23.1 The Board considered a report of the Chair, Greater Brighton Officer Programme Board that provided a progress update on the business support programme approved by the Board in 2019/20.
- 23.2 Councillor Platts stated that the business support programme was making a difference and welcomed the progress update. Councillor Platts stated that a one stop shop for business advice and support was a great opportunity and was particularly useful for small businesses in relation to the potential risks and advantages of growth.
- 23.3 Gareth Sear clarified that opportunities for advisory bases in co-working spaces was actively being considered.
- 23.4 Dean Orgill stated that he welcomed the focus upon leadership and management development as this was often an issue not considered in similar schemes.
- 23.5 Claire Mason echoed the comments made by Dean Orgill and C2C were aware that the absence of such initiatives was a problem for business start-ups. Claire Mason added that the proposal was solution based however, it perhaps needed to be problem based to create the demand for access to finance.

23.6 RESOLVED-

- 1) That the Board notes the Greater Brighton Business Support programme and will use networks to increase awareness amongst local businesses.
- 2) That the Board agrees that whilst the levels of provision are high it can be difficult for businesses to navigate the complex terrain of providers and access points to receive the support they require. The Board advocates that in the longer term we move towards a system that is simplified through the establishment of a “one-stop-shop” where businesses can see and access all the current opportunities.
- 3) That the Board agrees to lobby government for continued funding into business support programmes once EU funding ceases in 2022.

24 GREATER BRIGHTON DIGITAL ACTION PLAN

- 22.1 The Board considered a report of the Chair, Greater Brighton Officer Programme Board updated on progress on the Digital Strategy and recommended an action plan to take the Strategy forward.
- 22.2 Councillor Walsh asked if any engagement had been made with the NHS.

22.3 Paul Brewer answered that discussions would likely commence after the roll out of full fibre with a view to innovation in health services.

22.4 Councillor Ash-Edwards stated that it was important to explain the offer to regional business and business that may want to relocate to the region.

22.5 RESOLVED-

- 1) That the Board agrees with the key priorities and projects identified from the workshop outlined in this paper and the Action Plan at Appendix 1. Actions suggested for the Board itself are outlined below.
- 2) That the Board endorse the multimode delivery model for full fibre as outlined in the strategy, recognising the need for different models in different contexts.
- 3) That the Board creates/identifies a group to explore an integrated visitor destination strategy to include digital expert representation.
- 4) That the Board supports the identification of local authority transport leads, and supports a discovery workshop on smart/intelligent transport.
- 5) That the Board requests a workshop on “business and digital” bringing Business Hothouse partners, representatives from economic development teams and digital experts together to explore opportunities to develop the digital offer to businesses in relation to productivity and innovation.
- 6) That the Board request local authority contributions to a mapping exercise for resident/community digital inclusion initiatives across the Greater Brighton for reporting to a future Board meeting.
- 7) That the Board considers how to establish a bid development fund to allow for the creation of “bid-ready” project proposals, potentially through contributions from member authorities. Projects requiring funding are highlighted in the action plan.
- 8) That the Board acknowledges the strategic role being played by the Everything Connects group chaired by Alex Bailey, and notes the extension of an invitation to join for Lewes District Council, delivering representation from all areas.

25 THE CREATIVE INDUSTRIES OF GREATER BRIGHTON

- 22.1 The Board considered a report of the Chair, Greater Brighton Officer Programme Board that updated on research on the Creative Industries in the Greater Brighton region, commissioned by the Board in July 2019.
- 22.2 Clare Mason asked on any differences in the creative clusters in revenue or employment were considered instead.
- 22.3 Dr Siepel clarified that that would be the next stage in the research process.

22.4 Prof Humphris that a supplementary area to consider might be skills and talent and how to better connect with what employers were seeking.

22.5 **RESOLVED-**

- 1) That the Board note the contents of this update report, progress made, uncertainty around national and regional economic policy and comment on the four areas identified by the Arts & Creative Industries (ACIC) Working Group for detailed development and progression.

26 **GREATER BRIGHTON INVESTMENT PROGRAMME – PROGRESS UPDATE**

26.1 The Board considered a report of the Chair, Greater Brighton Officer Programme Board that provided an update of the Greater Brighton Investment Programme since the previous meeting.

26.2 **RESOLVED-**

- 1) That the Board note the report and the Investment Programme Update at Appendix 1

The meeting concluded at 12.05pm

Signed

Chair

Dated this

day of

Subject:	Future High Streets Fund – Newhaven Town Centre		
Date of Meeting:	21 April 2020		
Report of:	Chair, Greater Brighton Officer Programme Board		
Contact Officer:	Name:	Peter Sharp	Tel: 01273 085044
	Email:	Peter.sharp@lewes-eastbourne.gov.uk	
LA(s) affected:	Lewes District Council		

FOR GENERAL RELEASE.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 To provide an update on Lewes District Council's submission to the Future High Streets Fund and its fit with the strategic objectives of the Greater Brighton Economic Board.

2. RECOMMENDATIONS:

- 2.1 That the Board notes and endorses the emerging proposals contained with Lewes District Council's submission to the Future High Streets Fund for Newhaven town centre.
- 2.2 That the Board produce a letter of support for the proposals if requested by the Ministry of Housing, Communities and Local Government (MHCLG).

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Newhaven is a focal point for regeneration activity within Lewes District and the wider City Region, offering space for growth that cannot be found in the city itself. It is home to the City Region's Enterprise Zone but significant challenges remain, including a high street vacancy rate estimated at 19%.
- 3.2 The Future High Streets Fund (FHSF) is Government funding with a core objective to renew and reshape town centres and high streets in a way that improves experience, drives growth and ensures future sustainability. Funding available subject to fit with the following key themes:
 - Investment in physical infrastructure
 - Acquisition and assembly of land
 - Improvements to transport access, traffic flow and circulation
 - Supporting change of use where appropriate
 - Supporting adaptation of the high street in response to changing technology.
- 3.3 In 2019, Newhaven town centre was shortlisted to prepare a detailed business case for submission to Government by 30 April 2020. This bid focuses on addressing a number of these themes, re-imagining Newhaven's town centre to

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take account of the declining retail sector, re-purposing under-utilised assets and enhancing wayfinding, connectivity and accessibility.

- 3.4 In particular, focus is placed on re-invigorating town centre activity through the creation of new creative workspace, community and events hub and activities utilising existing town centre assets that have lain empty for a number of years. This is augmented by enhanced accessibility and visibility from surrounding resident and business communities, as well as the significant number of transient visitors utilising Newhaven's status as one of the South Coast's key continental gateways.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 A range of development options have been considered by Officers of Lewes District Council, working with partners and external consultants. These have been discounted for a number of reasons, including insufficient impact on the town centre and deliverability within the stated timeframe.
- 4.2 The only other alternative option would be to not prepare a funding submission, which is a strongly discouraged option.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The FHSF bid for Newhaven town centre has been developed following a range of consultations and engagement activity over the past 4-5 years. This includes activity relating to the following (but not exclusively):
- Newhaven Neighbourhood Plan, led by Newhaven Town Council
 - Newhaven Enterprise Zone, led by Lewes District Council and SELEP
 - Town Centre User Surveys carried out by Lewes District Council in November and December 2019.

6. CONCLUSION

- 6.1 Government has been clear that bids must be able to demonstrate support from a wide range of public, private and community partners. Lewes District Council's FHSF submission is supported by key local organisations.
- 6.2 It is recommended that the Board endorses Lewes District Council's submission to the Future High Streets Fund.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 None.

Finance Officer Consulted: Rob Allen, Principal Accountant
Date: 09/04/2020

Legal Implications:

- 7.2 None.

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Lawyer Consulted: Joanne Dougnaglo, Senior Property Lawyer

Date: 09/02/2020

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GREATER BRIGHTON ECONOMIC BOARD ADDENDUM

10.00AM, TUESDAY, 21 APRIL 2020

VIRTUAL MEETING

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ADDENDUM

ITEM		Page
30	GREATER BRIGHTON OPERATIONAL ARRANGEMENTS 2020/21 AND ANNUAL REPORT 2019/20	3 - 38

Subject:	Greater Brighton Economic Board Operational Arrangements 2020/21 and Annual Report 2019/20		
Date of Meeting:	21 April 2020		
Report of:	Chair, Greater Brighton Officer Programme Board		
Contact Officer:	Name:	Clare Mulholland	Tel: 01273 293756
	Email:	clare.mulholland@brighton-hove.gov.uk	
LA(s) affected:	All		

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Note: The special circumstances for non-compliance with Section 100B (4) of the Local Government Act as amended (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that the financial information was not available in sufficient time to finalise the report and meet the statutory timescales

1. PURPOSE OF REPORT:

- 1.1 This report outlines the preparatory steps needed to support the operational aspects of the Greater Brighton Economic Board ('the Board') in 2020/21.
- 1.2 This report should be read in conjunction with the Heads of Terms for the Board. The latest version of the Heads of Terms, as agreed by the Board on 15 October 2019, is attached as Appendix 1.
- 1.3 The reporting and accountability arrangements for the Board are set out in the Heads of Terms as referenced in paragraph 1.2. These arrangements require the Board to submit an annual report to each of its representative bodies.
- 1.4 The Board's 2019/20 Annual Report is attached at Appendix 5.

2. RECOMMENDATIONS:

That the Board:

- 2.1 Agree and secure the budgetary contributions sought to fund the cost of running the Board and delivering its workplan in 2020/21;
- 2.2 Note that Brighton & Hove City Council shall continue to act as Lead Authority for the Board in 2020/21 and 2021/22;
- 2.3 Agree the process set out at sections 3.16 to 3.18 by which the Chair of the Board shall be nominated for 2020/21;
- 2.4 Approves the 2019/20 Annual Report and Board members submit the report to their respective organisations.

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- 2.5 Note the date by which the Lead Authority must be notified of all named substitutes and instruct any necessary actions within their respective organisations;
- 2.6 Note the date by which the Lead Authority must be notified of all nominations to the Greater Brighton Call-In Panel and instruct any necessary actions within their respective organisations;
- 2.7 Note that the Annual Report will be drafted for presentation to the Board at its final meeting in the 2020/21 municipal year;
- 2.8 Agree to extend the current communications contract with the Adur & Worthing Communications Team by another year with an update on the second year's activities provided at the July 2020 Board Meeting

3. CONTEXT AND BACKGROUND INFORMATION:

- 3.1 The 2019/20 Annual Report is attached as Appendix 1.
- 3.2 The budget to support the running costs of the Board in 2019/20 was £333,900 (inclusive of the 2018/19 roll-over of £151,000) The underspend is higher c.£90,000 more than anticipated at the March 2019 Board meeting due to a number of project spend items not being completed before year end such as the ERDF Business Support match funding and the GBEB Business Survey additional work.
- 3.3 The actual spend as at 30th March is £248,756, which means a carry-forward of £85,144 into 2020/21. A breakdown of the 2019/20 forecast, budgetary contributions and spend is attached as Appendix 2.
- 3.4 It is proposed that the underspend be rolled-over into 2020/21 to total £283,644; with £10,000 reserved as a contingency fund and the remaining used towards the cost of running the Board and the delivery of its workplan.
- 3.5 In a bid to ensure that costs for contributing member organisations are kept to an acceptable level, it is proposed that the 2020/21 contributions sought from Board members be the same as in 2019/20 (with a 2% increase in line with inflation), and that projects/activities be prioritised accordingly and presented to the Board at the next meeting in July.
- 3.6 Gatwick Airport Limited have made the decision to no longer remain a paid Member of the Greater Brighton Economic Board. The airport, as with many other businesses operating within the aviation and wider tourism and travel sectors, is facing an unprecedented challenge from Coronavirus/COVID-19. In order to safeguard the future of the business they have taken the decision to review and prioritise a number of activities with immediate effect. This includes the work and financial commitment associated with full membership of this Board. Gatwick recognise the important role that the Board will continue to have in the region, particularly in economic recovery post COVID-19, and have indicated that they will continue to explore opportunities to work with the Board as a strategic stakeholder.

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- 3.7 In line with sections 12 and 13 of the HoTs, Brighton & Hove City Council is seeking the following contributions from the Board's member organisations:

Organisation	2020/21 Contribution
Coast to Capital LEP	£7,700.00
South Downs National Park Authority	£7,700.00
University of Sussex	£7,700.00
University of Brighton	£7,700.00
Greater Brighton Metropolitan College	£7,700.00
Adur District Council	£9,600.00
Arun District Council	£22,800.00
Brighton & Hove City Council	£53,400.00
Crawley Borough Council	£18,800.00
Worthing Borough Council	£17,000.00
Lewes District Council	£15,200.00
Mid Sussex District Council	£23,200.00
Total 2020/21 Contributions	£198,500.00
Carry-forward from 2019/20	£85,144.00
Total Budget for 2020/21	£283,644.00

- 3.8 Appendix 3 outlines the approach used in 2020/21 to develop the contributions that are being sought.
- 3.9 The budget to support the running costs of the Board in 2020/21 totals £163,579, leaving £120,065 for the 2020/21 workplan (including £10,000 contingency funding). It is proposed that this be allocated as follows:

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Running Costs (including 2% increase on support services)	
Salary costs (including on-costs) and expenses	£105,000.00
Finance support	£7,493.00
Legal support	£10,263.00
Democratic Services support	£4,373.00
Scrutiny (charged £500 (excluding venue) on a 'pay as you go' basis)	£2,000.00
GBEB Communications	£24,950.00
GBEB Annual report, printing and other materials	£5,000.00
Venue hire, hospitality and refreshments	£3,000.00
Additional costs e.g. IT, travel	£1,500.00
Total running costs	£163,579.00
Work Plan	
Projects identified from GBEB Five Year Strategic Priorities (Year 2)	
<ul style="list-style-type: none"> • ERDF Business Support • Remaining Pitch for Place and Inward Investment Desk 	£30,000.00 £27,000.00
<ul style="list-style-type: none"> • GBEB website development incorporating Pitch for Place • Pitch for Place collateral development • Other projects identified 	£53,065.00
Total Work Plan	£110,065.00
Total Running Costs	£163,579.00
Contingency	£10,000.00
Grand Total	£283,644.00

LEAD AUTHORITY:

- 3.10 On 17 April 2018, the Board agreed that Brighton & Hove City Council continue to act as Lead Authority for 2018/19, and on 26 March 2019 it was agreed that this arrangement would continue for 2019/20.
- 3.11 As outlined in section 1.8 of the HoTs, lead authority arrangements are reviewed every two years, so therefore need to be reviewed for 2020/21 and 2021/22.

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- 3.12 As directed by the Board's Heads of Terms, in February 2020, each local authority represented on the Board was invited to submit an expression of interest in fulfilling the role of Lead Authority for 2020/21 and 2021/22.
- 3.13 One expression of interest was received and that was from Brighton & Hove City Council. The recommendation made in 2.2 is therefore that Brighton & Hove City Council continue as Lead Authority in 2020/21 and 2021/22.

2020/21 BOARD MEETING DATES:

- 3.14 The Board meeting dates for the new municipal year have been set as follows:
- 14 July 2020
 - 20 October 2020
 - 29 January 2021
 - 27 April 2021
- 3.15 As in 2019/20, it is proposed that all meetings will commence at 10:00 and be held in alternating locations across the City Region.

MEMBERSHIP AND CHAIRPERSON:

- 3.16 As outlined in section 6 of the HoTs, the Chair will be elected annually by the Joint Committee members. The Chair of the Joint Committee shall, by virtue of his/her democratic mandate, be the Chair of the Board. It is for the Joint Committee to elect the chair.
- 3.17 The Chair must be formally appointed at the Board's first meeting in the new municipal year. It is proposed that nominations be sought in advance and that the following process be adopted:
- (1) On 26 May 2020, Brighton & Hove City Council's Democratic Services team will issue an e-mail to the local authority Leaders to ask if they would like to put themselves forward as Chair.
 - (2) Those local authority Leaders choosing to put themselves forward must notify Brighton & Hove City Council's Democratic Services of their decision by 9 June 2020.
 - (3) On 10 June 2020, Brighton & Hove City Council's Democratic Services will issue an e-mail to all local authority Leaders, advising of the nominations and asking them to cast a vote for their preferred nominee. Each Greater Brighton Economic Joint Committee member will have one vote, save for Brighton & Hove City Council where the Leader of the Opposition will also have a vote. Voting will be completed in confidence. The deadline for votes will be 23 June 2020.
 - (4) On 24 June 2020, Brighton & Hove City Council Democratic Services will issue an e-mail to all members of the Board to advise them of the new Chair.
 - (5) On 14 July 2020, members of the Greater Brighton Joint Committee will formally appoint the new Chair (this will be the first item of business).

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- 3.18 In the event that the vote is tied, Brighton & Hove City Council's Democratic Services will issue an e-mail to all local authority Leaders, informing that the first round has been tied and asking them to vote again on the preferred nominees.
- 3.19 All member organisations are required to inform Brighton & Hove City Council's Democratic Services of their substitute representatives by 23 June 2020. In line with section 9 of the HoTs, the list of substitutes will be approved by the Board at its first meeting in the new municipal year.
- 3.20 As stated in section 4.3 of the HoTs, the work of the Board shall be subject to review by an ad hoc joint local authority scrutiny panel that is managed by the Lead Authority. It is proposed that the current Call-In Protocol remains unchanged for 2020/21. The Protocol is attached as Appendix 4. Members of the Board are required to inform Brighton & Hove City Council's Democratic Services of their Greater Brighton Call-In Panel representatives by 19 June 2020.

ANNUAL REPORT:

- 3.21 As outlined in section 4.1 of the HoTs, the Board shall submit an annual report to each of the bodies represented on the Board. The annual report for 2019/20 can be found at Appendix 6.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS:

- 4.1 The proposals are in accordance with the governance arrangements agreed by the Board.

5. COMMUNITY ENGAGEMENT & CONSULTATION:

- 5.1 Not applicable.

6. CONCLUSION:

- 6.1 To ensure that the Board transitions smoothly into the new municipal year, Board members are asked to:

- (1) Agree the budgetary contributions that are being sought to fund the costs of running the Board and delivering its work-plan in 2020/21;
- (2) Agree to submit the Annual Report to their respective organisations;
- (3) Note that Brighton & Hove City Council shall continue to act as Lead Authority for the Board in 2020/21 & 2021/22;
- (4) Agree the process by which the Chair of the Board shall be nominated for 2020/21, and;
- (5) Note the requirement, and instruct the necessary actions within their respective organisations, to:
 - a. Notify the lead authority of their named substitutes by 23 June 2020, and;

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- b. Notify the lead authority of their nominations to the Greater Brighton Call-In Panel by 19 June 2020.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The Greater Brighton Economic Board assists with delivering economic development across the region. The Board seeks to secure government and private sector funding and investment in order to deliver this economic development. An annual operating budget is agreed with the Board for the forthcoming financial year to enable the Accountable Body to provide legal, financial, communications and administrative support to allow the Board to deliver its work-plan. Annual contributions are made from member authorities to the Accountable Body toward this budget. The contributions from member authorities are detailed within paragraph 3.7 of this report. The apportionment of contributions from unitary, district and borough councils are based upon the size of their working age populations and are detailed within Appendix 3. The budget for the financial year 2020/21 will reflect anticipated spend for the work-streams ahead including a provision for contingency.

The estimated spend of £283,644 for the year is detailed in paragraph 3.10. The forecast spend for the year also includes a sum for work plan items which are yet to be agreed as part of the Five Year Strategic Priorities. A summary of the budget for 2019/20 together with the spend incurred for that financial year is detailed in Appendix 2. A projected underspend of £85,144 is forecast for 2019/20 and this has been rolled over to support the budget for 2020/21.

Finance Officer Consulted: Rob Allen, Principal Accountant
Date: 09/04/20

Legal Implications:

- 7.2 *There are no legal implications arising directly from this report.*

Lawyer Consulted: Joanne Dounaglo
Date: 09/04/20

Equalities Implications:

- 7.2 None

Sustainability Implications:

- 8.5 None

Any Other Significant Implications:

- 8.6 None

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SUPPORTING DOCUMENTATION

Appendices:

1. Heads of Terms for Greater Brighton Economic Board
2. 2019/20 Forecast, Contributions and Spend
3. Approach for Calculating 2020/21 Funding Contributions
4. Greater Brighton Economic Board Call-In Protocol
5. Annual Report 2019/20

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Appendix 1: Heads of Terms for Greater Brighton Economic Board (9 April 2020)

1. Establishment, Purpose and Form

- 1.1. The Greater Brighton Economic Board (“The Board”) shall be established from the Commencement Date.
- 1.2. The over-arching purpose of the board is to bring about sustainable economic development and growth across Greater Brighton (‘the City Region’). To achieve this, the principal role of the Board is to co-ordinate economic development activities and investment at the regional level.
- 1.3. The Board comprises the Greater Brighton Economic Joint Committee (“GBEJC”), on which the local authorities will be represented; and the Greater Brighton Business Partnership (“GBBP”), on which the Coast to Capital Local Enterprise Partnership, business, university and further education sectors will be represented?
- 1.4. Meetings of the Board comprise concurrent meetings of GBEJC and GBBP.
- 1.5. GBEJC shall be a joint committee appointed by two or more local authorities represented on the Board, in accordance with section 120(1)(b) of the Local Government Act 1972.
- 1.6. The Board may appoint one or more sub-committees.
- 1.7. For the two years starting with the Commencement Date, the lead authority for the Board shall be Brighton & Hove City Council (“BHCC”), whose functions in that capacity shall include the provision of scrutiny (see paragraph 4.3), management of the call-in and review process (see paragraph 8), and the support detailed in paragraph 12.
- 1.8. Unless the Board resolves otherwise, before the start of the third year following the Commencement Date, and every two years thereafter, the Board shall review the lead authority arrangements and, subject to paragraph 1.9, invite each of the local authorities represented on the Board to submit an expression of interest in fulfilling the role of lead authority for the subsequent two year period. The Board shall then instigate a procurement exercise to select the most appropriate authority for that role.
- 1.9. Notwithstanding the appointment of a successor lead authority pursuant to paragraph 1.8, the incumbent lead authority may retain such of their Accountable Body functions as are necessary to enable that local authority to comply with its on-going commitments and liabilities associated with its Accountable Body status.

2. Interpretation

- 2.1. In these Heads of Terms –
 - i. ‘Commencement Date’ means 1st April 2014.

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- ii. 'City Region' means the area encompassing the administrative boundaries of BHCC, Adur District Council, Worthing Borough Council, Lewes District Council, Mid Sussex District Council, Crawley Borough Council and Arun District Council; and 'regional' shall be construed accordingly;
- iii. 'economic development' shall bear its natural meaning but with particular emphasis given to :
 - Employment and skills;
 - Infrastructure and transport
 - Housing;
 - Utilisation of property assets;
 - Strategic planning;
 - Economic growth.
- iv. 'Accountable Body' means the local authority represented on the Board carrying out the function set out in paragraph 12.2.

3. Functions

3.1. The Functions of the Board are specified in paragraph 3.2 below and may be exercised only in respect of the Region.

3.2. The functions referred to in paragraph 3.1 are as follows:

- i. To make long term strategic decisions concerning regional economic development and growth;
- ii. To be the external voice to Government and investors regarding the management of devolved powers and funds for regional economic growth;
- iii. To work with national, sub-national (in particular the Coast to Capital Local Enterprise Partnership) and local bodies to support a co-ordinated approach to economic growth across the region;
- iv. To secure funding and investment for the Region;
- v. To ensure delivery of, and provide strategic direction for, major projects and work stream enabled by City Deal funding and devolution of powers;
- vi. To enable those bodies to whom section 110 of the Localism Act 2011 applies to comply more effectively with their duty to co-operate in relation to planning of sustainable development.
- vii. To incur expenditure on matters relating to economic development where funds have been allocated directly to the Board for economic development purposes; and for the avoidance of doubt, no other expenditure shall be incurred unless due authority has been given by each body represented on the Board.

3.3. In discharging its function specified in paragraph 3.2 (Viii) above, the Board shall-

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- i. (save in exceptional circumstances) seek to invest funding on the basis of-
 - a Proportionality, by reference to the economically active demographic of each administrative area within the city Region;
 - b Deliverability;
 - c Value for money and return on investment / cost benefit ratio; and
 - d Economic impact to the City Region as a whole.
- ii. Delegate implementation of that function to the lead authority, who shall also act as Accountable Body in relation to any matters falling within that function.

4. Reporting and Accountability

- 4.1. The Board shall submit an annual report to each of the bodies represented on the Board.
- 4.2. The Greater Brighton Officer Programme Board shall report to the Board and may refer matters to it for consideration and determination.
- 4.3. The work of the Board is subject to review by an ad hoc joint local authority scrutiny panel set up and managed by the lead authority.

5. Membership

- 5.1. The following bodies shall be members of the Board:

- i. Brighton & Hove City Council
- ii. Adur District Council
- iii. Worthing Borough Council
- iv. Lewes District Council
- v. Mid-Sussex District Council
- vi. Crawley Borough Council
- vii. Arun District Council
- viii. University of Sussex
- ix. University of Brighton
- x. Further Education Representative
- xi. Coast to Capital Local Enterprise Partnership
- xii. Brighton & Hove Economic Partnership
- xiii. Adur & Worthing Business Partnership
- xiv. Coastal West Sussex Partnership
- xv. South Downs National Park Authority

- 5.2. GBEJC shall comprise the bodies specified in paragraphs 5.1(i) to (vii); and GBBP shall comprise the bodies specified in paragraphs 5(viii) to (xv).
- 5.3. Each of the bodies listed in paragraph 5.1 shall be represented at the Board by one person, save that BHCC shall, by reason of it being a unitary authority, be represented by two persons (as further specified in paragraph 5.4).

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- 5.4. Each local authority member shall be represented at the Board by its elected Leader and, in the case of BHCC, by its elected Leader and the Leader of the Opposition.
- 5.5. Each business sector member shall be represented at the Board by the Chairman of that member or by a person nominated by the Board of that member.
- 5.6. Each university member shall be represented by a Vice Chancellor or Pro Vice-Chancellor of that university or by a person nominated by that university member.
- 5.7. Each further education member shall be represented by its Principal or the Chair of its Governing Body or by a person nominated by that further education member.

6. Chair

- 6.1. The Chair of GBEJC shall, by virtue of his/her democratic mandate, be Chair of the Board
- 6.2. If the Chair of GBEJC is unable to attend a Board meeting, the Board shall elect a substitute from its local authority member representatives provided that no such member representative attending in the capacity of a substitute shall be appointed as Chair of GBEJC / the Board.
- 6.3. The Chair of GBEJC for its first year of operation shall be the Leader of BHCC
- 6.4. The Chair will be elected annually by members of the GBEJC. Election of the Chair will be conducted through a formal process performed by the Democratic Services Team of the Lead Authority. The elected Chair will be appointed at the first meeting of the Board in the new municipal year. A Chair may be re-elected but shall not serve as Chair for more than 4 years.

7. Voting

- 7.1. Each person represents a member of GBEJC, and each person representing a member of the GBBP, shall be entitled to vote at their respective meetings.
- 7.2. Voting at each of the concurrent meetings of GBEJC and GBBP shall be by show of hands or, at the discretion of the chair, by any other means permitted by law, and voting outcomes reached at those meetings shall be on a simple majority of votes cast.
- 7.3. Where voting at a meeting of GBEJC results in an equal number of votes cast in favour and against, the Chair of GBEJC shall have a casting vote.
- 7.4. Where voting at a meeting of GBEJC results in an equal number of votes cast in favour and against, the motion/proposal/recommendation under consideration shall fall in relation of GBBP.

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7.5. Where the respective voting outcomes of GBEJC and GBBC are the same, that shall be taken as the agreed Board decision and the Board may pass a resolution accordingly.

7.6. Where the respective voting outcomes of GBEJC and GBBP differ, the Board –

- i. May not pass a resolution relating to that matter; and
- ii. May refer the matter to the Chief Executive of the lead authority, who may consult with members of the Board or such other persons as are appropriate, with a view to achieving agreement on the matter between GBEJC and GBBP by discussion and negotiation.

7.7. Where, pursuant to paragraph 7.6(ii), agreement is reached the matter at issue shall be remitted to, and voted upon at, the next meeting of the Board.

7.8. Where, pursuant to paragraph 7.6(ii), no agreement is reached the motion/proposal/recommendation at issue shall fall.

8. Review of decision

8.1. Decisions of the Board will be subject to call-in and review in the following circumstances:

- i. Where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was not to agree the recommendation.
- ii. Where a local authority voted against a recommendation at a GBEJC meeting, but the decision of the Board considered that the interests of the body they represent had been significantly prejudiced; or
- iii. Where any local authority represented on the Board considered that the interests of the body they represent had been significantly prejudiced; or
- iv. Where any local authority represented on the Board considered that the Board had made a decision beyond its scope of authority.

8.2. The procedure for requesting, validation, and implementing a call-in and review is specified in Schedule 1.

8.3. Where a request for call-in is accepted, the Board decision to which it relates shall be stayed pending the outcome of the call-in.

8.4. Following call-in, the panel convened to review a Board decision may refer the decision back to the Board for re-consideration. Following referral, the Board shall, either at its next scheduled meeting or at a special meeting called for the purpose, consider the panel's concerns over the original decision.

8.5. Having considered the panel's concerns, the Board may alter its original decision or re-affirm it. Paragraph 8.1 shall not apply to the Board's follow-up decision. In consequence, the latter decision may be implemented without further delay.

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9. Substitution

9.1. Subject to paragraph 9.2, representatives are expected to attend all meetings however, where a representative of a member of the Board is unable to attend a Board meeting, a substitute representative of that member may attend, speak and vote, in their place for that meeting.

9.2. A substitute member must be appointed from a list of approved substitutes submitted by the respective member to the Board at the start of each municipal year.

10. Quorum

10.1 No business shall be transacted at any meeting of the Board unless at least one third of all member bodies are present, and both GBEJC and GPBBP are quorate.

10.2 Quorum for GBEJC meetings shall be three member bodies.

10.3. Quorum for GBBP meetings shall be three member bodies.

11. Time and Venue of Meetings

11.1 Ordinary meetings of the Board shall be convened by the lead authority and will rotate around the City Region.

11.2 The Chair of the Board may call a special meeting of the Board at any time, subject to providing members with minimum notice of two working days.

12. Administrative, financial and legal support

12.1 The lead authority shall provide the following support services to the Board:

- i. Administrative, as more particularly specified in the Memorandum of Understanding pursuant to paragraph 13;
- ii. Financial (including the Accountable body function specified in paragraph 12.2); and
- iii. Legal, comprising Monitoring Officer and Proper Officer functions in relation to GBEJC meetings.

12.2 The function of the Accountable Body is to take responsibility for the financial management and administration of external grants and funds provided to the Board, and of financial contributions by each member of the Board, as more particularly specified in the Memorandum of Understanding Pursuant to paragraph 13. In fulfilling its role as Accountable Body, the lead authority shall remain independent of the Board.

12.3 Other members of the Board shall contribute to the reasonable costs incurred by the lead authority in connection with the activities described in paragraphs 12.1 and 12.2, at such time and manner as the Memorandum of Understanding shall specify.

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13 Memorandum of Understanding

13.1 Members of the Board may enter into a memorandum of understanding setting out administrative and financial arrangements as between themselves relating to the functioning of the Board.

13.2 The memorandum may, in particular, provide for –

13.2.1 Arrangements as to the financial contributions by each member towards the work of the Board, including:

13.2.1.1 The process by which total financial contributions are calculated;

13.2.1.2 The process for determining the contribution to be paid by each member;

13.2.1.3 The dates on which contribution are payable;

13.2.1.4 How the Accountable Body shall administer and account for such contributions;

13.2.2 Functions of the Accountable Body; and

13.2.3 The terms of reference for the Greater Brighton Officer Programme Board.

14 Review and Variation of Heads of Terms

14.1 The Board shall keep these Heads of Terms under review to ensure that the Board's purpose is given full effect.

14.2 These Heads of Terms may be varied only on a resolution of the Board to that effect, and subject to the approval of each body represented on the Board

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Appendix 2: 2019/20 Forecast, Contributions and Spend

1. The 2019/20 budget to support the running costs of the Board and the delivery of the workplan totalled £333,900. This was made-up of the 2018/19 roll-over of £151,000 and the contributions as set out in the table below (Table 1). The underspend was higher than was anticipated in the original planned spend for 2019/20 (Table 2).

Coast to Capital Local Enterprise Partnership	£7,600.00
South Downs National Park Authority	£7,600.00
University of Sussex	£7,600.00
University of Brighton	£7,600.00
Greater Brighton Metropolitan College	£7,600.00
Gatwick Airport Limited	£7,600.00
Adur District Council	£12,500.00
Brighton & Hove City Council	£54,400.00
Crawley Borough Council	£21,500.00
Worthing Borough Council	£19,500.00
Lewes District Council	£18,000.00
Mid Sussex District Council	£11,400.00
Total contributions 2019/20	£182,900.00
Roll-over from 2018/19	£151,000.00
Total budget 2019/20	£333,900.00

2. The 2019/20 budget forecast was as follows:

Salary costs (Including on-costs)	£105,080.40
Finance support	£7,346.17
Legal support	£10,062.24
Communications support (Adur & Worthing Councils)	£24,950.00
Annual Report and other materials	£5,000.00
Democratic Services support	£4,287.28
Scrutiny (Charged at £500 on a 'pay as you go' basis)	£2,000.00
Venue hire & refreshments	£3,000.00
Additional costs e.g. IT, travel	£1,500.00
Total Costs*	£163,227.00
Work plan items	£64,976.00
Contingency	£10,000.00
Grand Total	£238,203.00

* Excluding contingency.

3. The actual 2019/20 spend (including all known commitments as at 8th April 2020) was as follows:

Salary costs (Including on-costs)	£99,349.58
Finance support	£7,346.17
Legal Support	£10,062.24
Communications support (Adur & Worthing Councils)	£24,950.00
Annual Report and other design/materials costs	£2,500.00

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Democratic Services support	£4,287.28
Scrutiny	
Venue hire & refreshments	£300.00
Additional costs e.g. IT, travel, training	£3960.55
Total Costs	£152,755.82
Work plan items	£96,000.00
Grand Total	£248,755.82

10.1 The budget remaining as at 30th March 2020 is £85,144 (which includes projected spend of £30,000 for the ERDF Business Support programme and £27,000 for the remaining work on the Pitch for Place and Inward Investment Desk). This leaves an unallocated amount of £28,144

It is proposed that the remaining budget be rolled-over into 2020/21 to total £283,644 (including contingency) towards the cost of running the Board and the delivery of its work-plan.

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Appendix 3: Approach for Calculating 2020/21 Funding Contribution

Total Funds sought for 2020/21 = £198,500

Greater Brighton Business Partnership (GBBP):

- Due to their being largely local authority funded, no contributions will be sought from the Brighton & Hove Economic Partnership, the Adur & Worthing Business Partnership and the Coastal West Sussex Partnership.
- All remaining Business Partnership members will be charged a 'flat fee' of £7,700.

Total funds sought from GBBP = £38,500

Greater Brighton Economic Joint Committee:

- The contributions sought from the unitary, district and borough councils for the total remaining funding requirement have been apportioned in relation to the size of their working age populations. Please see the Business and Demographic Overview below.
- The contributions sought from Brighton & Hove City Council, Crawley Borough Council, Adur District Council, Lewes District Council, Mid Sussex Council and Worthing Borough Council are the same as for 2019/20 (with a 2% increase to reflect inflation). The contributions now include Arun District Council as it formally joined the Board in October 2019.

Total funds sought from GBEJC = £160,000

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Organisation	% of working age population (March 2018)	2020/21 Contribution Calculation
Adur District Council	6.01%	£9,600.00
Arun District Council	14.25%	£22,800.00
Brighton & Hove City Council	33.37%	£53,400.00
Crawley Borough Council	11.75%	£18,800.00
Worthing Borough Council	10.63%	£17,700.00
Lewes District Council	9.48%	£15,200.00
Mid Sussex District Council	14.51%	£23,200.00
Total	100%	£160,00.00

Greater Brighton Business and Demographic Overview (April 2020) – Updated Table March 2020

Local Authority	Population (2018)	Working age population (mid 2018)	VAT/PAYE Businesses (2019)	VAT/PAYE Business Units (2019)	Business units per 1,000 working age residents	% of total GB population	% of total GB working age population	% of business units in GB area
Adur	63,900	37,200	2,320	2,675	71.9	6.46%	6.01%	5.53%
Arun	159,800	88,200	5,405	6,305	71.5	16.16%	14.25%	12.89%
Brighton & Hove	290,400	206,500	15,185	17,460	84.6	29.37%	33.37%	36.21%
Crawley	112,400	72,700	3,510	4,755	65.4	11.37%	11.75%	8.37%
Lewes	102,700	58,700	4,400	5,015	85.4	10.39%	9.48%	10.22%
Mid Sussex	149,700	89,800	7,360	8,275	92.1	15.14%	14.51%	16.86%
Worthing	110,000	65,800	3,760	4,585	69.7	11.12%	10.63%	9.34%
Totals	988,900	618,900	41,940	49,070		100%	100%	100%

All data sourced from NOMIS. Primary Data Sources: ONS Annual Population Estimates, Inter-Departmental Business Register

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Appendix 4: Greater Brighton Economic Board Call-In Protocol

1. Requesting a Call-in

- 1.1. Call-in is a process via which decisions made by the Greater Brighton Economic Board (GBEB) but not yet implemented can be challenged by GBEB members and referred to an independent 'call-in panel' for consideration.
- 1.2. Any decision made by the GBEB may be called-in up to five working days from the date of the meeting at which the decision was taken.
- 1.3. Call-in may triggered by any one or more of the constituent members of the GBEB. Such a request shall be made in writing to the Chief Executive of the lead Local Authority (i.e. the Local Authority responsible for GBEB administration at the time of the call-in request) and shall include the reasons for the request and any alternative decisions proposed.
- 1.4. A request for call-in may be made by any GBEB member local authority:
 - i. where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;
 - ii. where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;
 - iii. where any local authority represented in the Board considered that the interests of the body they represent had been significantly prejudiced; or
 - iv. where any local authority represented in the Board considered that the Board had made a decision beyond its scope of authority.
- 1.5. The Chief Executive may refuse to accept a call-in request which in his/her opinion is frivolous, vexatious or defamatory or where no reason for the decision to be called-in is given.
- 1.6. Should the request be accepted, the Chief Executive will call-in the decision. This shall have the effect of suspending the decision coming into force and the Chief Executive shall inform the relevant decision makers of the call-in. The Chief Executive shall then call a meeting of the GBEB call-in panel to scrutinise the decision.
- 1.7. The GBEB call-in panel must meet within seven working days of the Chief Executive accepting the call-in request. Should the call-in committee fail to meet within this period, or meet but not be quorate, then the original decision shall come into force at the expiry of the seven day period

2. The GBEB Call-in Panel

- 2.1. The GBEB call-in panel shall include members representing each of the constituent members of the GBEB (i.e. both the Greater Brighton Economic Joint Committee and the Greater Brighton Business Partnership).

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- 2.2. The GBEB call-in panel could potentially also include co-opted members from other bodies. Any decision on co-option would be made annually by the GBEB.
- 2.3. Each constituent member of the GBEB shall appoint a member to the GBEB call-in panel. No member of the GBEB call-in panel may also be a member or substitute member on the GBEB – GBEB call-in panel members should be independent of the GBEB to the degree that they have not as individuals been involved in the decision that they are being asked to consider as a call-in.
- 2.4. The Chair of the GBEB call-in panel shall be appointed annually by the GBEB.
- 2.5. Appointments to the GBEB call-in panel shall be annual.
- 2.6. Substitution is permitted on to the GBEB call-in panel. However, no substitute member may be or have been a GBEB member or substitute.
- 2.7. The GBEB call-in panel shall make decisions on the basis of a majority vote. If the vote is spilt then the panel Chair shall have a casting vote.
- 2.8. **Quorum.** To be quorate a meeting of the GBEB call-in panel shall require at least one third of members to be in attendance.
- 2.9. For the purposes of call-in no distinction shall be made between representatives from the members of the Greater Brighton Economic Joint Committee and representatives from the members of the Greater Brighton Business Partnership: all members of the call-in panel will vote together.

3. Call-in meetings

- 3.1. The GBEB call-in panel will consider call-in requests at a special call-in meeting. Typically, the call-in panel will hear from:
 - i. the GBEB member who made the call-in request (where a request has been made by more than one member the Chair of the GBEB callin panel will decide whether to take representations from all the signatories to the call-in request or to ask the signatories to make a single representation). The member(s) who requested a call-in will explain why they feel the original decision was unsound and will suggest an alternative decision.
 - ii. the GBEB. The GBEB Chair (or another GBEB member or an officer supporting the GBEB at the request of the GBEB Chair) will explain why the original decision was made and will provide any additional information they feel is germane. Where the GBEB Chair is a signatory to the call-in request, then another GBEB member (or officer supporting the GBEB) shall attend the call-in meeting to represent the GBEB. This representative will be chosen by the Chief Executive of the lead authority, after discussion with GBEB members.
 - iii. Other organisations, stakeholders or members of the public may be granted the right to make representations to the call-in panel at the discretion of the GBEB call-in panel Chair. However, in general the intention should be to re-

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examine the decision originally made not to hold a broader enquiry into the decision in question.

3.2. Call-in does not provide for the call-in panel to substitute its own decision for the original GBEB decision, but merely to refer the matter back to the GBEB. The GBEB can only be asked to reconsider any particular decision once.

3.3. In essence the call-in panel is simply tasked with deciding whether the decision in question should be referred back to the GBEB to be reconsidered. Therefore the only substantive decision the GBEB call-in panel can make is whether to refer the decision back to the GBEB or to let the original decision stand.

3.4. In deciding whether to refer a decision back to the GBEB, the call-in panel shall have regard to:

- i. Any additional information which may have become available since the original decision was made
- ii. The implications of any delay in implementing the original decision
- iii. Whether reconsideration is likely to lead to a different decision
- iv. The importance of the matter raised and the extent to which it relates to the achievement of the GBEB strategic priorities
- v. Whether there is evidence that the decision-making rules in the GBEB constitution have been breached
- vi. Whether there is evidence that the GBEB consultation processes have not been followed
- vii. Whether the decision taken is not in accordance with a policy previously agreed by the GBEB
- viii. Whether there might be an alternative way of dealing with the matter in hand short of referral back to the GBEB

3.5. If having scrutinised the decision, the GBEB call-in panel feels that the decision was seriously flawed, it may refer it back to the GBEB for reconsideration, setting out in writing the nature of its concerns.

3.6. Implementation of any decision referred back to the GBEB remains suspended until the GBEB has met to reconsider the matter. However, should the GBEB call-in panel choose not to refer the matter back to the GBEB for reconsideration then implementation may begin immediately following the call-in committee meeting.

3.7. The GBEB shall reconsider any matter referred back to it by the GBEB call-in panel either at its next scheduled meeting or at a special meeting called for the purpose. Having considered the concerns expressed by the GBEB call-in panel the GBEB is free to make any decision it chooses *including re-affirming its original decision*.

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4. Call-in and urgency

- 4.1. The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the interests of the GBEB or the general public across the 'Greater Brighton' region. The record of the decision, and notice by which it is made public, shall state if in the opinion of the GBEB the decision is an urgent one and therefore not subject to call-in. This is subject to the agreement of the Chief Executive of the lead authority.
- 4.2. Any decision exempted from call-in for reasons of urgency shall be communicated to the Chair of the GBEB call-in panel by the Chief Executive of the lead authority, together with an explanation as to why the decision has been deemed urgent. The intention is that urgency exceptions are used sparingly and only where there is an overriding reason to do so.



Greater
Brighton



Greater Brighton Economic Board

Annual Report 2019/20

April 2020

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Greater Brighton Economic Board Members 2019/20

7 Local Authorities

- Adur District Council
- Arun District Council
- Brighton & Hove City Council
- Crawley Borough Council
- Lewes District Council
- Mid Sussex District Council
- Worthing Borough Council

3 Business Partnerships

- Adur & Worthing Business Partnership
- Brighton & Hove Economic Partnership
- Coastal West Sussex Partnership

2 Universities

- University of Brighton
- University of Sussex

Further Education

College

- Greater Brighton Metropolitan College (GBMet)

Local Enterprise Partnership

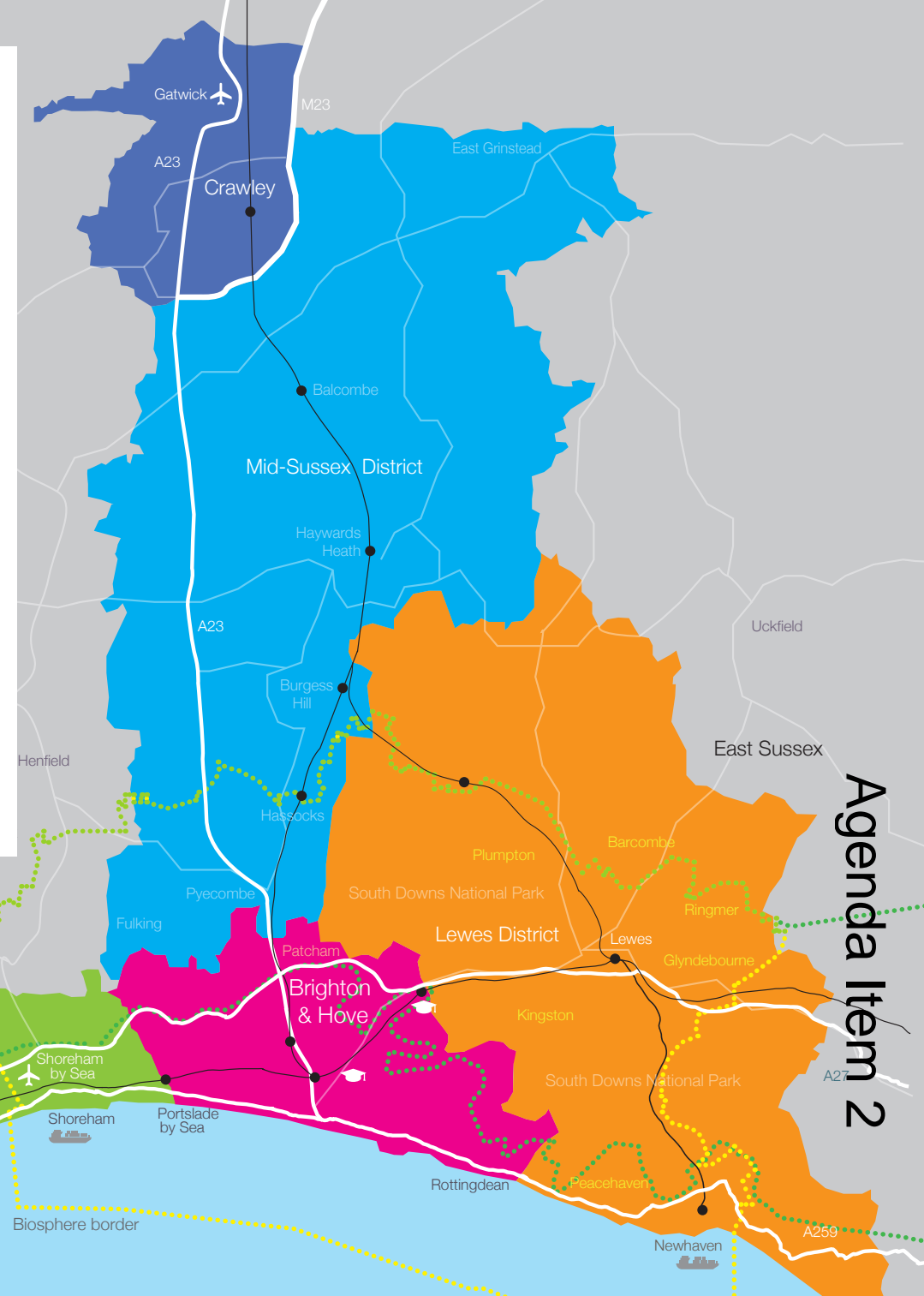
- Coast to Capital Local Enterprise Partnership

National Park Authority

- South Downs National Park Authority

Gatwick Airport Ltd

Greater Brighton is all about recognising that the economy knows no boundaries. The whole really is greater than the sum of the parts



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Vision statement

A growing, **modern economy** that is **international, creative, connected, talented** and **resilient**

Our aspirations



International

An international brand, identity and recognition

Maximising the potential of our international gateways

Utilising the connections of our universities to gain access to international skills and expertise



Creative

Acknowledged innovation in specific sectors

Maximising the opportunities through knowledge sharing and commercialisation

Investing in infrastructure of our creative and cultural economies



Connected

An efficient travel network with effective regional, national and international connections

Ubiquitous fibre-to-the-premises digital infrastructure

The most 5G-enabled City Region in the UK



Talented

Attract talented individuals to live, learn, work and invest in the City Region

A modern and integrated approach to skills provision

Effective upskilling and reskilling in workforce development



Resilient

Economic resilience – enabling an economy that is dynamic and learns to adapt to external forces

Environmental resilience – of infrastructure and food production, exploring circular economy benefits

Social resilience – of Greater Brighton communities and the wellbeing of residents

International highlights in 2019/20 – Extending our reach

Pitching for our Place

The Board commissioned Breeze Strategy to work on two important streams of work; a Greater Brighton 'Pitch for Place' and establishing a Greater Brighton Inward Investment Desk.

The Pitch for Place work involves creating an identity and narrative for the City Region. Our region is in direct competition with many other UK and international city regions for limited investment resources. To be able to attract investment, talent and get our share of Government funding, it is essential that we know what our offer is and then communicate it clearly, consistently and emphatically. The narrative will shape our offer around why the City Region is a great place for investment – both from the private sector and Government.

Investment Heading Inward

Work around establishing the Inward Investment Desk has started and will run until the summer. The Desk has already started generating leads and adding value to existing work. Learning from good practice elsewhere, processes and structures are being developed so that maximum benefit can be derived from the new service.



DID YOU KNOW?

Greater Brighton is home to almost 1 million people

Creative highlights in 2019/20 – A growing creative economy

Supporting Business

In 2019 The Board spoke to over 1,500 City Region businesses about business growth in the region, the success stories and the challenges being faced.

We asked some questions about what makes Greater Brighton a great (and not so great) place to do business. The good stuff is helping us to build the Pitch for Place narrative around why Greater Brighton is a great place to live, work, learn and invest. There's plenty to say.

However, nothing is perfect in any region and the common challenges identified include the cost of housing, cost of public transport, congestion and access to talent.

These are key priorities for the Greater Brighton Economic Board and the results from the survey are influencing interventions we can make as a Board, and the investment we will be campaigning hard for Central Government to make.

The evidence gathered is also helping shape the business support offer available

This includes the recently launched Business Hot House led by the University of Chichester with the Greater Brighton Economic Board as a partner. The Business Hothouse is an £11m ERDF Programme that will provide business support across various strands, including; Productivity and Growth, Access to Finance and Monetisation of Innovation. Full details can be found at www.chi.ac.uk/hothouse



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We Create

Work has been underway to explore and understand the growing Creative Economy across the Greater Brighton region. The City Region has an impressive and uniquely vibrant, varied creative economy, ranging from computer gaming and digital software, to more traditional creative sectors such as photography, music, fashion and performing arts. The University of Sussex has already identified that creative industries are very important to the Greater Brighton region, generating turnover in excess of £1.5 billion and have grown by more than one-quarter in the past five years. This study, to be completed in the summer, will identify opportunities to accelerate growth in the Creative Industries, and support from the Board will be sought to support these initiatives.

Healthy Futures – Entrepreneurs Network

The Greater Brighton Economic Board is proud to support the University of Brighton's Healthy Futures Entrepreneurs Network established this year. Healthy Futures provides a platform for the development of collaboration in health innovation and research across the City Region. The network is a space which facilitates opportunities and fosters a community for enterprise research and innovation in the field of human health.



DID YOU KNOW?

There are over 35,000 businesses located in Greater Brighton, providing 360,000 jobs

Connected highlights 2019/20 – A focus on digital

Going Digital

The Government has made it clear that digital connectivity and next generation digital services are a priority, so forward-thinking cities and city regions like Greater Brighton are looking to move ahead quickly in this space.

In October the Board approved the ambitious Digital Strategy for Greater Brighton which identified how the Digital arena cuts across 11 thematic areas including, Business, the Internet of Things, Retail, Visitors and Transport. In many domains Greater Brighton is amongst the most advanced in the UK. The existence of the West Sussex Gigabit Programme, a strong cluster of creative digital businesses, the 5G Testbed and funding secured to establish a 5G ring, provide a strong platform on which to move forwards.

With the fibre in place there is a need to create services that will make use of the digital infrastructure that is built and produce a clear benefit for the region. Businesses need to maximise the opportunities that full fibre enables. All sectors must capitalise on the benefits from Citizen Wi-Fi roll out and Open Data to maximise retail and visitor experiences. At the start of the year, the Board held a workshop with stakeholders which fed into the Board's Digital Action Plan, approved

in January, and sets out projects and other activities that will be delivered over the next four years to achieve this vision.



Action on Transport

In November 2019 Transport for the South East, the emerging Transport body for the south east of England, published its draft strategy and invited stakeholders to comment. The Board submitted a response which clearly outlined the key priorities for the City Region, and our expectations of the Strategy going forwards. We look forward to seeing how the Strategy evolves and we will continue to make the strongest possible case for the interventions we need to ensure that we deliver the sustainable, healthy, accessible, safe and integrated transport system that the City Region needs.

DID YOU KNOW?

The Greater Brighton Economy is worth around £30bn

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Talented highlights 2019/20 – Great people doing great things



Expert Opinions

With a population of nearly 1m, three fantastic universities and an excellent skills base, the Greater Brighton region is doing great things. In October, the Board launched its 'Experts Media Guide' capitalising on the wealth of expertise within the region on a whole range of subjects.

In December, Professor Adam Tickell produced an article that was published in the Municipal Journal. The article focused on work of the University of Sussex Business School, on social purpose and doing business in a socially

responsible way. Against the backdrop of climate change, economic uncertainty and inequality, entrepreneurs and business leaders are increasingly looking beyond the bottom line and acknowledging that there is more to company life than just making money. Examples include businesses ensuring that their supply chains are ethical, reducing waste and embracing the circular economy to reduce their environmental footprint. All of which aligns with the Board's vision to pursue growth in the City Region that is both responsible and sustainable.

This was followed, in February, with an article by Corrine Day for the Municipal Journal. Corrine's article promotes the Newhaven Enterprise Zone with focus on the government's #highstreets fund for which Newhaven has moved onto the next stage of the application process.

Resilient highlights 2019/20 – Ensuring our future success

Building Resilient Infrastructure

The majority of local authorities within Greater Brighton have declared a climate emergency and the Board has set out its vision for the City Region to be carbon neutral by 2050, or before.

The Greater Brighton Infrastructure Panel has been overseeing work on the region's Energy and Water plans. The plans are a culmination of a huge amount of technical work and stakeholder engagement and include innovative pilot projects which include Riding Sunbeams; working with Network rail to power the network through renewable energy and working with Southern Water to power the waste treatment works through community energy. These plans also recognise the need for higher than current building regulations to support clean growth in housing stock and commercial space.

Towards 2030 – Energy & Water

Our Ten Projects

1. Water Neutrality – New development demands offset by water efficiency visits to existing homes
2. Water recycling – Direct water recycling for toilet flushing in new large scale developments
3. Integrated Efficiency visits - Customers offered free, bespoke two-hour home visits offering water and energy efficiency advice and products
4. Carbon capture projects - Create new habitats and capture carbon projects including support for Sussex kelp forest
5. Rain gardens - Rain gardens / permeable surfaces / rewilding domestic gardens to be encouraged across domestic, public and commercial buildings
6. Hydrogen Hub – Bringing together industry, local businesses, transport providers and other stakeholders to investigate the feasibility of hydrogen production and use in Greater Brighton, including developing the supply chain
7. Modernising local energy grids – Taking rural homes off oil by switching to heat pumps as the energy source
8. Coordinating the Transport Revolution - Coordination of a network of EV charge points across the Greater Brighton area, to meet the needs of residents, businesses and organisations
9. Scaling up home energy efficiency – Retrofit energy efficiency solutions in council owned homes and buildings in the region
10. Renewable generation in the community – Community energy schemes, solar schools and solar energy car parks.

A Growing Membership

In October 2019, Arun District Council was welcomed as a member of Greater Brighton, bringing 5,300, businesses, 54,000 jobs, 159,000 residents and a university into an expanded City Region. The addition of Arun increases the number of jobs in Greater Brighton by 12 per cent to around 529,000.

Arun includes the towns of Arundel, Bognor Regis and Littlehampton with key employment sectors including tourism, advanced manufacturing and horticulture. Companies in Arun include Rolls Royce, Body Shop and Butlins.

Arun hosts a campus of the University of Chichester, named by WhatUni Student Choice Awards in 2019 as 14th best higher education institution out of 131 institutions. The Bognor Regis Campus boasts the flagship £35m Engineering and Digital Technology Park which is home to the Engineering and Design and Creative Digital Technologies Departments.

In October Leader of Arun District Council, Cllr Dr James Walsh, said:

“We are delighted to become part of the Greater Brighton region and help contribute to the growing success it has had in bringing in funding for major projects and helping to create jobs and prosperity.”

“Arun has plans for 20,000 new homes, 74 hectares of employment space and a good track record of delivery. We have a progressive approach to development and pipeline projects and firmly believe we can make a significant contribution to the economy of the city region.”

The chairman of Greater Brighton, Cllr Daniel Humphreys, said:

“I’m delighted to welcome Arun District Council to the city region. The Council was keen to join because they, like we, see the benefits of working together to improve the economies of our places because investment doesn’t recognise council boundaries.”



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Remarks from the Chairman



Daniel Humphreys
Leader of Worthing Borough Council

As another successful year for the Greater Brighton Economic Board draws to a close the world in which we operate is obviously dominated not by plans for economic development but the coronavirus pandemic and the effects it is having on our region. Concern for our families, friends and communities is paramount. The immediate effects on our economy have been to cause great challenges for businesses and employers. The Greater Brighton Economic Board will have a large role to play in helping to boost employment numbers and opportunities again following this crisis.

The network of councils, education providers and business groups that the Greater Brighton Partnership has brought together and fostered over the past five years has proven invaluable

as a way to share best practice and to help each other through the crisis. And this is the main reason that we join forces. Our shared recognition that the realities of our economic area transcend the municipal boundaries within which we operate and that what is good for the economy in one area is good for the residents of the whole region is what binds us.

As we emerge from the current crisis we will continue to work together to ensure that we provide businesses and employers with the necessary platforms upon which they can best recover. Our work on environmentally sustainable growth will be more critical than ever in assisting the businesses in our region. And this is just one area in which we're pushing forward.

Our combined work to promote the region across the world, our emerging energy and water plans, the development of a world class digital infrastructure and support for our creative industries are all coming on at pace. Prior to the outbreak of the coronavirus pandemic we had successfully raised the profile of the region and set forward persuasive arguments that Greater Brighton must not be overlooked in the 'levelling-up' agenda.

As we emerge from this crisis we'll continue to ensure that our voice is heard loudly and clearly.



Links and Resources
www.greaterbrighton.com