



Coast to Capital Board Meeting 60

Date & Time: Wednesday 19 April 2023

Venue: DMH Stallard, Griffin House, 135 High St, Crawley RH10 1DQ

Time: 4:30pm – 7:00pm

Attendees:

Chair

Julie Kapsalis	JK
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Private Sector Board Directors

Anthony Middleton	AM
Amanda Jones	AJ
Karen Dukes	KD
Richard Hopkins	RH
David Joy	DJ
Jane Longmore	JL
Lindsay Pamphilon	LP
Claire Mason	CM

Public Sector Board Directors

Cllr Shaun Gunner (Tentative)	SG
Cllr Mark Brunt (Tentative)	MB
Cllr Natalie Bramhall	NB

Accountable Body, BEIS and Department of Transport

Nigel Manvell – Accountable Body	NM
Wendy Mc-Rae Smith - Accountable Body	WMS
Emma Smith – Leveling Up	ES
Cavendish Elithorn – DfT	CE

Coast to Capital

David Smith	DS
Hannah Gosling	HG
Jake Daniels	JD
Cali Gasson	CG
Marsha Robert	MR
Carli Foster	CF

Apologies: Phelim Mac Cafferty, Jamie Arnell, Polly Toynbee.

Coast to Capital

Part A – Agenda and minutes to be posted in the public domain.

Part B – Papers not for publication in advance of meeting; minutes and papers posted in the public domain, as appropriate, afterwards.

Agenda

Time	Item	Agenda item	Action	Part
4:30pm	1	Introduction a) Welcome and Apologies b) Public comments c) Minutes of last meeting, and Matters Arising d) Conflicts of Interest	Record	A
4:40pm	2	Acting Chief Executive Update a) Position paper on options for establishing consultancy company	Note	A
4:50pm	3	Consultancy Business Plan	Approve	B
5:20pm	4	Recommendations from the Finance & Resources Committee following the Chancellor's budget statement a) Enhance Redundancy Policy Addendum	Approve	B
6:00pm	5	Careers Hub Update	Note	B
6:20pm	6	Board Member Resignation (Confidential) – verbal update	Note	B
6:35pm	7	Finance Year End Update	Note	A
6:45pm	8	Executive Update a) Executive Report b) Chair's Report	Approve / Note	A
6:55pm	9	Reflections and Close a) AGM b) AOB c) Future Meeting	Note	A
Board Meeting Ends 7:00pm				

Coast to Capital

Reference: Coast to Capital Board Meeting
Date: Wednesday 19 April 2023
Report Title: Matters Arising Schedule
Report by: Jake Daniels
Item No: 1c

Meeting Reference	Action	Lead	Status
1. January 2023	Standard agenda item on Devolution to be included at future Board meetings	AM/HG	Ongoing
2. January 2023	Details on the Gatwick Diamond inward investment initiative to be brought to April Board meeting as an agenda item.	AM/HG/LW	Open – in light of Government’s announcement we are reviewing this action.
3. January 2023	A proposed terms of reference for the Gatwick Economic Zone Development Board and proposed partnership arrangements to be brought to the April Board meeting as an agenda item.	AM/HG/LW	Open – in light of Government’s announcement we are reviewing this action
4. January 2023	Formal written proposal to delegate the authority to co-opt Committee members to Committee Chair’s to be circulated for approval via correspondence.	HG	Underway.

Board Meeting Wednesday 19 April Agenda Item 1d)

Declarations, Disclosures and Conflicts of Interest Statement

Should any Member or employee consider themselves or another present to have a conflict of interest, this must be declared at this point. Should you become aware of an interest during the course of the meeting, this shall be declared at that point within the meeting. Any interests not already on the register need to be included in an updated register within 28 days of you becoming aware of the interest.

Coast to Capital

Board Meeting 59

Thursday 26 January 2023, 5:00pm – 7:30pm
University of Chichester

Meeting Minutes

Board Members:

Attendees: Anthony Middleton – AM, Karen Dukes – KD (Acting Chair), Richard Hopkins – RH, Amanda Jones – AM, David Joy – DJ, Jane Longmore – JL, Mark Brunt – MB, Polly Toynbee – PT, Lindsay Pamphilon – LP, Claire Mason – CM, Jamie Arnell – JA.

Apologies: Paul Marshall, Julie Kapsalis, Natalie Bramhall, Cavendish Elithorne, Phelim MacCafferty, Shaun Gunner.

Other Attendees: David Smith – DS, Hannah Gosling – HG, Marsha Robert – MR, Cali Gasson – CG, Jake Daniels – JD, Carli Foster – CF, Emma Smith (DLUHC) – ES, Wendy McRae-Smith (Accountable Body) – WMS, Nigel Manvell (Accountable Body) – NM.

Part A items will be published. Part B items will also be published unless specified otherwise.

1. Introduction

1a. Welcome and apologies

KD welcomed Board members to the 59th Coast to Capital Board meeting.

KD gave apologies from Rosaleen Liard, Paul Marshall, Julie Kapsalis, Natalie Bramhall and Cavendish Elithorne.

KD welcomed the Board to the University of Chichester and thanked Jane Longmore for hosting.

1b. Public Comments

There were no public comments.

1c. Minutes of the October Meeting and Matters Arising documents

The minutes of the October 2022 Board meeting were **agreed** as a true representation of the meeting and were approved by the Board.

AM stated that all matters arising are closed or are to be addressed at the meeting.

1d. Declarations, Disclosures & Conflicts of Interest

KD read out the Conflicts of Interest statement.

With the members present, no Conflicts of Interests were declared.

KD thanked Rosaleen Liard on behalf of the Board for her service over the years as she has decided to stand down from her post as Board Director.

2. Chief Executive update (verbal)

AM shared a presentation covering current corporate priorities.

MB asked whether Coast to Capital would continue to deliver services to Local Authorities despite the future funding landscape. AM stated that services would continue to be delivered and that conversations with government on core funding are ongoing.

ES added that clarity on central government funding should be shared imminently.

The Board **agreed** that devolution deals would be a standard agenda item at a future Board meetings as part of ongoing discussions with central government.

3. Consultancy Business Plan

This item has been redacted.

4. Budget Approval (23/24) & Finance Update

This item has been redacted.

5. Gatwick Economic Zone Proposition

This item has been redacted.

6a. Executive Report

The Executive team shared an update on departmental activities as per the paper circulated.

ES noted that the improved commercial approach to income diversification has been highlighted as best practice by central government colleagues.

The Board thanked the Executive team for the work that had taken place over the last quarter.

6b. Chair's report

The Board **noted** the paper as read.

7. Delivery Update – Consent Paper

This item has been redacted.

8. Governance Update (Verbal)

KD requested that the Board delegates the authority to Committee Chair's to be able to co-opt members onto Coast to Capital Committees. The Board **agreed** to this, subject to a full written proposal being circulated for approval via correspondence.

KD **noted** that there are two Board Director vacancies, however, there was no immediate need to recruit for those positions.

9. Reflections and Close

9a. AOB

The Board thanked KD for Chairing the meeting.

9b. Future Meeting

The next Board meeting is confirmed to take place on the Wednesday 19 April venue TBC.

Coast to Capital

Meeting: Coast to Capital Board Meeting 60
Date: Wednesday 19 April 2023
Report Title: Finance Update to 28 February 2023
Report by: Carli Foster
Item No: 7

Recommendation:

The Board is asked to note the financial update to 28 February presented below.

1 April 2022 – February 2023

Income

Budgeted income for the year is £1.7m of which £1.7m cash has been received to date and £2.2m income recognised as at 28 February 2023. Income recognised to date includes accrued income. The Core Government grant and Local Authority funding are received in advance in the first quarter and released monthly.

INCOME	FY Budget	11+1 Forecast	Cash received	YTD Income *
Core Government Grant	375,000	375,000	375,000	343,750
Growth Hub Grant	268,250	268,250	268,250	245,896
CEC	180,511	202,919	56,309	131,673
DfE	55,000	89,009	89,009	81,592
LGF/GBF/GPF Capitalisation	184,259	127,965	31,816	115,964
Consultancy Income	336,617	494,423	112,774	451,932
Interest on funds held by AB	50,000	314,572	239,572	289,572
Brighton & Hove City Council	75,000	75,000	75,000	68,750
Surrey Country Council	37,500	37,500	37,500	31,250
West Sussex Country Council	142,500	122,000	122,000	111,833
East Surrey Districts & Boroughs	40,000	40,000	40,000	36,667
GPF Loan Interest	-	243,582	214,582	214,582
Other income	-	40,595	39,595	39,595
TOTAL INCOME	1,744,637	2,430,817	1,701,407	2,163,055

*This is income recognised as at 28 February 2023 and includes accrued income

Total income for the year is projected to be £2.4m driven by higher than budgeted interest earned on funds held by the Accountable Body (£265k above budget), GPF loan interest (£244k above budget) and consultancy income (£157k above budget).

Interest on funds at the end of February was £290k which includes £240k of earned interest and £50k accrued interest. The year-end position is expected to be in the region of £315k which is £265k above budget.

No GPF loan interest income was included in the budget. £195k has been recognised to date, of which £54k relates to interest income incorrectly recorded as a capital repayment by Croydon. The remaining £160k relates to Platform 9 (£117k) and Physical 2 Digital (£43k). The forecast for the remainder of the year is £9k per month from Platform 9 plus an additional £20k of interest and monitoring fees. The full year income is likely to be £244k.

Expenditure

Total costs to 28 February 2023 were £1.4m vs. budget of £1.6m (£207k, 12% under budget). This is due to underspend on consultancy business development and staff costs.

Careers Hub

On track with budget.

Economic Intelligence

Expected to be £6k under budget at year-end due to lower staff and software costs.

Consultancy

£100k was budgeted for business development. This is unlikely to be spent. Full year consultancy costs are expected to be £328k compared to budget of £314k (£13k variance, 4%). This is due to allocation of staff costs to deliver projects and investment in training. However, this has been offset by savings in other areas such as professional fees.

Operations and Finance

This is on track to be £36k under budget largely driven by savings in rent, insurance, PR costs and not utilising the contingency. This was offset by higher than budgeted staff costs with £53k related to payroll settlements and PILON not included in the budget.

Accountable Body

On track with budget.

Legacy and Governance

Likely to end to be £75k under budget due to lower staff costs than originally anticipated.

Growing Places Fund

Tracking towards £20k over budget due to legal fees. However, this can be recharged to the fund.

	YTD Apr - Feb 2023				FY Budget	11+1 Forecast	Variance (£)	Variance (%)
	Budget	Actual	Variance (£)	Variance (%)				
Careers Hub	256,199	256,407	208	0%	283,018	284,889	1,870	1%
Economic Intelligence	85,971	68,764	(17,207)	(20%)	93,787	87,227	(6,560)	(7%)
Economic Intelligence & Careers Hub	342,170	325,172	(16,999)	(5%)	376,805	372,116	(4,689)	(1%)
Growth Hub	241,914	231,823	(10,091)	(4%)	268,250	256,432	(11,818)	(4%)
Consultancy Business Development	91,667	-	(91,667)	(100%)	100,000	-	(100,000)	(100%)
Consultancy	294,006	295,539	1,533	1%	314,392	327,638	13,246	4%
Consultancy	385,673	295,539	(90,134)	(23%)	414,392	327,638	(86,754)	(21%)
Operations & Finance	453,392	415,626	(37,766)	(8%)	494,573	464,946	(35,628)	(7%)
Accountable Body	78,100	78,100	-	-	85,200	85,200	-	-
Legacy & Governance	136,124	67,808	(68,316)	(50%)	148,317	72,906	(75,411)	(51%)
Growing Places Fund	32,083	48,155	16,072	50%	35,000	55,059	20,059	-
TOTAL EXPENDITURE	1,669,456	1,462,223	(207,233)	(12%)	1,822,537	1,634,296	(188,241)	(10%)

Cash and reserves

Total cash as at 28 February was £2.2m. The monthly burn rate is averaging £138k. Reserves carried forward at 31 March 2022 were £1.3m. A cashflow forecast has been included in Appendix 1.

Outlook for the rest of the financial year

There could be a potential surplus before tax of £796k driven by higher than budgeted interest and consultancy income as well as cost savings.

Diversity Statement

There are no diversity implications for consideration.

Legal Statement

This paper has been reviewed by Brighton and Hove City Council as the Accountable Body.

Appendix 1 – Cashflow Forecast (based on the pessimistic budget scenario)

	Wind Up	Exceptional Event	Consultancy	Working Capital	Total
Reserves at 31/03/2022	529,634	264,817	87,994	529,634	1,324,086
Deferred income	-	-	-	-	614,152
					1,938,238

	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Opening Cash balance	2,236,683	2,260,579	2,490,174	2,415,283	2,317,893	2,256,322	2,197,824	2,267,908	2,194,859	2,078,810	2,073,894	2,029,845
Income												
GPF Interest	29,000	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Consultancy	60,000		25,000	10,000	50,000		100,000		10,000	25,000	30,000	80,000
BHCC Interest on Funds Held	75,000											
Growth Hub												
EAN		60,316			27,077	18,051						
LGF Capitalisation		18,437			28,974		28,974			28,974		28,974
GPF Capitalisation		9,582			14,159		14,159			14,159		14,159
Local Authority Contributions		25,833										
Ringfenced Consultancy		236,617										
Total cash in	164,000	363,285	37,500	22,500	132,709	30,551	155,633	12,500	22,500	80,633	42,500	135,633
Expenditure												
Eco Intelligence	(18,463)	(4,475)	(4,475)	(4,475)	(4,475)	(4,475)	(4,475)	(4,475)	(4,475)	(4,475)	(4,475)	(4,475)
Careers Hubs	(28,481)	(26,841)	(26,841)	(26,841)	(26,841)	-	-	-	-	-	-	-
Growth Hub	(24,609)	(19,860)	(19,860)	(19,860)	(19,860)	(19,860)	(19,860)	(19,860)	(19,860)	(19,860)	(19,860)	(19,432)
Consultancy	(27,630)	(30,186)	(30,186)	(32,186)	(30,186)	(32,186)	(30,186)	(30,186)	(32,186)	(30,186)	(30,186)	(31,958)
AB		(21,300)										
Operations & Finance	(28,919)	(17,158)	(17,158)	(17,658)	(18,158)	(17,658)	(17,158)	(17,158)	(17,158)	(17,158)	(17,158)	(17,158)
Legacy	(5,098)	(9,817)	(9,817)	(9,817)	(9,817)	(9,817)	(9,817)	(9,817)	(9,817)	(9,817)	(10,817)	(9,817)
GPF	(6,904)	(4,053)	(4,053)	(9,053)	(4,053)	(5,053)	(4,053)	(4,053)	(5,053)	(4,053)	(4,053)	(5,053)
Corp Tax									(50,000)			
Total cash out	(140,103)	(133,690)	(112,390)	(119,890)	(113,390)	(89,049)	(85,549)	(85,549)	(138,549)	(85,549)	(86,549)	(87,893)
Closing Cash balance	2,260,579	2,490,174	2,415,283	2,317,893	2,337,212	2,197,824	2,267,908	2,194,859	2,078,810	2,073,894	2,029,845	2,077,584

Reference: Coast to Capital Board Meeting
Date: Wednesday 19 April 2023
Report Title: Executive Report
Report by: Executive Team
Item No: 8
Part: A

Recommendations:

- The Board is asked to **note** the Executive Report.
 - The Board is asked to **approve** the amendment to the Assurance Framework.
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1. Economic Overview

1.1. UK economic forecast – March 2023

Following the Chancellor's presentation of the Spring 2023 Budget, the Office for Budgetary Responsibility (OBR) published their latest [Economic and fiscal outlook](#). Below are some highlights from the latest publication.

Inflation rose to an all-time high in October 2022 at 11%, and the OBR estimates that it will drop to 2.9% by the end of 2023. They also expect energy prices to fall to below £2,200 by the end of the year.

The current forecast for GDP growth is slightly more pessimistic than the 2022 forecast with growth contracting by 0.4% in the first quarter of 2023. For the second quarter of 2023 GDP is expected to remain the same but then start to rise again and regain its pre-pandemic peak by the middle of 2024.

The unemployment rate is expected to rise modestly as growth weakens, to a peak of 4.4% by end of 2023. They continue to expect the rise in unemployment to lag the fall in GDP as vacancies are likely to fall before firms lay off workers and labour hoarding means firms are likely to reduce hours before cutting staff. After a peak in the employment rate at the end of 2022, it is likely to decline throughout 2023 and 2024 before rising again in early 2025.

1.2. Current economic context – based on latest available figures on 24 Mar 23

Every attempt has been made to source the latest available data, but several ONS datasets are very time lagged and the next data releases will not be until 18 April.

Gross domestic product (GDP) in the UK stalled between October and December 2022. Declines in both the services and production sectors were the main contributors to the slow growth.

Inflation rose by 9.2% in the 12 months to February 2023, up from the 8.8% rate in January 2023. The largest contributors to the increase were energy prices and food and non-alcoholic beverages. Whilst the 9.2% rate is high, the February rate is slightly lower than the peak rate of 9.6% in October 2022. The ONS estimates that the October rate was the highest inflation rate in over 40 years.

The UK unemployment rate (residents aged 16-64) remained largely unchanged between November 2022 to January 2023 at 3.7%. In this three-month period the number of people unemployed for up to six months increased slightly. The employment rate across the UK also increased during this period by 0.1 percentage points to 75.7%, and this increase was driven by part-time employees and self-employed workers.

In Coast to Capital claimant rates (which measures the proportion of people aged 16-64 claiming unemployment related benefits) remained stable at 2.7% in the three months to February 2023, compared to a rate of 3.7% nationally. Brighton & Hove had the highest rate at 4.0% in February 2023. The Crawley rate remained stable over the past three months at 3.7%. This trend is back in line with pre-pandemic levels where the claimant rate was consistently highest in Brighton & Hove.

Job postings in Coast to Capital increased by 29% between December 2022 and January 2023, compared to a 22% increase nationally during the same period. The top advertised occupations in our region continued to be nurses and care workers, followed by sales and software development occupations.

2. Corporate Update

2.1. Organisational Developments

With confirmation now received from Government regarding funding for next Financial Year, the team are continuing to work hard and generate business in the consultancy area of the business due to the shortfall in funding from Government. Funding from

government has been cut by 33% for the core funding and the funding for the Growth Hub for next financial year is yet to be confirmed on how much we will be receiving.

There are currently no vacant positions being advertised.

2.2. Operations

The Coast to Capital Team had a team away day on 22 March at Crawley Borough Council's new Town Hall.

The Team have undergone both Stress Management Training and Menopause Training. We would like to thank our Growth Champions for running these sessions.

3. Finance & Investment

The budget for 2023/24 is currently under review to reflect recent Government announcements regarding funding and the future of LEPs. Core funding of £250k has been confirmed for 2023/24.

BEIS have indicated that some funding will be made available for business support, however no further details have been given.

Some local authorities have agreed to continue to fund the LEP in 2023/24 and invoices will be issued in the next few weeks.

All Growth Hub funding for 2022/23 has now been received. Capitalisation is a quarterly exercise, and we will be preparing claims for quarter 4 (Jan - Mar) in early April.

Discussions are ongoing with the CEC regarding the funding of the Careers Hub.

GPF interest, Interest earned on funds held by the Accountable Body and consultancy income for the continue to perform well above budget.

A detailed Finance update is being noted in a separate paper.

4. Consultancy and Business Development

The Project Delivery and Business Development team have been delivering upon commissioned work and developing a strong pipeline of leads and projects testing various sales strategies. The key focus areas for the rest of this financial year are:

- To follow up existing bids/proposals and convert where possible into sales.
- To continue generating new business development leads, and market out service offers to new and existing local authority partners.
- Marketing, Communications & Branding, ready to launch in the new financial year.

The team and some of the wider team, have also undertaken developmental and training sessions to strengthen our skill set in bid and proposal development.

4.1. Consultancy Assignment Delivery

We have successfully completed and/or completing a number of projects for a range of public and private sector customers, ranging from active travel project management to business support and transport research. The list below is the total commissions to date, which began April 2021.

These are listed below with their values:

Project	Value
Sussex Local Skills Improvement Plan (LSIP)	£19,000.00
Regis Centre/Alexandra Theatre	£20,295.00
Airport Economic Zones Research	£14,890.00
CIL Project Support	£10,927.00
Horsham UKSPF Assessment Support	£6,500.00
Brighton & Hove UKSPF Investment Plan	£17,100.00
A22 project management	£41,600.00
Mole Valley Business Support	£49,000.00
Mole Valley Funding Search and Bid Writing	£9,120.00
Epsom and Ewell Economic Development Support	£60,350.00
East Surrey Transport Study	£18,900.00
Croydon UKSPF Investment Plan Development	£28,100.00
Horsham UKSPF Monitoring Support	£30,000.00
Tandridge UKSPF Support – Inception Phase	£30,000.00
Total	£355,782.00

4.2. Business Development

We are actively looking for new opportunities and currently have 7 projects that are in development stage, meaning we have either bid for them or are in discussions with the contracting authority about taking up the work. All of our pipeline projects for 2023/24 are listed below with their values;

This table has been redacted.

4.3. Consultancy Planning

We have developed a draft business plan for the consultancy business unit as seen at Item 3. This plan sets out the new brand, market and sales strategy, pipeline and financial planning for 2023/24.

5. Communications

Highlights from stories we issued or were mentioned in, include:

- [New chapter for the Old Reading Room](#)
- [Dome Corn Exchange and Studio Theatre restoration project enters its final stage](#)
- [The Rise in Redhill is getting ready for opening](#)
- [Updated St James Industrial Estate reopens after £6 million redevelopment](#)
- [Celebrating International Women's Day 2023](#)
- [Energy community supports push for net zero](#)

6. Governance Updates

Our Company Risks are being actively managed. The full company risk register can be found at **Annex A**.

Since the January Board the following meetings have taken place:

- 20 February: Finance & Resource Committee – The current financial update was presented and the Committee also reviewed the Consultancy Business Plan.
- 15 March: Audit & Risk Committee – RSM UK Ltd attended the meeting to present the Internal Controls (Single Point of Failure) Audit findings. The recommendations have been addressed and the report is being finalised.
- 30 March: Finance & Resource Committee – Financial Update at Year End.

6.1. Assurance Framework

Our Current Assurance Framework still remains compliant with the National Assurance Framework and Coast to Capital still adheres to the Assurance Framework.

One small amendment has been added to the Assurance Framework, the below section was missing in the Assurance Framework and is included in the Articles of Association, therefore it is appropriate to include it in the Assurance Framework:

“Board Directors are required to attend all Board meetings and Committee meetings they are members of. If they are unable to attend (or send a deputy if eligible) they must provide in writing to the Chair of the Board or Committee a satisfactory reason (this is determined by the responsible Chair). If Board Directors fail to attend three consecutive meetings (or do not send a deputy if eligible) of the Board or Committee meetings without

giving a satisfactory reason for their non-attendance to the Chair, the Board may require their resignation as a director”.

The Audit & Risk Committee has approved this amendment to the Assurance Framework, therefore the Board are asked to **agree** this amendment put forward by the Audit & Risk Committee.

A thorough review of the Assurance Framework will be undertaken once the revised National Assurance Framework has been released.

We have no live Complaints or Freedom of Information requests.

6.2. Board Development

Councillor Paul Marshall has resigned from the Board and West Sussex County Council have been invited to propose a new individual to join the Board. The Board notes its thanks to Cllr Marshall and acknowledges his resignation.

The April 2023 Board will be Councillor Mark Brunt’s last Board meeting, the Board would like to thank Mark for his excellent service on the Board and for all his help and support over the years.

Our Board continues to successfully operate to support the company.

All Board members have now undergone Board Refresher Training, we would like to thank the Board for their co-operation on this.

7. Partnerships

7.1. Growth Hub Update

7.1.1. Delivery of contractual outputs (BEIS)

Since April 2022, the Growth Hub has engaged with 1,084 businesses against a target of 550 (+ 197%) for this financial year (2022/23). 202 (19%) of these interventions have been medium intensity (1-3 hours), and 415 (38%) of them have been high intensity interventions (4 hours+) via 1-1 sessions and/or Growth Champion support. The remaining 467 (43%) were light touch interventions (up to 1 hour).

The new Department for Business & Trade sent LEPs a Letter of Comfort on 13 March to confirm there will be core funding for Growth Hubs for the 23/24 FY. However, they have not confirmed individual allocations for each Growth Hub.

7.1.2. Mole Valley Business Support Contract

A further 449 businesses have been engaged by the Growth Hub on behalf of Mole Valley District Council. The current contract is due to complete at the end of March 2023.

We are currently in discussions with Mole Valley District Council on the possible extension of this programme into the 23/24 financial year.

7.1.3. Commercialisation

The Growth Hub have developed a suite of commercial business support services to be launched shortly. The Team are initially launching four products (details of which can be found in **Annex B** to test the appetite with businesses, but are also continuing to explore and develop a range of the other products to be launched throughout 23/24.

The Team will be launching the products once the new branding is completed for the Consultancy company.

7.2. Careers Hub Programme Update

The Careers Hub is currently operating at full coverage, supporting 107 institutions across East Surrey, Brighton & Hove and West Sussex. Additional special schools have been invited to join the network this year. The team is led by the Strategic Hub Lead and Operational Hub Lead, with a team of five regional Enterprise Coordinators.

Recent achievements and impact

35+ live talks with Apprentices took place across 31 secondary schools to 7246 students during National Apprenticeship Week as part of our **Open Doors** initiative to raise awareness of Apprenticeships and Technical Education pathways. 20 small, medium and large local employers from a range of business sectors nominated Apprentices from their organizations to support, including British Airways, Balfour Beatty, Freedom Works, Pfizer, The Grand Hotel Brighton and Willis Towers Watson.

808 students from GB MET College and schools across Brighton participated in 2,290 meaningful conversations with 68 local employers at our **Hello Future 23 Skills Fair** during National Careers Week. Building on previous success of Hello Future, the event in 2023 was a hybrid live skills event showcasing priority industry sectors identified in the Sussex Local Skills Improvement Plan. AMEX provided excellent press coverage of the event with articles in [The Argus](#), [Sussex World online](#) and [Yahoo syndicates](#). The Careers Hub team are exploring smaller Hello Future 'spin off' events for Brighton such as Hello Construction for 23/24.

To help support institutions to challenge stereotypes, the Careers Hub launched an online campaign and suite of resources for **International Women's Day**. 11 fully interactive posters were provided for schools to enable classroom discussions. The campaign highlighted pathways into aviation, construction, business and local government. The resources supported schools who hadn't previously planned for International Women's Day or National Careers Week, ensuring every year group had access to meaningful provision. Feedback from schools has been resoundingly positive and schools have said they would welcome more centrally generated careers resources to utilize in lessons.

Progress against targets

Careers Hub institutions are presently updating their Spring Term Compass evaluations. The Careers Hub will be able to accurately report on progress when data is analyzed after Easter.

Project delivery for 2022-23

During Summer Term, the Careers Hub will deliver the following projects to further support schools:

- **Ahead of the Game** - a programme of 'immersive experiences' with Chichester College Group and employers to further enable the smooth transition of young people into Further Education or their next best step.
- **Teacher Encounters Sussex & Surrey** – a project to deliver 20 encounters in digital skills industries for teachers in Sussex and 20 encounters in green skills industries for teachers in Surrey.
- **The Inspire Programme** – an inspirational programme of careers activities to support vulnerable groups of young people in Alternative Provision Centre settings across Sussex.
- **SEND Careers & Transitions Fair** – students from 6 special schools and colleges will be attending an inclusive careers and transitions fair delivered by the Careers Hub in Burgess Hill.
- **Open Doors Manor Royal** – schools in Crawley will take part in a face-to-face experience of the workplace in various businesses at the Manor Royal Business District.

30 secondary schools across Brighton, Hove and West Sussex will be invited to join our **TeenTech Sussex** event at the AMEX Stadium in Brighton in November. Aligning to Sussex LSIP priorities around digital skills, this is an interactive STEM festival for Year 8 and 9 students to ignite interest in STEM related careers. The Careers Hub is generating employer sponsorship to ensure TeenTech Sussex is an annual, sustainable event in the region. [Read more](#).

The Careers Hub Lead is a Board/Steering Group member for **Local Skills Improvement Plan (LSIP)** groups in Sussex and Surrey & Hampshire. To help address the skills challenges we face in the region, the Careers Hub will utilize business intelligence from the LSIPs to inform strategic planning for the Hub for 23/24, ensuring the Hub is included in the offer to young people in education settings.

To further support schools in the implementation of **Provider Access Legislation (PAL)**, mandatory in schools from January 2023, the Careers Hub delivered PAL presentations to training providers across Surrey and Sussex in March. In the next phase of this work, our Hub is working with SCTP and ALPS training provider networks to collate and share

each Independent Training Providers (ITPs) offer to schools via a new dedicated webpage.

The Careers Hub have invited employer, education and provider stakeholders to take part in an **Apprenticeships and Technical Education (ATE) Workshop** in April to scope the provision of apprenticeship and technical education pathways in the LEP region. The outcomes of the workshop will create a planning tool for the Hub ahead of ATE Local Hub funding for the next academic year and will feed into a national report to be compiled by The Careers & Enterprise Company.

The future of the Careers Hub

The Careers & Enterprise Company are discussing funding of the Careers Hub with Local Authorities in the region to future proof the programme for 2023-24. A paper is being brought to the April Board meeting to give a full update.

8. Skills

8.1. Coast to Capital skills remit

We continue to work with both the Sussex and Surrey & North & Mid-Hampshire LSIPs to support the development and delivery of their LSIP work for the 22/23 financial year. However, the DfE confirmed on 23 March 2023 that there will not be any skills funding for LEPs for the 23/24 financial year. Therefore, in the coming year there will be no mandate from Government for LEPs to undertake skills activities or produce labour market data.

The Catalyst South group of LEPs received DCMS funding to deliver a Local Digital Skills Partnership (DSP) across the Catalyst South geography. Solent LEP is leading on the management of this and a Regional Coordinator has been recruited. A website is currently being developed which will host all information and updates on the DSP. Once launched a link will be shared with the Board.

We continue to engage with the Sussex & Surrey Institute of Technology (IoT) and regularly attend meetings including the inaugural Strategic Advisory Panel.

9. Diversity Statement

The Equality, Diversity, and Inclusion policy has been updated and uploaded to the website.

10. Legal Statement

This paper has been reviewed by the Brighton and Hove City Council as the Accountable Body.

11. Finance Statement

There are no further financial considerations of the paper other than those mentioned.

Annexes:

Annex A: Company Full Risk Register (redacted)

Annex B: Growth Hub Plus Launch

Coast to Capital Growth Hub PLUS

An introduction to Our Services



c2cbusiness.org.uk

Who **we** are

Coast to Capital Growth Hub has been providing business support services for several years. Our team has extensive experience in the industry, and we've helped countless businesses and individuals in the Coast to Capital region achieve their goals.

With Growth Hub Plus, we're building on our years of experience and expertise to provide comprehensive and effective services. We understand the challenges that businesses face in today's market, and we're committed to helping you overcome them.

Whether you're looking for funding, marketing support, financial advice, or career provision planning services, you can trust that our team has the knowledge and skills to help you succeed. We stay up to date on the latest industry trends and best practices to ensure that our services are always relevant and effective.

We believe that our years of experience have uniquely positioned us to provide the highest quality business support services in the region. We're excited to continue to serve businesses and individuals in the years to come, and we look forward to helping you achieve your goals.



Our **services**

Coast to Capital Growth Hub is a business support network that aims to help businesses, schools and individuals grow and thrive.

We understand the challenges that businesses face and provide a range of services to help you achieve your goals.

With the launch of Growth Hub Plus, we're excited to offer commercial services to support you on your journey.

We're committed to providing high-quality, personalised services that meet your needs. We're always looking for new ways to support you, and we're excited to launch Growth Hub Plus as part of that effort.

For **Businesses**



Financial Support



Funding Finder



Marketing & Social Media Support

For **Schools & Colleges**



Careers Provision



Financial Support

This one-to-one consultancy service provides financial support to small and medium sized businesses (SMEs), starting with an initial free diagnostic call of 30 mins to establish what support is needed and how to progress moving forward.

As part of our service, we provide:

- Analysis of accounts
- Comparison of competitors
- Advice on cost savings
- Support with cash flow
- Financial forecasting
- Advice on bookkeeping



Funding Finder



Whether it's a grant, a loan, invoice finance, or a private/venture capital investment you are looking for, let us do the legwork for you.

Coast to Capital has spent over a decade helping private and public organisations of all shapes and sizes to leverage finance for projects from £1k to £10m.

The Funding Finder service includes:

- Horizon scanning – Searching for and identifying existing, new, and future sources of funding.
- Reading – Wading through all the tedious terms and conditions and eligibility papers for you.
- Matchmaking – Matching your project with the appropriate funds and funders/VC options.
- Reporting – Tailoring a report outlining and grading your top options for funding.
- Advice – Meetings to go through the report with you and help you to pick the best option.

Marketing & Social Media Support

Unsure how to get your business name out there? Feeling stumped by the collection of social platforms out there, and don't know where to start?

Let us take the pressure off and ease you into creating and building your brand.

This service will enable businesses to boost their brand and make a stamp with their online presence. We will do this by offering businesses one-to-one support, guidance, and management, strengthening reputation and brand image online.

As part of the service, we can offer:

- Social media & website audits
- Logo & brand design
- Leaflet design
- Social media management
- Content & asset creation
- Email marketing

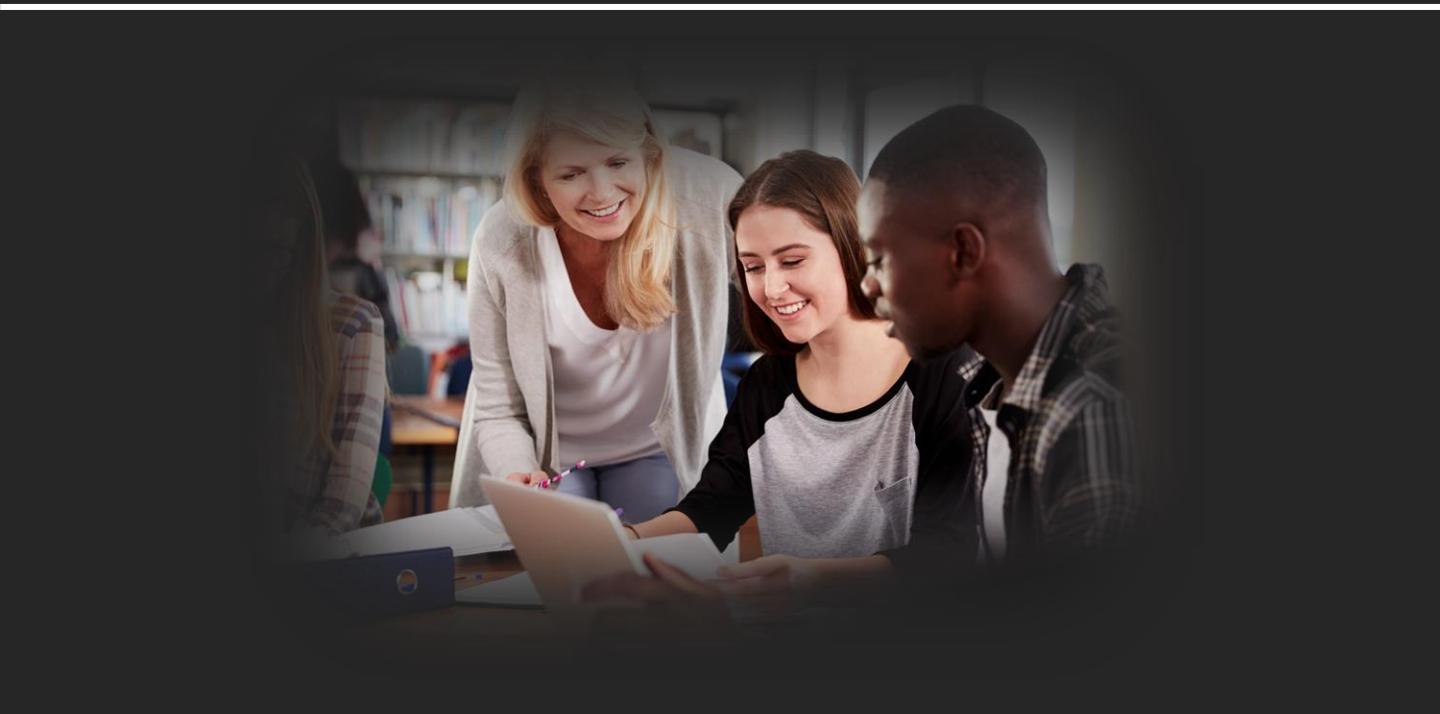
A group of diverse students are seated at wooden desks in a classroom, working on laptops and tablets. The scene is brightly lit, with natural light coming from windows in the background.

Careers Provision

This one-to-one consultancy service will provide careers curriculum expertise that supports independent schools and colleges in assessing, planning, and developing their careers strategy, careers programme and preparing them for inspection.

As part of the service, we can offer:

- Careers strategy audit
- Careers programme audit
- Inspection compliance audit
- Inclusive careers programme design



Contact us

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Reference: Coast to Capital Board Meeting
Date: Wednesday 19 April 2023
Report Title: Chair's Report
Report by: Julie Kapsalis
Item No: 8b
Part: A

Recommendation:

- The Board is asked to **note** the Chair's Report.
-

1. Chair's Report

I am pleased to provide the following summary of my activity as Chair since our last Board meeting.

Catalyst South

I continue my work as Chair of Catalyst South group of LEPs:

- Attended LEP Network Board virtual calls
- Convened responses from Chairs regarding future funding of LEP Network

External Stakeholders

On behalf of Coast to Capital I attended the following external events/meetings:

- Attended the Annual Performance review with Government
- Attended the Gatwick Diamond Business Champions Lunch
- Met with the General manager of Gatwick Diamond Business
- Attended Surrey County Council's 'Surrey Forum' to discuss skills and devolution
- Spoke at the Creative Growth & Business & Innovation Summit hosted by the University of the Creative Arts and to launch CreaTech
- Delivered a podcast for International women's day on leadership
- Met with the General Manager of Epsom & Ewell Hub (funded by C2C)
- Supported Gatwick Airport on discussions with Crawley Borough Council regarding growth plans and skills
- Attended the One Surrey Growth Board
- Keynotes speaker at Metrobank's celebration for International Women's Day – supported by the Growth Hub
- Panel member to support Career's Hub event in Brighton 'Hello Futures'

- Attended All Party Parliamentary group on Women and Enterprise
- Call with CEO of Surrey Chamber of Commerce – Louise Punter
- Attended Gatwick Diamond Business Awards
- Attended FSB Awards for South Region

Internal and Board Member Meetings

- I continue to hold weekly meetings with Tony as the acting CEO
- Attended Management team meeting
- Attended All staff meeting
- Overseen review with DMH Stallard supported by David Smith
- Supported the preparation of a paper for F&R on staffing post the ending of Government Funding

2. Diversity Statement

Any Equality, Diversity and Inclusion work undertaken by me for Coast to Capital has been referenced in the report and I provided a report for our Annual Conversation with Government on our work in this area

3. Legal Statement

This paper has undergone a legal review by the Accountable Body.

4. Finance Statement

There are no decisions to be taken in this report and therefore no financial implications.