



INTEGRATION PLAN TEMPLATE

INTRODUCTION AND GUIDANCE

The Levelling Up White Paper set out the UK Government's ambition for more integrated, better aligned and empowered local institutions with the tools they need to unlock economic growth and 'level up' at a local level. To that end, the Government is encouraging the integration of LEPs and their business boards or private sector membership into mayoral combined authorities (MCAs), the GLA and institutions with devolved powers for the purpose of hosting a county deal.

This document is intended to provide an illustrative template for those developing integration plans. It should be read in parallel with the guidance published on Local Enterprise Partnership integration on 31 March 2022, available at the following link:

<https://www.gov.uk/government/publications/local-enterprise-partnerships-integration-guidance>

It is expected that the process of integration planning will be led by the body that is taking on LEP functions and roles – i.e. the local authority, (M)CA or institution with devolved powers for the purpose of hosting a county deal, depending on the preferred local solution – working in close partnership with the relevant local LEP(s). The respective local LEP(s) should play a key role in co-developing the plan and should sign it off prior to its submission to government for consideration.

It is recognised that the formal process of transferring any assets, loans, investments or liabilities between existing LEP(s) and local democratic institutions will require agreement between both parties. This form should not therefore be considered a substitute for following the relevant laws and regulations that will apply in such cases. The purpose of this form is instead to aid the process of integration and inform the direction of any future government funding.

In areas currently without a devolution deal, the government will not expect local partners to submit an integration plan; LEP integration will be considered as part of any future negotiations.

The precise blend of LEP services and functions to be integrated will differ depending on local circumstances. In many areas, LEPs are already well integrated into their local (M)CA. Those leading the process of integration planning are therefore asked to complete only those sections of this form which apply in their case.

The document is structured around the following key themes:

- SECTION 1: CORE INFORMATION
- SECTION 2: GEOGRAPHY & GOVERNANCE
- SECTION 3: BUSINESS VOICE
- SECTION 4: PROJECTS, PROGRAMMES AND SERVICES
- SECTION 5: FINANCE & ASSETS
- SECTION 6: STAFFING
- SECTION 7: TIMESCALES & DELIVERY
- SECTION 8: PUBLIC SECTOR EQUALITY DUTY

It is recognised that many of the issues covered in this template will require further development and testing ahead of any formal integration. Those completing the document are therefore encouraged to share as much detail as possible, including any emerging solutions where plans are yet to be finalised.

Where the preferred local solution is to integrate an existing LEP into more than one authority, it is likely that separate forms will be needed for each individual area. However, the process of integration planning may require that both plans are developed in parallel. Government officials will be happy to discuss making alterations to this template to aid the sharing of information on a case-by-case basis,

Any commercially sensitive information may be submitted in parallel to the main integration plan. The use of annexes is also recommended for non-sensitive issues where more detail is required.

Completed plans should be sent to the central LEP Integration inbox (LEP.Integration@levellingup.gov.uk) and copied to the relevant Area Lead in the Cities and Local Growth Unit.

The first deadline for submission of plans to government is 23:59hrs on Friday 29 July 2022. Where more time is needed, local partners are encouraged to contact their local Area Lead to discuss future submission dates. The government remains keen to work with local partners to allow LEP functions and roles to be integrated into local democratic institutions at the earliest practicable opportunity.

SECTION 1: CORE INFORMATION

Core Details & Current Arrangements	
1.1 Name of LEP which is to be integrated.	<i>[Insert answer here]</i>
1.2 Name of authority into which the LEP is being integrated.	<i>[Insert authority name here]</i>
1.3 Current relationship with the LEP	<i>[Please outline the current relationship between the MCA or equivalent body and local LEP(s). For example, does the LEP currently have the right to nominate a member to attend combined authority meetings?]</i>
Integration Leads	
1.4 Contact details for integration leads	<i>[Please provide contact details for senior working-level contacts within both the existing LEP(s) and the body into which the LEP is to be integrated].</i>

SECTION 2: GEOGRAPHY & GOVERNANCE

Geography

2.1 (a) Is the local LEP geography coterminous with the (M)CA boundary or the area over which a devolution deal is being negotiated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1 (b) If not, does the area situated outside the MCA or devolution deal geography constitute a functional economic area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide a short explanation for the above answer with reference to the size of population, local travel to work areas (TTWAs) and any other relevant drivers of the local economy]</i>		
2.2 (a) Do you consider it is viable to maintain a separate LEP for the area situated outside the MCA or devolution deal geography?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide further details as required]</i>		
2.2 (b) If not, please describe the proposed solution for maintaining relevant LEP functions in the area that will remain outside the (M)CA boundary or devolution deal geography.		
<i>[This should include details of any agreed governance arrangements and/or services that will be provided to the outstanding area by the body into which LEP functions are being integrated.]</i>		

SECTION 3: BUSINESS VOICE

Current and Future Activity
<p>Please set out how you intend to embed a strong, independent and diverse local business voice in the (M)CA or institution with devolved powers for the purpose of hosting a county deal. Answers should cover the following points:</p> <ul style="list-style-type: none"> (a) Proposed Model & Governance Structure (e.g. a stand-alone business board, sub-board or other structure. Please also set out your proposed approach to maintaining any existing thematic sub-boards managed by the LEP); (b) Expected Role & Responsibilities (e.g. how will members be meaningfully involved in local decision making? How will their independence be maintained; and what responsibilities will they have? <i>In answering these questions, it may be helpful to attach proposed terms of reference setting out the key functions and objectives of independent business members</i>); (c) Membership (including the mix, balance and diversity of independent business members and any other partners drawn from outside of the business community. Please also set out your proposed approach to utilising existing LEP Board Members);

- (d) Future Recruitment** (including details of how you will ensure business members are openly recruited and politically independent);
- (e) Continuing Partnerships** (e.g. will any board or equivalent structure and its members continue to play a role in any existing partnerships, such as Town Deal Boards?).

[Please insert answer here]

SECTION 4: PROJECTS, PROGRAMMES AND SERVICES

Current and Future Activity

4.1 Please list the projects, programmes and services currently delivered by the local LEP. (Please indicate in the description where activity is delivered jointly with another partner).

In each case you should indicate whether, subject to receiving equivalent funding, the (M)CA or institution with devolved powers for the purpose of hosting a county deal would continue to undertake each activity. Where a different set of functions/services is being delivered for a neighbouring area, you should repeat the exercise for that area.

Title	Short Description (1-2 sentences)	Will the activity continue once the LEP is integrated? (subject to future funding)	
		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5: FINANCE & ASSETS N.B. Please submit any commercially sensitive information in parallel to the main integration plan, where appropriate.

Contracts and Liabilities		
5.1 Please list any existing debts, contracts or liabilities of the LEP. (Where possible, answers should look to include the value and duration of contracts. A separate spreadsheet will be accepted where this information is more easily displayed in that format)		
<ul style="list-style-type: none"> • <i>[Insert item here]</i> • <i>Etc</i> • <i>Etc</i> 		
Novation & Assignment		
5.2 Has agreement been reached on which debts/contracts/liabilities will need to be transferred ahead of any integration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide further details as required]</i>		
Assets		
5.3 Please list any assets, loans or investments owned by the LEP. (For example, does the LEP own any buildings or intellectual property? Are there any significant capital underspends or		

outstanding loans?) As above, a separate spreadsheet will be accepted where the information is more easily displayed in that format.

- *[Insert item here.*
- *Etc*
- *Etc*

5.4 Has agreement been reached on how assets/loans/investments will be transferred or divided, where necessary?

Yes

No

[Please provide further details as required]

SECTION 6: STAFFING – N.B. This section should be treated with the upmost sensitivity. Please submit any sensitive information in parallel to the main integration plan, where appropriate.

Current Personnel

6.1 Please outline the current structure and composition of LEP staff? (Please list the number of posts (FTE), by pay band and business area).

[Please provide further details as required. For example, on funding sources for current staff]

Future staffing implications

Are existing LEP staff expected to transfer over to a new entity (e.g. an MCA) as part of the integration? Answers should cover whether the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations will apply. And if so, when and how will staff be consulted.

[Please provide further details as required]

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SECTION 7: TIMESCALES & DELIVERY

Proposed Timescale		
7.1 Please indicate your preferred timescale for integrating LEP role and functions.		
<i>[Answer here]</i>		
Governance of the Integration Process		
7.2 (a) What mechanisms will be in place to manage the integration process at the local level?		
<i>[Answer here]</i>		
7.2 (b) If the existing LEP is intending to formally cease operation and dissolve following its integration, who will be responsible for managing the transition and any legacy issues?		
<i>[Answer here]</i>		
Knowledge Management		
7.3 What is the plan for reviewing records ahead of any formal integration to ensure relevant documents are maintained and individuals can continue to access records for continuing work?		
<i>[Answer here]</i>		
Approvals		
7.4 Has this integration plan been agreed by the relevant boards/persons in both the local LEP(s) and MCA (or institution with devolved powers for the purpose of hosting a county deal)? Please attach a signed letter from the Chair of the local LEP(s) by way of confirmation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>[Please provide further details, as required, on who is supporting the plan,]</i>		

SECTION 8: PUBLIC SECTOR EQUALITY DUTY

Public Sector Equality Duty

8.1 Has the Public Sector Equality Duty been considered and complied with in the preparation of this plan?

Yes

No

8.2 Where applicable, please describe any impacts – positive or negative – that have been identified on people based on their protected characteristics? (This section should also highlight the steps taken to mitigate any negative impacts that have been identified)

[Answer here]