

# Public Document Pack



17/03/2021

To: Members of the SCR - Business Recovery and Growth Board and Appropriate Officers

You are hereby invited to a meeting of the Sheffield City Regional Mayoral Combined Authority to be held at **Virtual Meeting**, on: **Thursday, 25 March 2021** at **1.00 pm** for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read "D. Smith".

Dr Dave Smith  
**Chief Executive**



You can view the agenda and papers at [www.sheffieldcityregion.org.uk](http://www.sheffieldcityregion.org.uk) or use a smart phone camera and scan the QR code

## **Member Distribution**

Mayor Ros Jones CBE (Co-Chair)  
Neil MacDonald (Co-Chair)  
Sharon Kemp  
Councillor Bill Mordue  
Councillor Mazher Iqbal  
Councillor Jim Andrews BEM  
Councillor Denise Lelliott  
Richard Stubbs  
Helen Kemp

Doncaster MBC  
Private Sector LEP Board Member  
Rotherham MBC  
Doncaster MBC  
Sheffield City Council  
Barnsley MBC  
Rotherham MBC  
Private Sector LEP Board Member  
MCA Executive Team

## SCR - Business Recovery and Growth Board

Thursday, 25 March 2021 at 1.00 pm

Venue: Virtual Meeting



### Agenda

Agenda Ref No	Subject	Lead	Page
1.	Welcome and Apologies	Co-Chair	
2.	Declarations of Interest by individual Members in relation to any item of business on the agenda.	Co-Chair	
3.	Urgent items / Announcements	Co-Chair	
4.	Public Questions of Key Decisions	Co-Chair	
5.	Minutes of the Previous Meeting	Co-Chair	5 - 14
6.	Proposed Forward Work Programme	Ms Kemp	15 - 18
7.	Confidentiality And Non-Disclosure Agreements	Ms Clark	19 - 30
8.	India Programme Strategy Roadmap 21-23	Ms Clark, Mr Burrows	31 - 38
9.	Establishing the South Yorkshire India Forum	Ms Clark, Mr Burrows	39 - 46
10.	Grant Acceptance	Ms Sykes	47 - 50
11.	Business Investment Pipeline	Ms Clark	51 - 56
12.	Any Other Business	Co-Chair	
<b>Date of next meeting:</b> Thursday, 24 June 2021 at 3.00 pm <b>At:</b> TBC			

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**SCR - BUSINESS RECOVERY AND GROWTH BOARD****MINUTES OF THE MEETING HELD ON:****WEDNESDAY, 6 JANUARY 2021 AT 10.00 AM****VIRTUAL MEETING****Present:**

Mayor Ros Jones CBE (Co-Chair)	Doncaster MBC
Neil MacDonald (Co-Chair)	Private Sector LEP Board Member
Sharon Kemp	Rotherham MBC
Councillor Bill Mordue	Doncaster MBC
Councillor Denise Lelliott	Rotherham MBC
Richard Stubbs	Private Sector LEP Board Member
Dr Dave Smith	MCA Executive Team

**In Attendance:**

Helen Kemp	Director of Business & Skills	MCA Executive Team
Rachel Clark	Assistant Director Trade & Investment	MCA Executive Team
David Grimes	Assistant Director - Growth Hub	MCA Executive Team
Sue Sykes	Assistant Director - Programme and Performance Unit	MCA Executive Team
Felix Kumi-Ampofo	Assistant Director Policy and Assurance	MCA Executive Team
Carl Howard	Senior Programme Manager	MCA Executive Team
Claire James	Senior Governance & Compliance Manager	MCA Executive Team
Paul Johnson	Senior Policy Manager	MCA Executive Team
Nici Pickering	MCA Executive Team	MCA Executive Team
Daniel Wright	Head of Communications & Marketing	MCA Executive Team
Andrew Shirt (Minute Taker)		

**Apologies:**

Councillor Mazher Iqbal	Sheffield City Council
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**1 Welcome and Apologies**

The Co-Chair, Mayor Jones welcomed everyone to the meeting.

D Smith introduced Helen Kemp to the Board. The Board was informed that Helen had recently been appointed to the role of Director of Business and Skills and would now take responsibility for supporting the Board alongside Team leads Dave Grimes and Rachel Clark.

Apologies for absence were noted as above.

2 **Declarations of Interest by individual Members in relation to any item of business on the agenda.**

None.

3 **Urgent items / Announcements**

None.

4 **Public Questions of Key Decisions**

None.

5 **Minutes of the Previous Meeting**

It was noted that H Kemp would work with N MacDonald after today's meeting to develop a Work Programme for the Board. **ACTION: H Kemp & N MacDonald.**

The minutes of the previous meeting held on 21<sup>st</sup> October 2020 were agreed to be an accurate record and approved for signing by the representative of the Head of Paid Service.

6 **RAP Employer Implementation Plan Update**

A paper was submitted to provide the Board with an update and indication of the delivery priorities outlined in the Employer section of the Renewal Action Plan.

Following discussion at the last Board meeting held on 21<sup>st</sup> October 2020, the Board was requested to consider, review and agree the contents of the draft RAP Employer Implementation Plan which provided an updated overview of the areas agreed by the Task and Finish Groups established to lead on the development.

At the MCA meeting held on 16th November 2020 the endorsed priorities were agreed in principle and an initial budget recommended to be made available over the next 2 years of up to £8.3m to deliver against the prioritised elements in the employer section of the RAP.

As a result of the allocated budget, a consolidated set of priorities with an indication of delivery costs was currently in development. The Task and Finish Group discussions had collectively developed a consolidated set of delivery proposals where it is felt the most impact would be delivered for businesses in comparison to the original plan based on the available budgets as well as priorities previously agreed.

The Board considered and reviewed the consolidated priorities for delivery for the remainder of 2020/21 to the end of 2021/22 initially.

The anticipated intervention cost for the streamlined and consolidated delivery for the priority employer section totalled £5.20m, excluding any additional delivery costs associated which were currently being worked up to include licence fees and any additional personnel costs.

The Board noted that, due to the fast changing economic conditions impacted by Covid 19, but also UK transition, there was considerable flexibility requested in the delivery of the plans with the ability to review and refocus following review by the Board should matters change significantly. Any non-allocated budgets assigned to this activity would remain as contingency to enable the programme to flex to changing needs.

The full and updated Implementation Plan including the developed leadership proposals was also included as appendices to the document.

In response to questions from Board Members around the timescale for the recruitment of 16 Advisor posts, D Grimes confirmed that work was progressing and advertisement of the Advisor posts was anticipated to be undertaken within the next six weeks, subject to internal funding resources being addressed and a framework being developed.

The Board expressed its concern on the pace to progress recruitment and discussed if it would be appropriate to use contingency funding, rather than internal funding resources.

The Board requested that an update report be circulated by email in approximately six weeks' time to present the progress which had been made.  
**ACTION: H Kemp.**

Mayor Jones asked for confirmation if the SCR LEP was authorised by the Financial Conduct Authority (FCA) to deliver loan funding schemes.

In response, it was confirmed that there was not a requirement for the SCR LEP to be FCA registered due to the SCR not providing financial advice to businesses. The SCR LEP would commission any required services from 3rd parties to provide financial advice to businesses who would be FCA registered.

The Board considered that it would be important to either align or combine the employer marketing spends with other sections of the RAP to ensure that end users see a single offer that fits their particular needs.

D Smith confirmed that the MCA Executive Team were currently in the process of reorganising its Gateway services, which would focus on marketing the whole of the RAP to provide an enhanced reach into businesses than currently experienced.

The Board asked if the expenditure and targets table previously contained in the RAP could be revised to show the new funding amounts, targets and outcomes.

D Grimes acknowledged the request and said that he would circulate an additional document after today's meeting showing the KPIs and outputs

attached to the RAP. **ACTION: D Grimes.**

RESOLVED – That the Business Recovery and Growth Board considered and approved the delivery plan for the priority initiatives and also endorsed the overall package of support detailed in the revised Implementation Plan.

## 7 **MCA Business Support Services**

A paper was presented to provide Members with proposed changes to the way the MCA will deliver business support services from April 2021. The Board was asked to support the principles underpinning the changes and note the changes being introduced.

The Board noted that whilst the need for change and development of services is required to address changing economic circumstances and new priorities, the direction of that change needs to be guided by a set of principles against which change can be measured. It was proposed that changes to business support services are guided by five principles as set out in paragraph 2.1 of the report.

It was highlighted that the change related only to the LEP and MCAs business support services. These were the combined roles of the current growth hub and trade and investment services. It was proposed that these services were organised into hubs as presented in paragraph 2.2 of the report.

The role of the Gateway service would be evolved to become the front door for all business enquiries and business engagement across the MCA Executive Team. This would ensure that the MCA Executive Team have a business focussed, consistent, clearly accessible entry for business into the MCA. It will also ensure that the MCA Executive Team consistently collect information and data. The Gateway Service would develop its use of technology to inform, engage and resolve queries from business alongside its direct contact.

It was confirmed that the hubs would be resourced from the current core staff of the Growth Hub, Business Growth and Trade and Investment Teams, the contracted staff from services and those seconded into the MCA to support activity. Financial services, contracting, performance and programming, communications and marketing and other support services would work to support activities within the hubs.

The Board supported the principles outlined in paragraph 2.2 of the paper and asked if the goal to complete the internal changes by 1<sup>st</sup> April 2021 was achievable. Furthermore, the Board queried if any additional resources had been identified to support future business support services.

In response, D Smith anticipated that the Team would have made substantial progress to implement the internal changes by 1<sup>st</sup> April 2021. He agreed to provide the Board with a progress update after 1<sup>st</sup> April 2021 on the achievements made and a timeframe detailing when any outstanding actions would be achieved. **ACTION: H Kemp**

D Smith highlighted that resources were scarce and there was no likelihood of



any significant funding resources being received in future. Whilst he accepted the Board's desire for additional resources, the MCA Executive Team would need to be innovative and make the best use of its current resources. Furthermore, the Team was attempting to balance the priorities around the support given directly to businesses and also the support and investment in relation to skills, which were equally important in the RAP.

The Board recommended that it would be beneficial for the MCA Executive Team to provide Local Authority Strategic Directors with a briefing to update them on the changes in the way business support services are provided.

D Smith acknowledged the request and said that, subject to Board's overall support, as part of the implementation plan process an engagement event would take place with key stakeholders (which included Local Authorities and the LEP Business Group) to inform them of the changes.

RESOLVED – That the Business Recovery and Growth Board:-

1. Supported the principles underpinning the need for change in the way business support services are provided as set out in paragraph 2.1.
2. Noted the intention to bring about change in the way the MCA Executive organise and deliver business support services.

## 8 **MCA-India Strategic Programme Implementation 2021 And Beyond**

A paper was presented reminding the Board that, at the previous meeting a report had been presented setting out the detailed rationale for the MCA-India programme together with an update of in-market activities undertaken since UK India Business Council's (UKIBC) original report in 2017.

The Board noted that, as a result of the Covid-19 pandemic, activities for the remainder of the 2020/21 MCA India programme had been adapted to virtual activities where relevant.

A programme of activity was outlined in Annex 1 to the report for the remainder of this financial year, including a virtual delegation this month involving meetings between the Mayors of Pune and Sheffield City Region.

The Board noted that the Team were working with UKIBC to review its approach to date and initiating work on a "Roadmap" which sets out a Strategic Implementation Plan from 2021 onwards. The Plan would seek to build on the work achieved to date and introduce a programme of activity for the financial years 2021/22 and 2022/23. The full report would be presented to the Board for discussion/approval at the March 2021 meeting.

The report also set out progress in the development of a strategic implementation plan to support further activities in the India market. This included draft proposals to establish a South Yorkshire – India Forum comprising of an Advisory Board and Business Network.

The Board were provided with the rationale behind the establishment of the India Forum.

The Advisory Board would provide strategic advice and guidance, chaired by a LEP Board Member and would include public/private senior representatives from universities, DIT, companies operating in India etc.

The Business Network would include a wider group of businesses and stakeholders with interests relating to India. Members would receive access to networking opportunities, events and newsletters.

The Board supported the establishment of the South Yorkshire India Forum and proposed that R Stubbs chaired the Advisory Board.

R Stubbs confirmed his acceptance of the Board's proposal.

**RESOLVED** – That the Business Recovery and Growth Board accept the next stage of the programme to establish a South Yorkshire India Forum in 2021 and endorse the continuation of the development of the MCA-India programme.

## 9 **Brexit Update**

The Board received a report to update Members of the implications of the EU Exit as far as it was known at the point of the writing and the actions being taken to support business.

Members noted that some of the 'unknown' elements of the report had been superseded by the EU-UK Trade and Cooperation Agreement signed on 30<sup>th</sup> December 2020 (since the report was published).

The Board received a presentation to provide Members with key points on the UK-EU Trade and Cooperation Agreement, the key impacts for the SCR and analysis for 2021.

The key points contained within the Agreement were noted as follows:

- Trade - There will be no tariffs or quotas on trade in goods provided rules of origin are met.
- Governance – The Agreement is overseen by a UK-EU Partnership Council supported by other committees.
- Local Playing Field Provisions – Both parties have the right to trade counter-measures including imposition of tariffs where they believe divergences are distorting trade.
- Subsidies/State Aid – Both parties are required to have an effective system of subsidy with independent oversight. Either party can improve remedial measures if a dispute is not resolved by consultation.
- Fisheries – 25% of the EU's fisheries quota in UK waters will be transferred to the UK over a period of 5 years.
- Security – A new security partnership provides for data sharing and policing and judicial co-operation, but with reduced access to EU databases.
- EU Programmes – Continued UK participation in some EU programmes.
- Review and Termination – The TCA will be reviewed every 5 years. It can be terminated by either side with 12 months' notice.

It was good news for the SCR that there would be no tariffs or quotas for trade, especially for the SCR's manufacturing sector. Albeit there would now be more barriers to trade.

The Board noted that the SCR would continue to promote business support for business transition and distribute the Government's allocation of £136k to the SCR to aid business transition.

The Board requested that the presentation be circulated to them by email after today's meeting. **ACTION: P Johnson**

RESOLVED – That the Business Recovery and Growth Board:-

1. Noted the updates on EU Exit.
2. Consider the other support which the MCA/LEP could offer for businesses in the first few months of 2021.

## 10 **Discretionary Business Support Grants**

A paper was submitted to request the Board's approval to accept the Department for Business, Energy & Industrial Strategy (BEIS) Grant, approval to waive the Contract Procedure Rules (CPR's) to award a contract totalling £104,500 to Sheffield Chamber of Commerce and seeks delegated authority to be given to the S73 officer in conjunction with the Head of Paid Service and Monitoring Officer to enter into legal agreements for the schemes.

The Board noted that, on 5th November 2020 the Department for Business, Energy & Industrial Strategy (BEIS) announced £6.4m EU Transition Business Readiness Funding for Local Enterprise Partnerships and their respective Growth Hubs nationally:

- Up to £2.4m for advisors to provide outreach and advice on EU Transition for businesses ;
- Up to £4m for improving business readiness and resilience for the end of the EU Transition period.

The Board noted that funding must be spent before 31st March 2021.

The Growth Hub of the MCA had been awarded £136,050 of grant funding based on its business population:

- £54,000 for advisors to provide outreach and advice;
- £82,050 for improving business readiness and resilience.

Of the £136,050 grant offered, £54,000 is ringfenced for the provision of EU Transition Advisors for Outreach and Advice. The remaining £82,050 is for EU Transition Business Readiness more generally, activity and would include:

- Specialist and General advisors
- Intelligence, Analysis and Metrics and Evaluation
- Regional Co-ordination and Targeting including event support

The Board noted that the timescales associated with the date of grant award

and period of funding (November 2020 – March 2021) prevented the MCA completing competitive recruitment and / or procurement processes to deliver this activity directly.

Delivery support had been sought from the 3 Chambers of Commerce representing the SCR local authority areas based on their established links to the business communities and ability to mobilise additional support quickly. Sheffield Chamber of Commerce would act as the lead party on behalf of the 3 Chambers.

The Board noted that the proposed grant would be used to provide support through award of contracts to the West Yorkshire Combined Authority and Sheffield Chamber of Commerce, with additional wrap around activity to be funded by the MCA directly:

- £27,000 of BEIS grant to be contracted to the West Yorkshire Combined Authority for recruitment of 1 Specialist advisor for South Yorkshire;
- £104,050 of BEIS grant to be contracted to the Sheffield Chamber of Commerce; for recruitment of 2 outreach and advice advisors, and provision of further specialist and general advice, and intelligence;
- £5,000 to renew the licence fees on the existing UK transition resilience online tool for a further 6 months to cover the period following completion of the transition period.

RESOLVED – That the Business Recovery and Growth Board:-

- 1) Approved the acceptance of the BEIS grant allocation of £136,050 for EU Transition Business Readiness Funding for Growth Hubs.
- 2) Approved a Waiver Request for award of contract totalling £104,050 to Sheffield Chamber of Commerce.
- 3) Approved delegated authority be given to the S73 officer in consultation with the Head of Paid Service and Monitoring Officer to accept the grant of £136,050 and enter into legal agreements for the schemes covered above.

## 11 **Performance Dashboard**

A paper, and accompanying performance dashboards, were presented to provide Board Members with up to date performance information on all business growth programmes delivered on behalf of the LEP and MCA.

The report and performance dashboards gave details of:

- The Business Investment Fund
- The SCR Growth Hub
- The Inward Investment Key Account Management

RESOLVED – That the Business Recovery and Growth Board scrutinised the performance information provided in order to identify future performance deep dives or significant areas of risk.

## 12 **Any Other Business**

None.

In accordance with Combined Authority's Constitution/Terms of Reference for the Board, Board decisions need to be ratified by the Head of Paid Services (or their nominee) in consultation with the Chair of the Board. Accordingly, the undersigned has consulted with the Chair and hereby ratifies the decisions set out in the above minutes.

Signed .....

Name .....

Position .....

Date .....

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25<sup>th</sup> March 2021

**BRGB Proposed Forward Work Programme**

**Purpose of Report**

This report outlines to Members a proposed forward work programme for the Business Recovery and Growth Board, identifying regular items of business as well as those items that will require decision and/or direction from the Board in the coming year. The Board is being asked to consider the proposed programme.

**Thematic Priority**

Cross Cutting – supporting the Business Recovery and Growth Board to programme decisions that direct business support.

1. Ensure new businesses receive the support they need to flourish.
2. Facilitate and proactively support growth amongst existing firms.
3. Attract investment from other parts of the UK and overseas and improve our brand.
4. Increase sales of SCR's goods and services to other parts of the UK and abroad.

**Freedom of Information and Schedule 12A of the Local Government Act 1972**

The paper will be available under the Combined Authority Publication Scheme

**Recommendations**

**Members are invited to discuss the content and approach to the forward work programme for the Board.**

**1. Introduction**

- 1.1 The Business Recovery and Growth Board requested that a forward work programme be developed to identify the key streams of work that the Board will be overseeing in the coming year.
- 1.2 The forward work programme should identify those items of business which will feature regularly on the Board's agenda as well as the significant pieces of work that require a decision and/or direction from the Board.

**2. Proposal and justification**

- 2.1 The proposed forward work programme for the Business Recovery and Growth Board is provided at Annex 1. The proposed programme has taken into consideration the requirements of the Boards terms of reference as well as existing programme reporting arrangements.

- 2.2 The proposed programme also identifies the additional key workstream areas that are expected to come before the Board during 2021/22 and that will require either a decision or strategic direction from the Board.

### 3. Consideration of alternative approaches

- 3.1 Do nothing – the alternative to accepting the Business recovery and Growth Board forward work programme is to continue to operate without a work programme and risk a lack of momentum on strategic growth and recovery programmes. The Board had already determined this is not a satisfactory outcome and requested that a work programme be developed.

### 4. Implications

#### 4.1 Financial

The budget provision has been agreed in line with the workstream identified on the forward work programme.

#### 4.2 Legal

The BRGB forward work programme will include items of business that comply with the Boards terms of reference.

#### 4.3 Risk Management

The BRGB forward work programme identifies those workstreams for which the Board will review project performance, outputs and outcomes as well as identifying and recommending mitigations for any programme risks or poor performance.

#### 4.4 Equality, Diversity and Social Inclusion

Individual programmes identified on the forward work programme will consider impact under the Equality Act.

### 5. Communications

- 5.1 Communication and engagement with the items on the forward work programme will be led through the appropriate channels.

### 6. Appendices/Annexes

- 6.1 Annex 1 – Business Recovery and Growth Board Forward Work Programme

Report Author	Helen Kemp
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Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:



# Annex 1 - Business Recovery and Growth Board Forward Work Programme

## Standard Agenda Items

Every Meeting	Every other meeting	Other
RAP Delivery Update	International Update - India	Terms of Reference (Annual)
Pipeline Projects Position (once funding is in place and NDA issue resolved)	Feedback from Growth Hub Board	Performance reporting (as required)
		Policy Briefings (as required)
		India Advisory Forum (every 3 <sup>rd</sup> meeting)
		Project funding acceptance (as required)

## Forward Plan

2021/22 Board meetings	In line with agenda schedule above, plus:
	<ul style="list-style-type: none"> <li>• Growth Area Economic Blueprints</li> <li>• Business Support Change Implementation Update</li> <li>• Discretionary Business Grants</li> <li>• Made Smarter extended pilot project</li> <li>• Strategic Marketing and Comms</li> <li>• Cluster Updates</li> <li>• MIT REAP Update</li> <li>• SEP delivery plans that are BRGB based</li> <li>• Digital strategy</li> <li>• Community Renewal Fund</li> </ul>

## Areas to develop

- Action Trackers

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**BUSINESS GROWTH AND RECOVERY THEMATIC BOARD**

25 March 2021

**Confidentiality AND NON-DISCLOSURE AGREEMENTS****Purpose of Report**

This report outlines to members the proposal for procedures to ensure commercial confidentiality for applicant businesses for business growth projects. The Board is being asked to support the proposal and agree in principle to entering into Non-Disclosure Agreements in relation to the business of the Board.

**Freedom of Information**

The paper will be available under the Combined Authority Publication Scheme

**Recommendations**

Members are requested to:

- 1) Agree that members of the Board should enter into Non-Disclosure agreements prior to receiving confidential information
- 2) Agree that Local Authority partners should enter into separate Non-Disclosure Agreements with applicant businesses prior to the Combined Authority releasing Confidential Information to them.

**1. Introduction**

- 1.1 The Business Growth and Recovery Thematic Board's remit includes the power to approve funding applications for business recovery projects. In order to properly assess the benefits and risks of approving funding the Board will need to review financial information about the business applying for support. In the case of businesses applying for recovery support this information is likely to be highly sensitive and prejudicial to their short- and medium-term prospects if released to the public domain.
- 1.2 In order to protect their interest's applicant businesses will only release their financial information subject to a legally binding Non-disclosure agreements with the Authority. As a result, the Authority will require the consent of the business to disclose the information to third parties including members of the Board. Businesses have indicated that they will only consent to the further dissemination of confidential information if they can be assured it will not be disclosed.
- 1.3 In order to effectively support Business Growth and Recovery it will from time to time be desirable to share confidential information with other third parties, for example partner local authorities, again this information may only be shared with the consent of the disclosing

business and consent is likely to only be granted in the event that there is an enforceable obligation to keep the information confidential.

## **2. Proposal and justification**

- 2.1** It is proposed that Board members enter into a Non-Disclosure Agreement with the Authority agreeing not to disclose confidential information received from the Authority. The agreement will only apply to information which is already confidential and will not prevent the disclosure of non-confidential information. This route is proposed to offer the applicant's the comfort that their information will remain confidential whilst, ensuring members are only required to enter into a single agreement which will cover all confidential information they will receive through membership of the board. A copy of the proposed agreement is annexed to this report.
- 2.2** It is further proposed that Board Members approve a policy of before sharing any confidential information with a third party that the third party and the disclosing company enter into a direct non-disclosure agreement between themselves. This policy will ensure that any breach of confidentiality by the third party will be a matter between them and the disclosing business and not attract any liability to the Authority.

## **3. Consideration of alternative approaches**

- 3.1** Alternative 1 – Do nothing – If no further non-disclosure agreements are entered into and the applicant business refuses to allow the disclosure of its confidential information on that basis the consequence will either be that the Board would have to make decisions without all of the relevant information available to it or the applicant business withdraws its application. Either of these consequences is unsatisfactory as it risks the board being unable to support the businesses most in need of recovery assistance.
- 3.2** Alternative 2 – Enter into separate Non-Disclosure Agreements with each applicant business – This would likely be the preferred route of the applicant businesses, however it is considered unsatisfactory to the Authority as firstly it would be administratively unwieldy potentially requiring each board member to sign up to a number of agreements before each meeting. Secondly this would put the decision to enforce the agreement against board members in the hands of the applicant business rather than the Authority
- 3.3** Alternative 3 – The Authority enters into a general Non-Disclosure agreement with Local Authority partners – This is considered to be unsatisfactory because the LA will not have a direct legal relationship of confidentiality with the third parties, meaning if there is a breach of confidentiality by the primary risk will be on the Authority.

## **4. Implications**

### **4.1 Financial**

None as a result of this paper

### **4.2 Legal**

The Non-Disclosure agreements will be legally binding agreement not to disclose Confidential Information.

### **4.3 Risk Management**

There is a risk to the MCA in sharing information covered by an NDA. This paper is seeking to clarify options that will positively enable the Board to fulfil its responsibilities for scrutinising deals and decision making. Whilst ensuring information covered by an NDA, is effectively managed and steps are in place to protect the Authority from Legal Challenge should restricted information be disclosed.

#### **4.4 Equality, Diversity and Social Inclusion**

None as a result of this paper.

#### **5. Communications**

**5.1** Subject to the discussion and agreement, the outcome will need inclusion in the risk management strategy and potentially the Assurance Framework.

#### **6. Appendices/Annexes**

**6.1** Appendix 1: Business Recovery and Growth Board Confidentiality DRAFT

<b>REPORT AUTHOR</b>	<b>Adam Bottomley</b>
<b>POST</b>	<b>Lawyer - SCR</b>
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Telephone	

Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:

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**DATED**

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**NON-DISCLOSURE AGREEMENT FOR [ ]**

between

**BARNLEY, DONCASTER, ROTHERHAM AND SHEFFIELD COMBINED AUTHORITY  
(SHEFFIELD CITY REGION COMBINED)**

and

**[.....PARTY 2 NAME]**

**CONTENTS**

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**CLAUSE**

- 1. Definitions.....
- 2. Board Member's obligations .....
- 3. Property rights .....
- 4. General

**SCHEDULE**

SCHEDULE CONFIDENTIAL INFORMATION .....



**THIS AGREEMENT** is dated .....of.....2020

**PARTIES**

- (1) Barnsley, Doncaster, Rotherham and Sheffield Combined Authority (Sheffield City Region) whose registered office is at 1<sup>st</sup> Floor, 11 Broad Street West, Sheffield, S1 2BQ (**Authority**).
- (2) [FULL NAME.....] whose address is  
[ADDRESS.....] (**Board Member**).

**1. DEFINITIONS**

The definitions in this clause apply in this agreement.

**Authority Information:** Confidential Information of the Authority (including information supplied to the Authority by third parties) and disclosed to the Board Member

**Confidential Information:** any information whether pre-existing or generated during the operation of this Agreement and during the Board Member’s term of engagement with the Authority relating to the business of the Authority which is not publicly available including, but not limited to, any information specifically designated by the Authority as confidential; any information supplied to the Authority by any third party in relation to which a duty of confidentiality is owed or arises; and any other information which should otherwise be reasonably regarded as possessing a quality of confidence or as having commercial value in relation to the business of the Authority or third party and including without prejudice to the generality of this definition, specifically the items of information specified in the 0.

**Objective:** performance of specified services by the Board Member on behalf of the Authority.

**2. BOARD MEMBER'S OBLIGATIONS**

2.1 In consideration of being supplied Authority Information and being appointed by the Authority, the Board Member undertakes to respect and preserve the confidentiality of the Authority Information. The Board Member shall not without the prior written consent of the Authority:

- (a) communicate, or otherwise make available, the Authority Information to any third party; or
- (b) use the Authority Information for any commercial, industrial or other purpose whatsoever other than the Objective; or

- (c) copy, adapt, or otherwise reproduce the Authority Information except as strictly necessary for the purposes of the Objective or as permitted by law.

2.2 The Board Member may disclose the Authority Information or any part thereof, with the prior consent of the Authority, to any duly appointed associate of the Board Member who needs access to the Authority Information in connection with the Objective. In such an event the Board Member agrees to ensure, prior to such disclosure, that the associate in question is made aware of the confidential nature of the Authority Information and understands that he/she is bound by conditions of confidentiality no less strict than those set out here. The Board Member agrees to monitor the use of the Authority Information by these associates and to enforce their obligations of confidence at the request of the Authority.

2.3 On termination of this Agreement, the Board Member shall:

- a) destroy or return to the Authority all documents and materials (and any copies) containing, reflecting, incorporating or based on the Authority Information;
- b) erase all Authority Information from computer and communications systems and devices used by them, including such systems and data storage services provided by third parties (to the extent technically and legally practicable); and
- c) certify in writing to the Authority that they have complied with the requirements of this clause, provided that a recipient party may retain documents and materials containing, reflecting, incorporating or based on the Authority Information to the extent required by law or any applicable governmental or regulatory authority. The provisions of this clause shall continue to apply to any such documents and materials retained by a recipient party.

2.4 The obligations contained in this clause 2 shall not apply or shall cease to apply to such part of the Authority Information as the Board Member can show to the reasonable satisfaction of the Authority:

- (a) has become public knowledge other than through the fault of the Board Member or an employee or director of the Board Member to whom it has been disclosed in accordance with clause 2.2 above; or
- (b) was already known to the Board Member prior to disclosure to it by the Authority; or
- (c) has been received from a third party who neither acquired it in confidence from the Authority, nor owed the Authority a duty of confidence in respect of it.

**3. PROPERTY RIGHTS**

3.1 The Authority Confidential Information and all related documentation (together, **Authority Property**) are proprietary to the Authority. The Board Member acknowledges that any disclosure pursuant to this agreement shall not confer on the Board Member any intellectual property or other rights in relation to the Authority Property.

**4. GENERAL**

4.1 No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

4.2 This Agreement and any dispute of claim (including non-contractual disputes of claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

4.3 The termination of this Agreement or cessation of the Board Members appointment shall not affect any accrued rights or remedies to which either party is entitled.

4.4 Damages alone would not be an adequate remedy for any breach of the terms of this Agreement by the Board Member. Accordingly, the Authority shall be entitled to the remedies of injunction, specific performance or other equitable relief for any threatened or actual breach of the terms of this Agreement.

This agreement has been entered into on the date stated at the beginning of it.

Signed by the Steve Davenport on behalf of The Barnsley, Doncaster, Rotherham and Sheffield Combined Authority:

.....(signature)

.....(name)

.....(position)

.....(date)

Signed by Board Member:

.....(signature)

.....(name)

.....(position)

.....(date)

## **Schedule - Confidential Information**

Confidential Information means all confidential information (however encountered, recorded or preserved) disclosed by the Authority or its Representatives (as defined below) to the other party and that party's representatives or associates whether before or after the date of this agreement in connection with the Appointment of the Board Member to the Business Recovery and Growth Board, including but not limited to any information that would be regarded as confidential by a reasonable business person relating to:

- (i) the business, affairs, customers, clients, suppliers, or plans, intentions, or market opportunities of the Authority; and
- (ii) any application for funding submitted to the Authority by a third party to be assessed by the Business and Recovery Growth Board;

Please be aware legal action may be taken where breaches of the above are found.

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**BUSINESS RECOVERY & GROWTH THEMATIC BOARD**

**25th March 2021**

**India Programme Strategy Roadmap 21-23**

**Purpose of Report**

This paper is intended to provide the board with an update and indication of the next phase of activity for the India Programme. Following the discussion at the last board meeting, the Board will be presented with the proposed next phase priority areas to review, discuss and agree the delivery of the proposed priority initiatives.

**Thematic Priority**

1. Facilitate and proactively support growth amongst existing firms
2. Increase sales of SCR's goods and services to other parts of the UK and abroad.

**Freedom of Information and Schedule 12A of the Local Government Act 1972**

The paper will be available under the Combined Authority Publication Scheme

**Recommendations**

The Business Growth Board:

- Members are requested to note the activities completed and progress made to date.
- Members are requested to consider and approve the forward delivery proposals for the India programme and the role of the South Yorkshire India Forum in guiding the strategy
- Members are requested to approve the recommendation that the South Yorkshire India Forum is accountable to the Business Recovery & Growth Board and reports on progress periodically.

**1. Introduction**

- 1.1** Following the paper presented at the January meeting which set out the activity remaining to March 21' this paper sets out the proposed approach for developing the next phase of activity for the India programme for the financial years 21/22 and 22/23.
- 1.2** The paper highlights progress made to date and based on feedback from the initial work and an increase in available resource within the Trade and Investment team makes recommendations to adjust delivery forward as part of our developing strategy. These proposed changes will both ensure value for money but also give increased flexibility in our delivery approach.

**2. Proposal and justification**

**2.1 Background**

- 2.1.1** In 2017, the Sheffield City Region (SCR) commissioned the UK India Business Council (UKIBC) to develop an India engagement strategy for the City Region to grow trade and investment. The task set by the SCR was to produce a strategy for 2025 and beyond that:
- Increase FDI inflows by 10% into SCR from India;
  - Increase exports by 10% from SCR to India;
  - Increase in number of Indian students by 10% studying at both Sheffield Universities; and
  - Increase in Indian tourism to Sheffield by 10%.
- 2.1.2** With these objectives in mind, the UKIBC strategy report included an outline activity plan and made five clear recommendations:
- I. Focus on the Western Cluster, with Pune as the top target city, along with Mumbai, in Maharashtra
  - II. Establish a brand that resonates in India – ‘Make in India: Design and Develop with the Sheffield City Region’
  - III. Create a “Team SCR”, bringing together the City Region’s top assets, including: the Chair of LEP; elected politicians (local and national); the Vice Chancellors of both universities; the CEOs of all the Chambers and other business organisations, e.g., the Company of Cutlers; the Heads of the AMRC and AWRC; the CEOs/Chairs of SCR businesses in India; SCR-based heads of Indian businesses in the city region; and leading figures from sport;
  - IV. A strategic India Forum should be set-up to support implementation
  - V. Roll out an export growth programme to help firms to overcome barriers to entering the Indian market, which can often be perceived as challenging.

## **2.2 Key activities to date**

- 2.2.1** Good progress has been made in implementing recommendations i, ii and iv.
- 2.2.2** Important activities were the two SCR delegations to Pune and Mumbai in October 2018 and October 2019. These visits followed the “Make in India, Design and Develop with the SCR” theme, and generated productive connections with civic, corporate, academic and trade bodies in both cities.
- 2.2.3** These visits corroborated the sectoral and thematic focus suggested in the 2017 strategy document, giving SCR officials first-hand intelligence on how the SCR can benefit, economically and socially, by partnering with Indian businesses, state government departments, universities and trade associations. The visits also helped raise the profile of the Sheffield City Region in front of priority audiences.
- 2.2.4** Recommendation 5 aimed at driving exports to India has been supported by the successful launch of the South Yorkshire India Growth Champions Programme. Launched in April 2020, the flagship export promotion programme — the India Growth Champions — was launched to help SCR-based companies secure new or increased exports to India. Following an application process, nine Growth Champions (GCs) joined the programme. It is targeted that this group will secure export wins of £1.3 million.

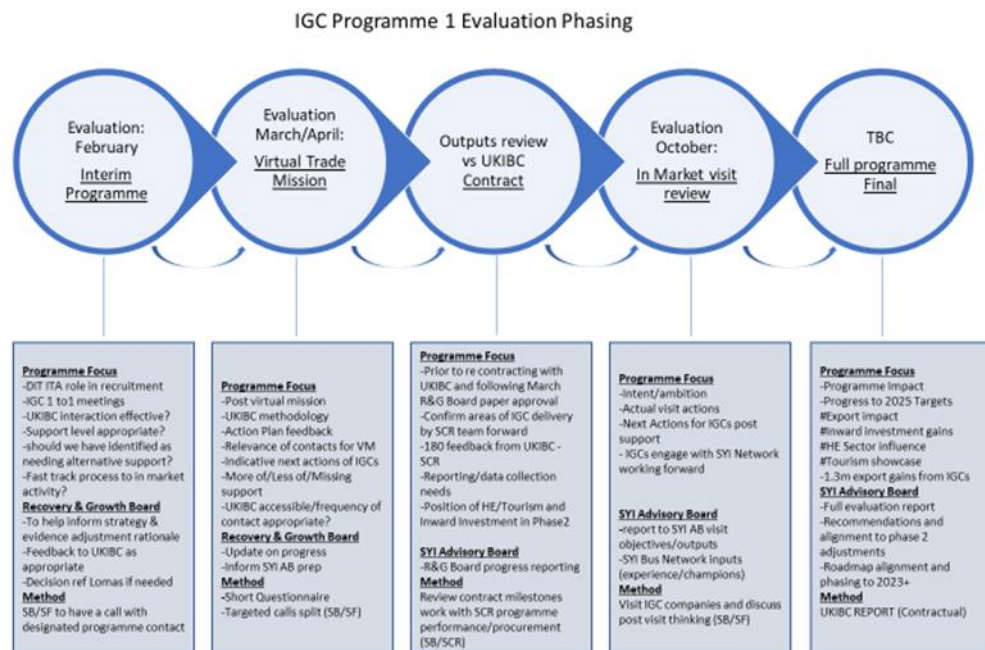


These Growth Champions each receive:

- Three interactive doing business in India workshops;
- One-on-one support, including:
  - ❖ a diagnostic;
  - ❖ an outline business plan for India;
  - ❖ market intelligence;
  - ❖ introductions to potential customers and partners; and
- Virtual and actual trade missions to India (February and Autumn 2021) to meet potential customers/partners and important players in the ecosystem, such as professional service providers and senior government officials.

## 2.3 Evaluation

2.3.1 An interim evaluation of the programme is underway and will conclude with a full report on conclusion of the trade mission to India. Feedback to date is positive albeit at this point for many participants focuses on guidance, information and market introductions as opposed to economic value from participation, this will hopefully come from the fuller programme evaluation.



2.3.2 The pandemic has both slowed progress but also lead to adjustments to process, the virtual trade mission held in February replacing an in-country mission, albeit it is hoped that this can proceed in the autumn. We fully anticipate that contacts made as a result of the diagnostic and action plan phases will result in activity progressing prior to in country visit for some IGC Champions. It is recognised that whilst this would be a positive and welcomed outcome the consensus view is that in market visits to build relationships for new market entrants in a requirement and that the forward SCR approach should have this as a key element of future programmes.

2.3.3 Feedback from one of the participants Kryptic Media (T/a Kycker), has helped inform our learning and developing strategy. The Sheffield-based company innovatively helping

musicians to distribute their music to all major online stores, is expanding into India, with support from the India Growth Champions programme.

Kycker has set its sights on India as an emerging market with lucrative opportunities. As part of the Scheme the company has taken advantage of the market intelligence study, which enabled them to better understand the digital music ecosystem in India.

The study thoroughly researched musicians, music producers, independent labels, distributors and sound engineers in India and created a list of potential partners for Kycker. The business has since carried out discussions with some of these partners, which has led to one major Indian music distribution company confirming their interest in a commercial licensing deal.

Frank Wilkes, Director of Kycker has recently said, *“We’re excited about the huge opportunities that are opening up to us in India – particularly with the opportunity to secure our first Indian licensing deal. The market intelligence study gave us a great insight into the way the music industry works in India, the country’s legislation and industry competitors. We are looking forward to the Trade Mission to India in 2021, when we expect to hold a number of meetings with other partners. We see huge potential in India and South East Asia for our music distribution service.”*

**2.3.4** Further below are selected important insights gained from stakeholders in Pune and Mumbai, which will further help inform the SCR’s 2021-23 strategy:

- Larger conglomerates are keen to explore technology enablers focussing on industry 4.0, digital manufacturing, robotics, AI, e-mobility technologies, and R&D collaborations. The AMRC/Catapult Centre model is widely admired;
- Smaller businesses are interested in technical collaborations and exporting to/business opportunities with SCR-based companies;
- Trade associations are mostly interested in export opportunities for their member businesses. However, they will promote investment opportunities in the SCR to members;
- Universities are mostly interested in student and faculty exchange programmes, collaborating on making syllabi more industry-ready, and support in research projects/commercialising projects;
- Civic/Government bodies want collaborations that fit into the regional (and city-level) objectives, such as clean energy/tech, sustainable development, waste reduction/reuse, traffic management, renewable energy solutions and, of course, foreign direct investments.

## **2.4 Looking forward – next phase recommendations**

**2.4.1** Annex 1 provides a visual roadmap of the proposed core programme next steps that will establish activities for the next 2 years; There are several key themes that will underpin next phase strategy

- Learning from the first phase of activity is evaluated and built into forward strategies
- The soon to be formed South Yorkshire India Advisory Board has oversight and will review the next phase recommendations at the first meeting.
- The relationship with UKIBC does not become a reliance on UKIBC, as increased resource has been recruited into the Trade and Investment team, we are confident that

some activity delivered by UKIBC due to the necessity of resource allocation can be brought in house

- That the approach is adjusted where appropriate to maximise value and outputs to participating companies
- We review how the developing programme can become part funded via private sector engagement in the South Yorkshire India Forum
- The Business Recovery & Growth Board considers future strategic recommendations made by the South Yorkshire India Advisory Board relating to forward options for in market resource to support the developing programme of activity.

**2.4.2** As set out, alongside increasing exports, the South Yorkshire India programme has other key strategic objectives. Civic relationships have progressed well and have been a key feature in building relationships between our Region and the Maharashtra Region. This will be an ongoing theme and will not only help drive the B2B activity within the programme but support other key medium-term objectives of Inward Investment, Education and Tourism outputs, the developing strategy will be giving increased focus to these areas.

**2.4.3** Ideally from financial year 2023/24, the SCR-India Programme should evolve from a solely MCA-funded programme to a joint-funded public-private partnership (PPP). During the second half of 2021, following the launch of the South Yorkshire India Advisory Board the next steps should include developing the post 2023 strategy including developing a commercial/membership proposition, sponsorship and opportunities through broader business network, delegations, events, and the evaluation of outputs from the IGC programme to create a compelling proposition for the private sector.

## **2.5 Conclusion**

**2.5.1** Progress has already been made, including two delegations and the launch of the Growth Champions Programme, the extension of Civic relations and the Virtual Trade Mission. Important next steps are to establish the Advisory Board and to present detailed proposals outlining activities for F/y 21/22 & 22/23 along with a programme of events to support the launch of the Business Network.

**2.5.2** These steps will give the Advisory Board a platform for the next two years and allow room for parallel activity in the development of a post 2023 sustainable strategy alongside increased focus on the investment, education, and tourism objectives to ensure that ambitions to 2025 are achieved.

## **3. Consideration of alternative approaches**

**3.1** Do Nothing – this option is recommended to be discounted as the UKIBC strategy report provided an outline activity plan and made clear recommendations to progress an India engagement strategy to enable the City Region to grow trade and investment.

## **4. Implications**

### **4.1 Financial**

The budgets for F/y 21/22 are currently under review

### **4.2 Legal**

Terms of Reference to establish the South Yorkshire India Advisory Board will be developed with the Legal team

### 4.3 Risk Management

Any contracted delivery will have contractual milestones and performance review as standard clauses. These will form the basis of robust project management and are reviewed on an ongoing basis

### 4.4 Equality, Diversity and Social Inclusion

None

## 5. Communications

5.1 Following this discussion a progress paper will be brought to a future Thematic Board

5.2 Discussions have been held with marketing to ensure appropriate levels of support are available and activity aligned to marketing and communications planning for 21/22

## 6. Appendices/Annexes

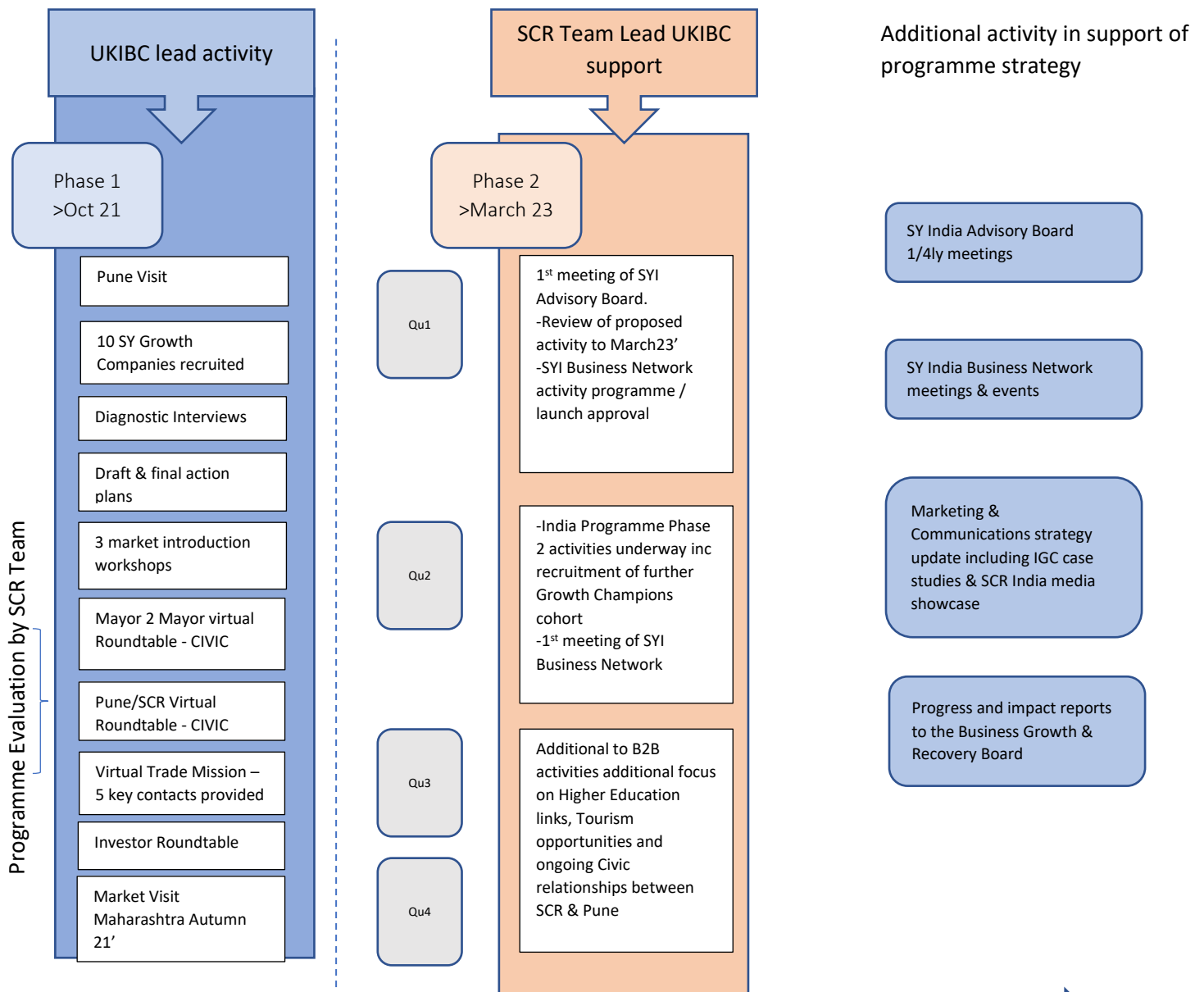
6.1 Appendix 1: India Programme Roadmap 20/21-23

Report Author	Stephen Burrows
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Officer responsible	Rachel Clark
Organisation	Sheffield City Region
Email	Rachel.Clark@scinvest.com
Telephone	07795 953522

Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:

## Appendix 1: India Programme Roadmap 20/21-23



A key objective is to test and refine a market entry approach with supporting infrastructure that brings positive outcomes for participating businesses, allowing transition to a paid for model from April 2023

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**BUSINESS RECOVERY & GROWTH THEMATIC BOARD**

**25th March 2021**

**Establishing the South Yorkshire India Forum**

**Purpose of Report**

This paper is intended to provide the board with a proposal to establish the South Yorkshire India Forum. Following the discussion at the last board meeting, the Board will be presented with the proposed approach and timing to establish a South Yorkshire India Advisory Board and a South Yorkshire India Business Network.

**Thematic Priority**

1. Facilitate and proactively support growth amongst existing firms
2. Increase sales of SCR's goods and services to other parts of the UK and abroad.

**Freedom of Information and Schedule 12A of the Local Government Act 1972**

The paper will be available under the Combined Authority Publication Scheme

**Recommendations**

The Business Growth Board:

- Members are requested to consider and approve the proposed approach and timelines for establishing the South Yorkshire India Forum.
- Members are requested to approve that once established the South Yorkshire India Advisory Board is given authority to develop and deliver the forward South Yorkshire India strategy, the Advisory Board being accountable to the Business Recovery & Growth Board and providing periodic updates.

**1. Introduction**

- 1.1** Following the paper presented at the January meeting which set out the activity remaining to March 21', this paper sets out the proposed formation of the South Yorkshire India Forum comprising the South Yorkshire India Advisory Board and The South Yorkshire India Business Network.
- 1.2** The paper highlights progress made to date on the core programme, which warrants a commitment to move to the next phase of development, establishing the SYIF, giving strategic direction towards our 2025 ambition, stakeholder and partner engagement and increasing visibility of the South Yorkshire region in an area that is seeing significant progress being made across the Midlands Engine and Northern Powerhouse.

**2. Proposal and justification**

**2.1 Background**

**2.1.1** In 2017, the Sheffield City Region (SCR) commissioned the UK India Business Council (UKIBC) to develop an India engagement strategy for the City Region to grow trade and investment. The task set by the SCR was to produce a strategy for 2025 and beyond that:

- Increase FDI inflows by 10% into SCR from India;
- Increase exports by 10% from SCR to India;
- Increase in number of Indian students by 10% studying at both Sheffield Universities; and
- Increase in Indian tourism to Sheffield by 10%.

**2.1.2** With these objectives in mind, the UKIBC strategy report included an outline activity plan and made five clear recommendations:

- I. Focus on the Western Cluster, with Pune as the top target city, along with Mumbai, in Maharashtra
- II. Establish a brand that resonates in India – ‘Make in India: Design and Develop with the Sheffield City Region’
- III. Create a Team SCR, bringing together the City Region’s top assets, including: The Chair of LEP; elected politicians (local and national); the Vice Chancellors of both universities; the CEOs of all the Chambers and other business organisations, e.g., the Company of Cutlers; the Heads of the AMRC and AWRC; the CEOs/Chairs of SCR businesses in India; SCR-based heads of Indian businesses in the city region; and leading figures from sport;
- IV. A strategic India Forum should be set-up to support implementation
- V. Roll out an export growth programme to help firms to overcome barriers to entering the Indian market, which can often be perceived as challenging.

## **2.2 Key activities to date**

**2.2.1** Good progress has been made in implementing recommendations i, ii and v.

**2.2.2** Important activities were the two SCR delegations to Pune and Mumbai in October 2018 and October 2019. These visits followed the “Make in India, Design and Develop with the SCR” theme, and generated productive connections with civic, corporate, academic and trade bodies in both cities.

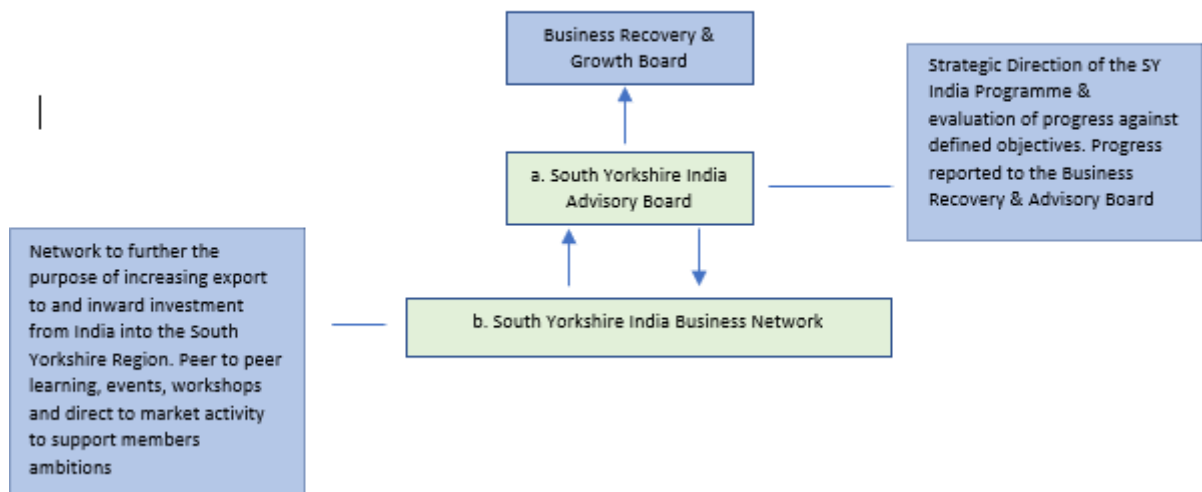
**2.2.3** These visits corroborated the sectoral and thematic focus suggested in the 2017 strategy document, giving SCR officials first-hand intelligence on how the SCR can benefit, economically and socially, by partnering with Indian businesses, state government departments, universities and trade associations. The visits also helped raise the profile of the Sheffield City Region in front of priority audiences.

**2.2.4** Strong progress has also been made on establishing the export growth programme, with the SCR India Growth Champions launched in 2020 with 10 participating businesses.

**2.2.5** It is important to now build on this positive start by establishing the South Yorkshire India Advisory Board to guide delivery of activity to the end of f/y 22-23 and influence the strategy beyond this, expanding the trade and investment initiatives to grow exports from the SCR, attract more investment and students to the City Region and generate more SCR-India collaborations.

**2.2.6** As outlined below, we recommend a) an Advisory Board for the Forum, and b) that there is a wider network of businesses and other stakeholders who are engaged in, and supportive of, the wider activities of the SYIF.





## 2.3 SYIF ADVISORY BOARD

- 2.3.1** The Forum would have an Advisory Board of 10-12 senior representatives from the public, private and academic sectors to guide and oversee the implementation and development of the SCR India engagement strategy.
- 2.3.2** Chaired by Richard Stubbs CEO of YHAHSN , LEP and Business Recovery & Growth Board member, it is proposed this Board should meet quarterly.
- 2.3.3** The Advisory Board will comprise key stakeholders drawn from across the Sheffield City Region and wider as well as individuals from SCR businesses succeeding in India,
- 2.3.4** The purpose of the Advisory Board is to:
- Provide strategic oversight of the South Yorkshire India programme and advise on the implementation of the strategy recommendations.
  - Monitor progress to the established 2025 ambitions and set further stretching targets.
  - Provide an activity and performance report to the Business Growth & Recovery Board every 6 months
  - Be representative of the SCR's assets and would support the SCR-India activities to improve the effectiveness and impact in the City Region and Maharashtra.
  - Allow stakeholders to share their respective plans and discuss how activities can be leveraged for wider benefit and build connections between the SCR and Maharashtra/India, bringing clearer visibility and better coordination.
- 2.3.5** For information Appendix 1 provides a list of the membership of similar Advisory Boards that support the Manchester India Partnership and the West Midlands India Partnership. Having held discussions with the other areas it is clear that membership needs to be a balance of individuals of senior standing and reach, but also to have members who can contribute to the core objective via experience, networks or aligned organisational objectives.
- 2.3.6** Maintaining engagement of the Advisory Board will be important, as such their oversight of the next phase of the India strategy is seen as key as they will be able to influence the direction over the next 2 years and beyond.

## 2.4 South Yorkshire Indian Business Network

**2.4.1** Alongside establishing the Advisory Board, it is recommended that a SYI Business Network is set-up to engage a wider group of businesses and other stakeholders in India and across the South Yorkshire Region and when appropriate, the whole UK.

**2.4.2** Members will have access to newsletters, networking opportunities and invitations to SYIF events in the UK and India. The benefits of this Business Network are:

A community of like-minded people keen to grow SCR-India trade, investments, and partnerships.

- To provide a group of South Yorkshire businesses engaging with India or aiming to engage with India, opportunity and access to resources that will maximise their investment.
- By engaging Indian businesses and wider stakeholders in the network we will generate credibility and accelerate positive results.
- The network gives the SCR a platform to provide intelligence and other support to many businesses in a light-touch way, encouraging exports to India, partnerships, and investments into the SCR.
- PR opportunities on launch and ongoing, which will help the City Region raise its profile among Indian stakeholders and the profile of India within the SCR.

## **2.5 South Yorkshire India Forum – recommended next steps**

**2.5.1** We propose a two-stage approach to developing the South Yorkshire India Forum over a 3 month period from April;

**2.5.2** Stage one is to establish the Advisory Board:

- A longlist of around 20 potential members for Business Recovery and Growth Board to consider
- By the end of April, invitations and related information prepared to go to the short-listed individuals
- Discussions with the individuals to secure their participation on the Board through May.
- Terms of Reference for the Advisory Board are developed and approved by the BR&G Board
- The proposed first formal meeting of the Advisory Board is held in June.

**2.5.3** Stage Two is establishing the SYIF Business Network:

- In April, the UKIBC and SCR team will design a provisional programme of activities for 2021-22 and 2022-23
- In May, the UKIBC and SCR team will road-test these activities with stakeholders in the SCR and Pune, e.g. Chambers of Commerce, DIT and the Universities.
- The agreed activity plan will be packaged into a draft proposition to go to a wide network of stakeholders.
- At its first meeting in June, the Advisory Board will consider this draft proposition. The Network will be announced in July and a launch event will take place in September 2021 when we hope a physical meeting can take place.

**2.5.4** Further consideration will be given to the resource implications of providing Secretariat for the SYIF. As well as managing and supporting the Advisory Board, the Secretariat will produce a quarterly newsletter, run an active events programme, and engage with members/stakeholders on an ongoing basis.

### 3. Consideration of alternative approaches

- 3.1 Do Nothing – this option is recommended to be discounted as the UKIBC strategy report provided an outline activity plan and made clear recommendations to progress an India engagement strategy to enable the City Region to grow trade and investment.

### 4. Implications

#### 4.1 Financial

The budgets for F/y 21/22 are currently under review

#### 4.2 Legal

Terms of Reference to establish the South Yorkshire India Advisory Board will be developed with the Legal team

#### 4.3 Risk Management

Any contracted delivery will have contractual milestones and performance review as standard clauses. These will form the basis of robust project management and are reviewed on an ongoing basis

#### 4.4 Equality, Diversity and Social Inclusion

None

### 5. Communications

- 5.1 Following this discussion a progress paper will be brought to a future Thematic Board

- 5.2 Discussions have been held with marketing to ensure appropriate levels of support are available and activity aligned to marketing and communications planning for 21/22

### 6. Appendices/Annexes

- 6.1 Appendix 1: Manchester India Partnership & West Midlands India Partnership Advisory Boards

Report Author	Stephen Burrows
Post	Senior Business Development Manager – International Markets
Officer responsible	Rachel Clark
Organisation	Sheffield City Region
Email	Rachel.Clark@scrinvest.com
Telephone	07795 953522

Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:

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## Appendix 1: Manchester India Partnership & West Midlands India Partnership Advisory Boards

	South Yorkshire India Advisory Board	West Midlands India Partnership Advisory Board	Manchester India Partnership Board members
Chairperson	Richard Stubbs YHAHSN SCR LEP & BG&R Board member	Lord Karan Bilimoria, Chairman Cobra Partnership, President CBI	Andrew Cowan, CEO of Manchester Airport (former Chair)
		Dr Aman Puri, Consul General, Consulate General of India*	Adam Jupp, Director of Public Affairs Manchester Airport Group
		Andy Street, Mayor of WM, WMCA	Tim News CEO MIDAS
		Rt Hon The Baroness Usha Prashar of Runnymede, Chairperson Federation of Indian Chambers of Commerce & Industry UK	Sheona Southern CEO Marketing Manchester
		Tricia Warwick, Director of Asia Pacific, ME&A Visit Britain	LEP representative
		Kevin McCole, COO UKIBC	DIT Northwest, Lynn Shaw, Head of Global Programmes
		Sarah-Jane Marsh, CEO Birmingham Women's & Children's Hospital	Dr Kondal Reddy Kandadi, Deputy VC, University of Bolton
		Margot James, Executive Chair, Warwick Manufacturing Group	Jo Purves, Pro VC, International & Regional Partnerships, Uni of Salford
		Anil Puri, Chair, Purico Group Ltd	Joanne Ahmed, partner, Deloitte
		Meenu Malhotra, Chair, Malhotra Group of Companies	Rob Elvin, partner, Squire Patton Boggs
		Director TBC – Jaguar Landrover Group	Lakshmi Kaul, Confederation of Indian Industry #
		<b>Executive Board</b>	
		Dr Jason Wourha, Chair WMIP	
		Stephen Page, Midlands International Markets Leader, PwC	
		Ninder Johal, Founder, Nachural	
		Lakshmi Kaul, Director UK, Confederation of Indian UK Industry #	
		Professor Julian Beer, Deputy VC, Birmingham City University	
		Trevor Ivory, Partner; DLA Piper	
		Kalpesh Avasia, Executive Director, State Bank of India UK	
		Robin Mason, Pro Vice Chancellor (International) University of Birmingham	
		Dr Aman Puri, Consul General, Consulate General of India*	
		Roger Mendoca, COO, WM Growth Company	

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**BUSINESS RECOVERY & GROWTH THEMATIC BOARD**

**25<sup>th</sup> March 2021**

**Grant Acceptance**

**Purpose of Report**

This paper requests approval to accept the annual allocation of Department of Business, Energy and Industrial Strategy (BEIS) Growth Hub Grant, BEIS grant for Peer Network Programme and Department of International Trade (DIT) Key Account Management extension grant for 12 months from 01<sup>st</sup> April 2021 until 31<sup>st</sup> March 2022 and seeks delegated authority be given to the S73 Officer in conjunction with the Head of Paid Service and Monitoring Officer to enter into legal agreements for the schemes.

**Thematic Priority**

Cross cutting - financial

**Freedom of Information and Schedule 12A of the Local Government Act 1972**

This paper will be made available under the MCA publication scheme.

**Recommendations**

Members are asked to

1. Approve acceptance of the annual Growth Hub grant allocation for £0.70m
2. Approve acceptance of the Peer Network grant allocation of £0.12m
3. Approve acceptance of the Key Account Management extension funding for 12 months and accepts the grant of c£0.08m.
4. Delegate authority to the S73 Officer in conjunction with the Head of Paid Service and Monitoring Officer to accept the grants of c£0.99m subject to their acceptance of the terms of the agreements when these are received.

**1. Introduction**

- 1.1 The Growth Hub Grant** - The MCA, as accountable body for the LEP, is requested to accept a grant of £0.70m to provide support, advice and training to assist businesses. The Growth Hub is supported by annual BEIS grant and funding from a special reserve set up with specific BEIS funding several years ago. This paper requests acceptance of the annual allocation of the BEIS grant.
- 1.2 The Peer Network Grant** - The MCA, as accountable body for the LEP, is requested to accept a grant of £0.12m to provide support, advice and training to assist businesses to navigate the challenges facing them in relation to Covid 19 by work through actions and solutions with peers. The MCA Growth Hub will act as the delivery body for the networking scheme, recruiting participants, organising facilitators/coaches, organising virtual and

physical venues as appropriate, liaising with the evaluation partner and reporting on performance.

- 1.3 KAM Extension Grant** - The DIT have funded the Key Account Manager programme since 2018/19 and have offered the LEP, with the MCA acting as accountable body, c£0.08m for 2021/22 to continue and expand the programme for a further year. The KAM programme aims at providing dedicated advisor support to help foreign owned companies achieve their growth potential

## **2. Proposal and justification**

### **2.1 Acceptance of Growth Hub annual allocation grant 2021/22**

BEIS continue to provide Growth Hub funding to all LEP areas for the provision of localised business support. Growth Hubs continue to play an important role with regard engagement with companies, providing support and signposting, including delivering new schemes and services, working to provide business intelligence and working in partnership with government on Covid-19, EU Exit and transition issues, etc. The funding is to ensure continued and locally focussed support provision for businesses.

### **2.2 Acceptance of Peer Network grant 2021/22**

The proposed grant is to provide support, advice and training to assist businesses to navigate the challenges facing them in relation to Covid 19 by work through actions and solutions with peers. The MCA Growth Hub will act as the delivery body for the networking scheme, recruiting participants, organising facilitators/coaches, organising virtual and physical venues as appropriate, liaising with the evaluation partner and reporting on performance.

The programmes will target:

- 8 SME Cohorts of 11 participants
- 18 hours of additional learning support
- ½ day of 1-2-1 support

### **2.3 Acceptance of KAM extension funding 21/22**

There are estimated to be c700 foreign-owned companies already located in the city region (based upon standard DIT terminology of a minimum of 10% foreign ownership). The KAM programme targets any Sheffield City Region businesses who are not already actively account managed directly by the DTI or local authorities.

To date the programme engaged with 77 foreign investor businesses to gather business intelligence and discuss future investment strategies. This was against a contract target of 60 businesses. From this the project is forecast to achieve notable success with 5 of these businesses creating new jobs or making further investments in the region. This contract target is 20.

The programme operates via specialist business advisors to work with the companies. This support has been contracted via a fixed term consultancy agreement. The proposal for 21/22 is to continue.

## **3. Consideration of alternative approaches**

- 3.1 Growth Hub – Do Nothing** – this option is recommended to be discounted as the funding is the annual allocation from BEIS in order to sustain the Growth Hub work



Peer Network – Do Nothing – the Peer Network funding is to provide support, advice and training to assist businesses to navigate the challenges facing them in relation to Covid 19. This option is recommended to be discounted as it would minimise the help available to South Yorkshire businesses in the coming year.

KAM – Do Nothing – this option was considered but it is recommended this is rejected as it would minimise the work the LEP are seeking to do with foreign owned business, particularly in converting interest into tangible new investment projects.

## 4. Implications

### 4.1 Financial

This report proposes the acceptance of three grants, subject to satisfactory grant conditions being received and accepted by the statutory officers

This paper sets out the indicative Growth budget and the KAM budget for 21/22. The total expenditure of the Growth Hub programme and the KAM budget will continue to be managed so that they will not exceed the financial resources available

No further resource is required from the MCA to deliver the proposed activity and the report notes that grant resource may be used to support the appropriate administration and control of activity from within the MCA.

### 4.2 Legal

Prior to accepting the grants, the MCA will ensure that the conditions are acceptable, and will subsequently put in place arrangements to comply with the grant conditions. The legal implications of acceptance of grant will be fully considered by the S73 officer in conjunction with a representative of the Monitoring Officer. The MCA, as accountable body for the LEP, already has agreements in place with BEIS and also with DTI for the established KAM work. This activity would be an extension to the agreements. The Monitoring Officer will confirm his acceptance to the conditions of the grant award prior to entering any legal agreement.

### 4.3 Risk Management

Risks to delivery are actively managed by the Programme and Performance Unit of the MCA Executive Team and high risks will be raised with the Business Recovery and Growth Board as part of the performance dashboard.

### 4.4 Equality, Diversity and Social Inclusion

None as a direct result of this paper.

## 5. Communications

### 5.1 The Growth Hub already has a comprehensive communication and marketing plan.

The Peer Network scheme provides an opportunity to deliver an element of the additional support to businesses facing the additional challenges as a consequence of the pandemic.

## 6. Appendices/Annexes

### 6.1 NONE

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Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

**25 March 2021**

**Projects Considered by the March LEP Board Meeting for Acceptance on to the Pipeline for Future Funding**

**Purpose of Report**

This report seeks to provide BRGB members with an update on the significant investment opportunities that have been identified from LEP led business engagement. 13 identified schemes were considered by the LEP Board at their March meeting to go onto the pipeline in order that Business Cases may be developed for approval by this board or the MCA

**Thematic Priority**

1. Ensure new businesses receive the support they need to flourish.
2. Facilitate and proactively support growth amongst existing firms.
3. Attract investment from other parts of the UK and overseas and improve our brand.
4. Increase sales of SCR's goods and services to other parts of the UK and abroad.

**Freedom of Information and Schedule 12A of the Local Government Act 1972**

A – the paper will be available under the Combined Authority Publication Scheme

**Recommendations**

1. The board acknowledge the investment projects that were accepted onto the pipeline by the LEP board in March.
2. An agreement is reached to allow officers to progress all the projects to Strategic Business Case, ready for when funding is in place to achieve the investment for South Yorkshire.
3. The board have the opportunity to discuss the types of projects they would like to see coming forward onto the pipeline.

**1. Introduction**

- 1.1** An agreed action from the January meeting of the BRGB is for the International Hub team to provide regular updates on the pipeline of projects that are seeking financial support either via a grant or loan.
- 1.2** This report updates the Board with the decisions of the LEP Board meeting in March.
- 1.3** To-date, discussions have taken place with 65 businesses. These consist of a mix of old industry, new digital and technology businesses, locally owner managed as well as multinational companies at different stages of maturity.

## 2. Proposal and justification

- 2.1 The LEP Board considered 13 projects to be added to the pipeline at their March meeting for future funding when it becomes available.
- 2.2 These 13 projects could have an immediate impact: These 13 projects are likely to need in the region of £74m public investment to realise c£500 m of private investment and create c 1445 jobs. 8 would be new investors to the region and 5 are indigenous companies with expansion plans.
- 2.3 It is planned to take further cohorts of projects to the June LEP Board meeting. This will be a regular item at the meetings of the LEP Board and this board.
- 2.4 Of the potential inward investors, 5 have yet to settle on a location within the city region which creates an opportunity to influence their decision. These schemes have been identified in collaboration with Local Authority Partners, The LEP Chair and the on-going work of the Trade and Investment team.
- 2.5 The businesses operate in advanced manufacturing and logistics. Investment would return quality jobs to the region: 80% of jobs are at a high level with 30% at Skills Level 5+, 30% Level 4, and 40% Level 3.
- 2.6 This investment would further support the LEP in leveraging a level of influence in the board rooms of businesses who, to date, have not had a reason to engage with the LEP, or were sceptical of the benefits of such engagement. Through this approach, there is an opportunity to co-design interventions and investments with businesses, thereby ensuring that the policy objectives of the new economic plan (growth, inclusion and sustainability) are being delivered. This includes the introduction of agreements to deliver social value returns from the business in return for public investment.
- 2.7 Work is being undertaken in close dialogue with these businesses to develop strategic business cases required to fulfil the requirements of submitting a funding application, enabling these growth projects to be “oven-ready” for consideration for public funding. Most of these have confidentiality requirements due to nondisclosure agreements being in place to protect commercial sensitivities.

Appendix A presents a list of the schemes anonymised.

- 2.8 The LEP Chair has commenced a programme of briefing the co-chairs of this Board with details of the projects.

## 3. Consideration of alternative approaches

### 3.1 Business as Usual

Business as usual would involve the existing reactive posture as opposed to proactively identifying businesses with the ability to scale up and locate in the region.

It is likely an element of the business as usual programme can and should continue as it remains a priority to consider a range of financial interventions to assist businesses to adopt more innovative products or processes.

A business as usual approach on its own will not lead to the transformation required in the economy and is unlikely to lever the wider outcomes associated with a co-investment deal including the inclusion and sustainability outcomes.

### **3.2 Prioritise work with out of area new investment only**

Whilst it remains a priority to market to national and international businesses, solely relying on generating enquiries from national and international companies that will be new to the UK, is a high- risk strategy.

## **4. Implications**

### **4.1 Financial**

There have been some costs associated with supporting the development work of business cases for these investments. At this stage there is not a commitment to fund any of the projects as this is dependent upon the emerging business cases, and the availability of funding.

### **4.2 Legal**

Many of these projects are covered by Non- Disclosure Agreements (NDAs) which have been entered by the MCA. These restrict our ability to share the names and details of the companies and their investment plans with both Board members and Local Authority partners.

A separate paper setting out a recommended proposed way forward will be submitted to the Board for approval.

There are no other legal implications associated with this report, however, some of the potential investment may require detailed due diligence and legal work before any recommendation to support could be considered.

### **4.3 Risk Management**

By proactively engaging with businesses and potential investment opportunities and taking a pre-emptive approach to funding being available from March 2021 to extend/replace LGF, this supports the mitigating the risk of local innovative business relocating outside of the City region to get greater support.

There is a risk that if we are unable to make decisions on funding support by Q1 of 2021 some investment opportunities will be lost to the region.

An additional risk concerns the availability of suitable sites with enough power to meet the demands of new companies to the region. The region and indeed Yorkshire is running out of supply of suitably developed sites. Some of the new companies are planning to be operational in this financial year and therefore cannot wait for design and build options or for speculative developments to be brought forward by developers.

### **4.4 Equality, Diversity and Social Inclusion**

The premise of the engagement is based upon a deal where greater social value is negotiated and the business commits to supporting local supply chains, local labour market, training and taking on apprenticeships, for example. These indicators are being defined as part of the work on the economic plan.

## **5. Communications**

**5.1** Currently all developments are at the exploratory stage and covered by Nondisclosure agreements. Communications will be jointly progressed in the future with the businesses and government if there is the potential for a significant investment deal to be realised.

## 6. Appendices/Annexes

### 6.1 Appendix A: Projects for acceptance on to the pipeline for future funding at the LEP Board March 2021

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Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:

**Appendix A: Projects for acceptance on to the pipeline for future funding at the LEP Board March 2021.**

Project	New or indigenous	Jobs created	Private sector investment £M	Brief description	Business sector
N	New	200	50	Manufacture and assembly of small digital satellites and payloads	AME
O	New	10	12	R&D project	AME
P	New	100	15	Manufacturing facility	AME
Q	Indigenous	120	17.5	Expansion of existing logistics company	Logistics
R	Indigenous	100	10	R&D and manufacture of wind turbine components	AME
S	Indigenous	40	20	Expansion project	AME
T	New	300	80	Establishing a Canning plant	AME
U	New	250	200	Establishing a steel mill	AME
V	New	50	5	Establishing a recycling processing centre for high value parts from IT etc.	AME
W	New	35	5	Relocation	On-line retail
X	New	30	10	Expansion of a semi-conductor manufacturer	AME
Y	Indigenous	110	109	Expansion	AME
Z	Indigenous	100	1	Expansion of furniture manufacturing operation	AME

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