

Greater Brighton City Deal & Greater Brighton Economic Board

Report by the Strategic Director and Solicitor to the Council

1.0 Summary

- 1.1 This report seeks approval from Members of both Councils for the establishment of the Greater Brighton Economic Board, the approval of its governance arrangements and the delegation of powers to that Board.

2.0 Background

- 2.1 In October 2012, the Government announced Wave Two of its City Deal programme and invited Brighton and Hove City Council and its partners, West Sussex County Council, Lewes District Council, Mid Sussex District Council, Adur District Council and Worthing Borough Council, to participate. Between them, these partners represent over 680,000 residents and almost 30,000 businesses. The partners developed and submitted an expression of interest to Government in January 2013 which was successful and enabled the City region to progress to the next stage of the negotiation process.
- 2.2 Partners from across the City Region have been developing the Greater Brighton City Deal proposals which are focussed on creating jobs and increasing productivity by unlocking sites and space and by setting the right conditions for the City Region's businesses to grow.
- 2.3 The proposals were submitted to Greg Clark MP in November 2013. They were well received and gained positive feedback. It is anticipated that a City Deal will be agreed with Government shortly.
- 2.4 Full details of the Greater Brighton City Deal proposals can be found in the Greater Brighton City Deal Document at Appendix 2 to this report.
- 2.5 The Greater Brighton City region's success in accessing funds and freedoms in the future depends on its ability to collaborate across the City region, to commit assets and resources and develop a clear, shared vision that involves the private sector and that transcends local authority boundaries.

3.0 The Greater Brighton Economic Board

- 3.1 Development of effective decision-making processes across the economic area is a 'commitment' required by Government of all City Deals.
- 3.2 The introduction of formal partnership and governance arrangements for the City region is necessary for effective decision making, but is also anticipated to:
- Add impact and enable delivery beyond the capabilities of any one partner to create benefits for residents, businesses and communities.
 - Reduce costs by pooling resources and common functions and finding new and better ways of working by sharing perspectives and intelligence and challenging views within the partnership
 - Boost resources by attracting funding and unlocking investments that require partnership bids and/or working and having the structures to deliver joint projects
 - Improve accountability by linking the work done at regional local authority level
 - Enhance authority and influence by creating a more powerful voice in Government
 - Spread risks and opportunities
- 3.3 It is proposed that the formalisation of the partnership arrangements is achieved through the establishment of the Greater Brighton Economic Board ('the Board').
- 3.4 The principal purpose of the Board will be to bring about sustainable economic development and growth across the Greater Brighton region. To achieve this, the role of the Board is to co-ordinate economic development activities and investment at the regional level. This will entail working to secure funding and investment for the Region and it is anticipated that the Councils will work alongside Board members to achieve this.
- 3.5 It is proposed that the Board will have the following responsibilities which will be incorporated into their Heads of Terms:
- To make long term strategic decisions concerning economic development and growth of the Greater Brighton City Region.
 - To work with national, sub-national (in particular the Coast to Capital LEP) and local bodies to support a co-ordinated approach to economic growth across the City region
 - To establish and administer the Single Pot City region Investment Fund
 - To advise on and recommend grant and prudential loan financing from constituent local authorities, to support local physical infrastructure developments
 - To agree and oversee the delivery of a 10 year strategy for economic growth for the City region
 - To develop a City Region housing investment plan
 - To undertake a joint review of publically owned land and assets and prioritise how some can collectively be best used and managed to support business development and economic growth across the City Region
 - To pool physical assets, so that they are used to best promote economic growth across the City Region
 - To lead on applications for EU structural and other funds to support physical infrastructure developments

- To develop the strategy and lead the delivery of the single local growth fund for the city region
- To recommend and take binding decisions on where to invest dedicated funds for infrastructure/service provision
- To develop and establish special purpose vehicles for the purposes of promoting economic growth and to lead the economic appraisal of potential investments, drawing on private sector expertise
- To establish and oversee the City Region employment and skills group and relevant sub committees to drive the delivery of specific funds or programmes
- To establish a City Region innovation panel with UKTI and TSB representatives, to provide strategic direction to our approach to innovation support within the City Region
- To ensure that the governance and management of the Board include all the necessary arrangements for the proper discharge of the functions, including appropriate financial standing orders, rules of procedure as well as codes of conduct to ensure legality, probity, financial prudence and avoidance of maladministration.
- As part of the City Deal negotiations the Government have been asked to recognise the Board as the strategic investment decision-making body for the City Region, and for Government departments to work closely with the Board, to agree how capital funding streams (such as the Regional Growth Fund, HCA Funding, Environment Agency and Green Deal) and EU structural funds will be prioritised, devolved or better aligned with local priorities. Government departments and agencies have also been asked to recognise the City Region Employment and Skills Group as the strategic body for the employment and skills for the City region.

4.0 Governance Arrangements

- 4.1 Authority is being sought from Members of Adur District Council and Worthing Borough Council for the establishment of the Board and the adoption of the governance arrangements. Each local authority member is seeking equivalent approvals from their decision making bodies, with a view to enabling the Board to be formally launched on 1st April 2014. The establishment of the Board is dependent on all of the bodies represented on the Board agreeing that it be established.
- 4.2 The Governance arrangements of the Board have been developed with partners from across the City Region, with guidance and steer from the City Deal High Level Project Board that consists of local authority Leaders and Chief Executives and the Chairs of the Coast to Capital LEP and Brighton & Hove Economic Partnership.
- 4.3 It is proposed that the Board will comprise of the Greater Brighton Economic Joint Committee ('the Joint Committee') and the Greater Brighton Business Partnership ('the Partnership'). The local authority partners will be represented on the Joint Committee and the Coast to Capital LEP, business and education sectors will be represented on the Partnership. Meetings of the Board will comprise simultaneous meetings of the Joint Committee and the Partnership.
- 4.4 The Joint Committee will be a joint committee appointed by two or more local authorities in accordance with the Local Government Act 1972. The Joint

Committee will only be established if all local authorities represented on the Board agree to its establishment.

4.5 The proposed governance arrangements for the Board are contained within the draft Heads of Terms attached at appendix 1 of this report, but can be summarised as follows:-

- The Board will be the investment agency to work in parallel with the Coast to Capital LEP, to set and agree the City Region's growth priorities and to negotiate and secure funding from government. The Board will not be able to impose financial obligations on its members, but rather, decisions of the Board will relate to pooled assets and funds.
- The Chair of the Joint Committee will rotate annually amongst its members, but it is proposed will initially be the Leader of Brighton & Hove City Council during the first year.
- The Chair of the Joint Committee will also be the Chair of the Board, which will also therefore rotate annually.
- The Joint Committee will have the power to establish sub committees.
- Each local authority member will be represented on the Joint Committee, and thereby on the Board, by one individual, with the exception of Brighton & Hove City Council which, because of it being a unitary authority, will be represented by two persons. It is proposed that the representative for Adur and Worthing Council will be their Leaders. (Each member of the Partnership will also be represented by one individual).
- Each individual representing a member authority of the Joint Committee will be entitled to one vote at meetings of the Joint Committee. Voting will be by show of hands and voting outcomes reached at those meetings will be on a simple majority of votes cast. (Each member of the Partnership will also be entitled to one vote at their respective Partnership meeting and the outcome determined on a simple majority of votes cast).
- There are arrangements for reviewing a decision of the Board within a specified timeframe and a Call-In Procedure can be found at schedule 1 to Appendix 1 of this report. This provides for a call-in of a Board decision to be triggered by any one of the constituent members of the Board. It is for each local authority to decide for itself how to exercise this right. For Adur and Worthing Councils it is recommended that call-in of Board decisions is exercised in accordance with the Councils' own call in procedure rules which allow for any three members of Council to effect a request for call in of a decision.
- The Board is required to provide quarterly monitoring, communication and performance reports and an annual report to each partner local authority on the delivery of the relevant actions within the shared strategic plan.
- The work of the Board will be subject to review by an ad hoc joint local authority scrutiny panel, which is to be established and managed by the lead authority at any one time. It is envisaged that each partner local authority will be represented by an

individual, other than that individual representative on the Joint Committee, on the Scrutiny Panel.

- 4.6 It is proposed that Brighton and Hove City Council will be the lead authority for the Board for the first two years and will therefore provide the necessary financial, legal, scrutiny, administrative and business management support. It has been estimated that this will cost approximately £77,000 per annum (based on 6 meetings a year) and reasonable financial contributions from partner organisations are currently being negotiated and are to be agreed by the Board at its inaugural meeting. It is anticipated that contributions will be apportioned in accordance with local authorities size of working age population.
- 4.7 It may be that in the light of experience and operation, some governance arrangements need to change. The Heads of Terms therefore builds in the principle of review, but any variation to the Heads of Terms will require the resolution of the Board and would be subject to the approval of each body represented on the Board.

5.0 Legal

- 5.1 The Greater Brighton Economic Joint Committee will be a joint committee appointed by two of more local authorities represented on the Board, in accordance with section 102(1)(b) of the Local Government Act 1972.
- 5.2 In accordance with section 102(1)(c) of the of the 1972 Act, the Greater Brighton Joint Committee may appoint one or more sub-committees.
- 5.3 The appointment of a joint committee pursuant to section 102 of the Local Government Act 1972 is, under the Councils' constitutions, a function of full Council.

6.0 Financial implications

- 6.1 To achieve sustainable and economic development and growth across the Region, the Board will co-ordinate economic development activities and investment at the regional level, which will entail working to secure funding and investment for the region, and the Councils will work alongside Board members to achieve this.
- 6.2 The lead authority will provide administrative, financial and legal support to the Board at an estimated cost of £77,000 per annum. An annual contribution will be sought from Adur and Worthing Councils towards this sum, probably based upon the size of working age population of each authority. The total cost includes a contingency to cover unforeseen costs and any unspent funds at the year end will either be carried forward or allocated to project work by the Board.
- 6.3 It should be noted that there is currently no budget for either Worthing or Adur's contribution towards the administration costs of the City Deal, and such costs would need to be met from capacity issue reserves in the first year and from the revenue budget thereafter.

7.0 Recommendations

The Joint Governance and Audit Committee is recommended to:

- 7.1 Note the contents of the report and the proposed governance arrangements set out in Appendix 1.
- 7.2 Recommend to both Adur District Council and Worthing Borough Council the establishment on 1st April 2014 of the Greater Brighton Economic Board constituted in accordance with the Heads of Terms specified in Appendix One, subject to all other bodies represented on the Board agreeing that it be so established.
- 7.3 Recommend to both Adur District Council and Worthing Borough Council the appointment on 1st April 2014 of a joint committee to be known as the Greater Brighton Economic Joint Committee constituted in accordance with the Heads of Terms specified in Appendix One, subject to all other bodies represented on the Committee agreeing that it be so established.
- 7.4 Recommend to both Adur District Council and Worthing Borough Council that the Councils delegate authority to the Chief Executive and Strategic Director, Mr Mitchell, to take all measures necessary for or incidental to the establishment of the Greater Brighton Economic Board and the Greater Brighton Economic Joint Committee and their ongoing management and administration.
- 7.5 Confirm the appointment of both Leaders of Adur District Council and Worthing Borough Council as representatives of their respective authority on the Greater Brighton Economic Joint Committee and the Greater Brighton Economic Board.
- 7.6 Recommend to both Adur District Council and Worthing Borough Council that the Councils agree that the right to request that a decision of the Board be called in pursuant to paragraph 1.3 of the call-in protocol set out at appendix one, schedule one, be exercised at the behest of any three members of the Council.
- 7.7 Recommend to both Adur District Council and Worthing Borough Council that the Councils delegate authority to the Monitoring Officer to amend the Councils' constitutions to reflect the above resolutions.

The Joint Strategic Committee is recommended to:

- 7.8 Note the contents of the report and the proposed governance arrangements set out in Appendix 1
- 7.9 Approve the exercise by each Leader, of all powers, authorities and delegations, currently vested in him/her when acting as their Authorities representative on the Greater Brighton Economic Joint Committee and the Greater Brighton Economic Board.
- 7.10 Approve the release of up to £15,000 for each Council in 2014/15 from the Capacity Issues Reserve to fund the contributions to the City Deal administrative costs.

Local Government Act 1972
Background Papers:

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Schedule of Other Matters

1.0 Council Priority

- 1.1 Corporate priority 2) “Work more closely with and commission our communities, the voluntary sector, public organisations, business and commercial sectors”

2.0 Specific Action Plans

- 2.1 To bring about sustainable economic development and growth across the Greater Brighton region.

3.0 Sustainability Issues

- 3.1 The aim of the City Deal is for Greater Brighton to become a high performing City Region that prioritises sustainable economic growth in innovative low carbon, high-tech and creative businesses.

4.0 Equality Issues

- 4.1 The City Deal forms part of the wider economic strategy, which aims to tackle barriers to employment and create employment opportunities for all. An equalities impact assessment of the City Deal proposals will be undertaken as these are finalised with Government.

5.0 Community Safety Issues (Section 17)

- 5.1 Matters considered and no issues identified.

6.0 Human Rights Issues

- 6.1 Matter considered and no issues identified.

7.0 Reputation

- 7.1 It is anticipated that the City Deal project will considerably raise the profile of both Adur and Worthing Councils, positively impacting upon their reputation.

8.0 Consultations

- 8.1 As part of the development of the City Deal proposals, the following have been regularly consulted and/or engaged: City Deal Officer Project Board, City Deal High Level Project Board, Adur & Worthing Business Partnership, Brighton & Hove Economic Partnership, Brighton & Hove City Employment & Skills Group, Brighton & Hove Local Strategic Partnership. These boards, partnerships and groups include representatives from the business, public and community and voluntary sectors.

9.0 Risk Assessment

- 9.1 Risk assessment to be developed in partnership.

10.0 Health & Safety Issues

10.1 None identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 Partnership working strengthened.

Heads of Terms

Greater Brighton Economic Board

1. Establishment, Purpose and Form

- 1.1 The Greater Brighton Economic Board (“the Board”) shall be established from the Commencement Date.
- 1.2 The over-arching purpose of the Board is to bring about sustainable economic development and growth across the Greater Brighton region. To achieve this, the principal role of the Board is to co-ordinate economic development activities and investment at the regional level.
- 1.3 The Board comprises the Greater Brighton Economic Joint Committee (“GBEJC”), on which the local authorities will be represented; and the Greater Brighton Business Partnership (“GBBP”), on which the Coast to Capital Local Enterprise Partnership, business, and university sectors will be represented.
- 1.4 Meetings of the Board comprise concurrent meetings of GBEJC and GBBP.
- 1.5 GBEJC shall be a joint committee appointed by two or more local authorities represented on the Board, in accordance with section 102(1)(b) of the Local Government Act 1972.
- 1.6 The Board may appoint one or more sub-committees.
- 1.7 For the two years starting with the Commencement Date, the lead authority for the Board shall be Brighton & Hove City Council (“BHCC”), whose functions in that capacity shall include the provision of scrutiny (see paragraph 4.3), management of the call-in and review process (see paragraph 8), and financial, administrative and legal support (see paragraph 12) .
- 1.8 Unless the Board resolves otherwise, before the start of the third year following the commencement date, and every two years thereafter, the Board shall review the lead authority arrangements and invite each of the local authorities represented on the Board to submit an expression of interest in fulfilling the role of lead authority for the subsequent two year period. The Board shall then instigate a procurement exercise to select the most appropriate authority for that role.

2. Interpretation

2.1 In these Heads of Terms –

- (i) 'Commencement Date' means such date as is approved by the local authorities represented on the Board. *[note – commencement day proposed to be 01.04.14]*
- (ii) 'the Region' means the area encompassing the administrative boundaries of BHCC, Adur District Council, Worthing Borough Council, and Lewes District Council, as lie within the Coast to Capital Local Enterprise Partnership area; and 'regional' shall be construed accordingly;
- (iii) 'economic development' shall bear its natural meaning but with particular emphasis given to:
 - employment and skills;
 - infrastructure and transport;
 - housing;
 - utilisation of property assets;
 - strategic planning;
 - economic growth.

3. Functions

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

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

- (i) To make long-term strategic decisions concerning regional economic development and growth;
- (ii) To be the external voice to Government and investors regarding the management of devolved powers and funds for regional economic growth;
- (iii) To work with national, sub-national (in particular the Coast to Capital Local Enterprise Partnership) and local bodies to support a co-ordinated approach to economic growth across the region;
- (iv) To secure funding and investment for the Region;
- (v) To ensure delivery of, and provide strategic direction for, major projects and work streams enabled by City Deal funding and devolution of powers;

- (vi) To ensure good governance of projects relating to regional economic development and growth arrangements;
- (vii) To enable those bodies to whom section 110 of the Localism Act 2011 applies to comply more effectively with their duty to co-operate in relation to planning of sustainable development.
- (viii) To incur expenditure on matters relating to economic development where funds have been allocated directly to the Board for economic development purposes; and for the avoidance of doubt, no other expenditure shall be incurred unless due authority has been given by each body represented on the Board.

4. Reporting and Accountability

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

5. Membership

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

- (i) BHCC
- (ii) Adur District Council
- (iii) Worthing Borough Council
- (iv) Lewes District Council
- (v) Mid-Sussex District Council
- (vi) West Sussex County Council
- (vii) University of Sussex
- (viii) University of Brighton
- (ix) Further Education Representative (*to be identified*)
- (x) Coast to Capital Local Enterprise Partnership
- (xi) Brighton & Hove Economic Partnership
- (xii) Adur & Worthing Business Partnership
- (xiii) Coastal West Sussex Partnership

- 5.2 GBEJC shall comprise the bodies specified in paragraphs 5.1(i) to (vii); and GBBP shall comprise the bodies specified in paragraphs 5(viii) to (xiv).

- 5.3 Each of the bodies listed in paragraph 5.1 shall be represented at the Board by one person, save for BHCC which, by reason of it being a unitary authority, shall be represented by two persons (as further specified in paragraph 5.4).
- 5.4 Each local authority member shall be represented at the Board by its elected Leader; and in the case BHCC, by its Leader and Leader of the Opposition.
- 5.5 Each business sector member shall be represented at the Board by a director of that member.
- 5.6 Each university member shall be represented by a Vice Chancellor or Pro Vice-Chancellor of that university.

6. Chair

- 6.1 The Chair of GBEJC shall, by virtue of his/her democratic mandate, be Chair of the Board.
- 6.2 If the Chair of GBEJC is unable to attend a Board meeting, the Board shall elect a substitute from its local authority member representatives, provided that no such member representative attending in the capacity of a substitute shall be appointed as Chair of GBEJC / the Board.
- 6.3 The Chair of GBEJC for its first year of operation shall be the Leader of BHCC.
- 6.4 Following GBEJC's first year of operation, its Chair shall rotate annually between its members, with the new Chair being appointed at the first meeting of the Board in the new municipal year.
- 6.5 GBEJC shall decide the order in which their members shall chair that body.

7. Voting

- 7.1 Each person representing a member of GBEJC, and each person representing a member of GBBP, shall be entitled to vote at their respective meetings.
- 7.2 Voting at each of the concurrent meetings of GBEJC and GBBP shall be by show of hands or, at the discretion of the chair, by any other means permitted by law), and voting outcomes reached at those those meetings shall be on a simple majority of votes cast.
- 7.3 Where voting at a meeting of GBEJC results in an equal number of

votes cast in favour and against, the Chair of GBEJC shall have a casting vote.

- 7.4 Where voting at a meeting of GBBP results in an equal number of votes cast in favour and against, the motion/proposal/recommendation under consideration shall fall in relation to GBBP.
- 7.5 Where the respective voting outcomes of GBEJC and GBBP are the same, that shall be taken as the agreed Board decision and the Board may pass a resolution accordingly.
- 7.6 Where the respective voting outcomes of GBEJC and GBBP differ, the Board –
- (i) may not pass a resolution relating to that matter; and
 - (ii) may refer the matter to the Chief Executive of the lead authority, who may consult with members of the Board or such other persons as are appropriate, with a view to achieving agreement on the matter between GBEJC and GBBP by discussion and negotiation.
- 7.7 Where, pursuant to paragraph 7.6(ii), agreement is reached the matter at issue shall be remitted to, and voted upon at, the next meeting of the Board.
- 7.8 Where, pursuant to paragraph 7.6(ii), no agreement is reached the motion/proposal/recommendation at issue shall fall.

8. Review of decision

- 8.1 Decisions of the Board will be subject to call-in and review in the following circumstances:
- (i) where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;
 - (ii) where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;
 - (iii) where any local authority represented in the Board considered that the interests of the body they represent had been significantly prejudiced; or
 - (iv) where any local authority represented in the Board considered that the Board had made a decision beyond its scope of authority.
- 8.2 The procedure for requesting, validating, and implementing a call-in

and review is specified in Schedule 1.

- 8.3 Where a request for call-in is accepted, the Board decision to which it relates shall be stayed pending the outcome of the call-in.
- 8.4 Following call-in, the panel convened to review a Board decision may refer the decision back to the Board for re-consideration. Following referral, the Board shall, either at its next scheduled meeting or at a special meeting called for the purpose, consider the panel's concerns over the original decision.
- 8.5 Having considered the panel's concerns, the Board may alter its original decision or re-affirm it. Paragraph 8.1 shall not apply to the Board's follow-up decision. In consequence, the latter decision may be implemented without further delay.

9. Substitution

- 9.1 Subject to paragraph 9.2, where a representative of a member of the Board is unable to attend a Board meeting, a substitute representative of that member may attend, speak and vote, in their place for that meeting.
- 9.2 A substitute member must be appointed from a list of approved substitutes submitted by the respective member to the Board at the start of each municipal year.

10. Quorum

- 10.1 No business shall be transacted at any meeting of the Board unless at least one third of all member bodies are present, and both GBEJC and GBBP are quorate.
- 10.2 Quorum for GBEJC meetings shall be three member bodies.
- 10.3 Quorum for GBBP meetings shall be three member bodies.

11. Time and Venue of Meetings

- 11.1 Ordinary meetings of the Board shall be convened by the lead authority and normally take place in the geographical area of that authority.
- 11.2 The Chair of the Board may call a special meeting of the Board at any time, subject to providing members with minimum notice of two working days.

12. Administrative, financial and legal support

- 12.1 The lead authority shall provide administrative, financial and legal support to the Board, such legal support to include Monitoring Officer and Proper Officer functions in relation to GBEJC meetings.
- 12.2 Other members of the Board shall contribute to the reasonable costs incurred by the lead authority in connection with the activities described in 12.1, at such time and manner as the Memorandum of Understanding shall specify – see further at paragraph 13 below.

13. Memorandum of Understanding

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

- 13.2 The memorandum may, in particular, provide for –

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

- (i) the process by which total financial contributions are calculated;
 - (ii) the process for determining the contribution to be paid by each member;
 - (iii) the dates on which contributions are payable;
 - (iv) which body shall be responsible for administering and accounting for such contributions;

- 13.2.2 The terms of reference for the City Region Officer Group.

14. Review and Variation of Heads of Terms

- 14.1 The Board shall keep these Heads of Terms under review to ensure that the Board's purpose is given full effect.
- 14.2 These Heads of Terms may be varied only on a resolution of the Board to that effect, and subject to the approval of each body represented on the Board.

Schedules

- 1. Call-in protocol

Greater Brighton Economic Board: Call-in Protocol

Call-in

1 Requesting a Call-in

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

- 1.7** The GBEB call-in panel must meet within seven working days of the Chief Executive accepting the call-in request. Should the call-in committee fail to meet within this period, or meet but not be quorate, then the original decision shall come into force at the expiry of the seven day period.

2 The GBEB Call-in Panel

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

3 Call-in meetings

- 3.1** The GBEB call-in panel will consider call-in requests at a special call-in meeting. Typically, the call-in panel will hear from:

a) the GBEB member who made the call-in request (where a request has been made by more than one member the Chair of the GBEB call-in panel will decide whether to take representations from all the signatories to the call-in request or to ask the signatories to make a single representation). The member(s) who requested a call-in will explain why they feel the original decision was unsound and will suggest an alternative decision.

b) the GBEB. The GBEB Chair (or another GBEB member or an officer supporting the GBEB at the request of the GBEB Chair) will explain why the original decision was made and will provide any additional information they feel is germane. Where the GBEB Chair is a signatory to the call-in request, then another GBEB member (or officer supporting the GBEB) shall attend the call-in meeting to represent the GBEB. This representative will be chosen by the Chief Executive of the lead authority, after discussion with GBEB members.

c) Other organisations, stakeholders or members of the public may be granted the right to make representations to the call-in panel at the discretion of the GBEB call-in panel Chair. However, in general the intention should be to re-examine the decision originally made not to hold a broader enquiry into the decision in question.

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

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

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

- Any additional information which may have become available since the original decision was made
- The implications of any delay in implementing the original decision
- Whether reconsideration is likely to lead to a different decision
- The importance of the matter raised and the extent to which it relates to the achievement of the GBEB strategic priorities
- Whether there is evidence that the decision-making rules in the GBEB constitution have been breached
- Whether there is evidence that the GBEB consultation processes have not been followed
- Whether the decision taken is not in accordance with a policy previously agreed by the GBEB

- Whether there might be an alternative way of dealing with the matter in hand short of referral back to the GBEB
- 3.5** If having scrutinised the decision, the GBEB call-in panel feels that the decision was seriously flawed, it may refer it back to the GBEB for reconsideration, setting out in writing the nature of its concerns.
- 3.6** Implementation of any decision referred back to the GBEB remains suspended until the GBEB has met to reconsider the matter. However, should the GBEB call-in panel choose not to refer the matter back to the GBEB for reconsideration then implementation may begin immediately following the call-in committee meeting.
- 3.7** The GBEB shall reconsider any matter referred back to it by the GBEB call-in panel either at its next scheduled meeting or at a special meeting called for the purpose. Having considered the concerns expressed by the GBEB call-in panel the GBEB is free to make any decision it chooses *including re-affirming its original decision*.

4 Call-in and urgency

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

Greater Brighton City Deal

**LOGOS OF ALL PARTNERS
HERE**

Executive Summary

The Greater Brighton City Deal will enable the area to fulfil its economic potential, turning it from a mid-ranking economy into one of the highest performing urban economies in the UK. The deal will build on Greater Brighton's economic assets – its skilled workforce, its innovative businesses and its universities – and help the area move on from decades of economic underperformance.

Greater Brighton has made significant progress over the last decade, moving from a traditional coastal economy into a more balanced and technologically advanced economy. However, there is much more work to be done. For every hour worked, Brighton still produces less than the national average, and is far less productive than most other cities in South East England. That is despite Brighton having one of the most highly qualified workforces in England, behind only Cambridge and Oxford among major cities. Greater Brighton's ambition, and the goal of this City Deal, is to continue making progress, and place Greater Brighton among the most prosperous areas in the country, as a Super City Region.

To make this happen, the City Deal will build on some of Greater Brighton's emerging success stories. Brighton's creative-tech cluster has emerged from nothing over the past decade, and now boasts over 1,500 high-value businesses, as many as east London's Tech City. The recently completed *The Brighton Fuse* research highlighted this sector's outstanding performance, and held up Brighton as a new model for developing "superfused" businesses. Alongside this success, Greater Brighton is attracting significant investments from a range of green industries, from offshore renewables to vehicle emissions research, and has the skill base to become a centre for this type of business.

The City Deal's flagship proposal is to renovate and expand New England House, the centrepiece of Brighton's creative-tech cluster, and to establish the surrounding area as *Tech City South*. This investment will provide the flexible space, infrastructure and connectivity that Brighton's most exciting businesses need to grow, while nurturing a new wave of entrepreneurs and business models. It will also put Brighton on the map as one of the UK's most important tech clusters, one which operates on an international stage.

The City Deal will also help to spread growth and prosperity beyond the boundaries of Brighton itself, and into other key parts of the City Region. In Newhaven, to the east of Brighton, and Shoreham and Worthing to the west, there is enormous scope for attracting businesses and creating jobs, particularly if these places can be joined together into a connected City Region. This City Deal will realise that potential, by giving places across Greater Brighton the tools they need to work together effectively, and by providing certainty over key infrastructure to unlock private sector investment. The City Region will be at the heart of the Coast to Capital Strategic Economic Plan and will be a major driver of growth for the LEP economy.

Over its lifetime, this City Deal is expected to deliver:

- 1,300 jobs in the short-term, rising to 8,500 jobs and 361m in annual GVA over the medium-term;
- A £24.5m investment in the flagship New England House, with an extra 7,000m² of floorspace for creative-tech businesses
- £173m of investment in the medium term, creating a network of Growth Centres across the City Region
- The unlocking of sites to deliver up to 2000 new homes over the medium term
- An integrated business support programme across the Greater Brighton and wider Coast to Capital LEP area

Introduction

The Greater Brighton City Deal covers the city of Brighton and Hove, and the districts of Lewes, Adur, Worthing and Mid Sussex. The area is home to 677,000 people, 92% of whom live in urban areas, and it provides 283,000 jobs. The Greater Brighton economy is caught between a traditional coastal economy and a modern, high-tech economy. While it has some high-value industries – particularly its tech sector, creative industries, pharmaceuticals and insurance – more than half of all jobs in the City Region are in tourism, retail and public sector industries, well above the national average. The aim of this City Deal is to promote the growth of Greater Brighton's high-value industries, starting with its burgeoning creative-tech cluster, and reduce its reliance on lower value industries.

Greater Brighton's economy today

The Greater Brighton City Region has traditionally been heavily dependent on the public sector for its employment. In 2011, more than three out of ten (31%) people working in Greater Brighton were employed in public administration, education or human health & social work activities. Other key employment sectors are generally associated with the visitor economy, including Arts, Recreation & Leisure and Accommodation & Food service, neither of which are particularly high value. In other parts of the City Region:

- Adur and Worthing have strong engineering, manufacturing and pharmaceutical base, with businesses that export high tech products to an international market. There are opportunities for creating an enterprise hub for a developing technology cluster and there is potential to expand the creative and cultural industries in both Adur and Worthing;
- Lewes has traditionally benefited from considerable public sector employment, but it also has its own strong cultural and creative industries sector. More recently, investment in Newhaven has started to pay dividends, with investor interest supporting the development of the renewable energy and clean-tech sector.
- Mid Sussex has weathered the recession well relative to its neighbours and the rest of the South East, and was identified in 2010 as the most resilient local authority area in the region in terms of its ability to withstand economic shocks, such as reductions in public spending¹. Mid Sussex has strengths in financial services in Haywards Heath and engineering in Burgess Hill and has high quality business accommodation that can support the growth of businesses within the city region.

It is a diverse City Region with considerable natural, cultural and human capital assets. The South Downs National Park runs along the north of Lewes, Brighton & Hove, Adur and Worthing and the Sussex coast defines its southern perimeter. These assets have traditionally been viewed in terms of their attractiveness to visitors, but they are increasingly assets to be harnessed to support economic growth in emerging high growth activities, such as Eco-Technology.

The City Region has good north-south transport connections, but its road network can become heavily congested at peak times. All of its main towns², apart from Newhaven and Seaford, have direct rail links to Gatwick International Airport³ and London⁴ and the A27/A23/M23 road network links its towns and provides access northbound to the Airport, London and the M25. It has two major ports: Shoreham is one of the UK's leading ports for exporting cargo around the world, servicing 700-800 ship movements and transporting 1.8m tonnes of cargo each year; and Newhaven, which transports 250,000 passengers and 200,000 tonnes of freight cargo across the English Channel each year.

The city of Brighton & Hove is at the heart of the City Region. Its close proximity to London, attractive coastline, and reputation for entertainment and leisure have traditionally made it a popular place for visitors,

¹ Experian (2010) 'Understanding Resilience'.

² Brighton & Hove, Lewes, Worthing, Burgess Hill, East Grinstead, Haywards Heath and Shoreham

³ Journey times range from between 25 minutes from Haywards Heath to 50 minutes from Worthing

⁴ Journey times range from between 45 minutes from Haywards Heath and from 90 minutes from Worthing

attracting 8 million visitors every year, and also for people looking for alternative lifestyles. The high quality of life on offer is reflected in the contentment of city's residents. No other urban area in England has such high Life Satisfaction levels as Brighton & Hove⁵. This has led to something of a conundrum for the City Region: On paper, its human capital assets should translate into a successful and buoyant economy, but this has not traditionally been the case.

The City Region has 29,770⁶ active businesses (1,300 more than in 2006) – and a business density of 69 businesses per 1,000 working age residents. Just under half (44%) of the City Region's working age population live in Brighton & Hove, which also accounts for 42% of its businesses. Business density is highest in Mid Sussex (81 per 1,000 working age residents) and lowest in Worthing (60 per 1,000 residents).

Its human capital assets are also considerable. More than 100,000⁷ of its working age residents holds a degree level qualification. Despite this well qualified resident population, GVA per resident graduate remains relatively low. Greater Brighton need its business to be of better value and more productive to address to reach it's potential.

The Greater Brighton City Deal proposal has been developed by a strong partnership between the public and private sectors. The deal has been led by the needs of businesses – particularly those from high-value industries – and business and university leaders will play a key role in implementing these proposals. Business and university representatives will make up a majority of members on the Greater Brighton Economic Board, which will oversee the implementation of the City Deal and become the key strategic body for economic development across the City Region in future.

The Greater Brighton City Region is a major part of the Coast to Capital Local Enterprise Partnership, which also covers the whole of West Sussex, the Gatwick Diamond and London Borough of Croydon. The City Region is one of the key drivers of the LEP's economic growth and prosperity and the Coast to Capital LEP has identified it as one of the priority business locations where the greatest density of new jobs will be created. The Greater Brighton Economic Board will be one of up to five key delivery bodies within the LEP's work on Growth Deals and other economic development work in future. The Coast to Capital LEP is represented on the Greater Brighton Economic Board, and is fully supportive of the City Deal proposals.

⁵ Life Satisfaction Index April 2011-March 2012 ONS

⁶ Business Demography 2011. ONS

⁷ Annual Population Survey (Jan-Dec2012) ONS via NOMISWEB

Why do we need the City Deal?

Greater Brighton's primary economic challenge is to raise its productivity to a level which reflects the City Region's economic potential. The City Region has all of the assets to be one of the UK's top performing urban economies – a highly skilled workforce, an innovative business community, two high quality universities – but its contribution to the economy does not yet match these assets. Too many people and too many businesses in Greater Brighton do not fulfil their potential.

Highly qualified workers too often work in low value jobs, and too many exciting businesses do not have the aspiration or the space to grow. This City Deal is about making the most of that untapped potential, and turning Greater Brighton into one of the top performing urban economies in the UK.

To do that, the City Region needs to do three things:

1. To build on the success of Brighton's creative-tech cluster, and help its many small businesses translate their success onto a larger scale;
2. To unlock growth across other areas of the City Region outside Brighton, by giving private sector investors the confidence and space they need to invest;
3. To create effective governance structures for Greater Brighton, so that local authorities, businesses and universities across the City Region can work together in a seamless fashion.

This City Deal is focused on addressing those three issues. It will tackle the shortage of suitable accommodation for businesses in Brighton's tech cluster, and ensure that Brighton's most promising businesses are able to grow in Brighton. It will give confidence to the private sector, by providing key enabling infrastructure and ensuring that the City Region takes the right strategic decisions to promote economic growth. It will ensure that the successful parts of Greater Brighton's economy work together more effectively, and spread their effects across the whole area. The City Deal will cause local partners to work together like never before, and provides the flexibility and investment needed to move Greater Brighton's economy forward.

Without a City Deal, Greater Brighton would continue to underperform against its potential. It would remain within its comfort zone, with small businesses remaining small and the economy remaining reliant on low value industries and the public sector. Local partners would not work together effectively, and would be unable to capitalise on the economic opportunities that come from joining together places with their own strengths and assets.

The Deal

Under this City Deal, Greater Brighton and Government have agreed:

- To renovate and expand New England House, the focal point of Brighton's booming tech cluster, to create the conditions for creative-tech businesses to grow more rapidly, and to put the cluster on the map as *Tech City South*. This project will involve:
 - A £24.53m total investment in New England House, with the private sector contributing £9.8m, Brighton and Hove City Council contributing £9.8m, and Government investing £4.9m;
 - Increasing the usable floorspace by 7,090m², to 18,460m² in total, and increasing the employment density from 1 job per 11m² to 1 job per 8m²;
 - Creating 1,300 direct jobs in creative-tech businesses in New England House;
- To invest in certainty over flood defences at Newhaven and Shoreham Harbour and Shoreham Airport, in return for financial contributions to improve the value for money of key flood defence schemes. This agreement will help to secure private sector investment to create major new Growth Centres to the east and west of Brighton, focusing particularly on green industries;
- To enable Brighton and local businesses to create a Digital Exchange in New England House, which will provide faster connectivity to digital businesses at lower cost. This will be funded through Brighton's existing allocation from the Super-Connected Cities programme;
- To improve support for businesses across the Coast to Capital LEP, by creating a single, joined-up framework through which businesses can find the support they need, and by plugging gaps in the support landscape;
- To establish a governance structure for the City Region, with local partners working together on investment, skills and innovation, and Government and its agencies collaborating with the City Region at a strategic level.

Key Elements of the City Deal

Tech City South: Renovating and expanding New England House

The City Deal will develop New England House, the centerpiece of Brighton's tech cluster, into an improved and expanded facility for nurturing small creative-tech businesses, and fusing together people with creative and digital skills. This will provide the infrastructure and conditions – flexible space, fast broadband and proximity to the heart of the cluster – that tech businesses need to grow, and it will put Brighton firmly on the map as Tech City South. The investment will create 1,300 direct jobs, and act as a catalyst for the growth of tech businesses across the City Region.

The New England Quarter and New England House

Developing the New England Quarter in the centre of Brighton is the flagship part of this City Deal. The New England Quarter is the heart of the city's tech cluster. It is where the city's creative technology businesses are starting to network and collaborate, attracted by its central location, its close proximity to Brighton's mainline railway station and its affordable and flexible leases.

Located in the heart of this thriving tech cluster, New England House (NEH) is the key growth centre for Brighton's creative-tech sector. New England House is a 11,370m² work space and business incubator owned by Brighton & Hove City Council. It accommodates 96 businesses, mainly from the creative and digital industries, which together employ 1,000 people, and it has a waiting list of 67 companies seeking space at the heart of the cluster.

Although it is uniquely popular with creative-tech start-ups and small businesses, it is no longer in a fit state to support the cluster's growth. The building is ageing, it needs work to reconfigure and renovate it, and requires expansion to provide accommodation for more businesses.

This City Deal will provide a £24.53m investment in New England House, which will see it expanded and upgraded, and will more than double the number of people employed at the site. By expanding the building and making better use of existing space, it will provide space for 2,300 jobs, and meet the significant demand for space among creative-tech businesses. With this investment, New England House will:

- Become a credible and highly visible hub for Greater Brighton's creative-tech businesses, with an innovative private sector-led 'Fusebox' business support programme;
- Provide additional workspace that balances flexible office space to accommodate high-growth start-ups and retains larger CDIT businesses within the City Region; and
- Provide international class digital connections which leading CDIT businesses require to compete and collaborate with firms in any global location.

The investment will be shared between the private sector, Brighton and Hove City Council and Government, on a 40:40:20 basis. Private sector investment of up to £9.8m is being sought, which will bring with it experience of driving growth in tech businesses. Brighton and Hove City Council will also contribute £9.8m, a major investment in the future of Brighton's economy. The Government will contribute the remaining £4.9m to unlock the project.

Case Study – Fusebox and The Brighton Fuse research

Wired Sussex in partnership with Brighton & Hove City Council is creating a new learning and support FuseBox centre for start-ups and existing businesses in the creative and tech sector in New England House. Most business support models are based upon the needs of large companies in stable markets. If you are at the smaller end of the spectrum and operating in a disruptive, digital business environment, then a different

set of rules apply. Digital technology has challenged the basis of much conventional business thinking, generating new ideas and re-invigorating old ones. The FuseBox is one of the co-working spaces in the Recreate project. It will: host and provide assistance to start-ups from the creative, digital and tech sector; deliver learning and support to existing creative and digital companies and freelancers; provide venue facilities to creative and digital community groups; and act as an influential knowledge hub for disruptive business thinking.

The recently published ***The Brighton Fuse Research*** – the result of a major academic research programme – shows how the creative economy is being transformed by new digital technologies. New ‘superfused’ businesses that combine creative, technology and business skills are achieving outstanding levels of growth (14.7%⁸ on average) despite challenging global economic conditions. These businesses collaborate and share new knowledge to pioneer new ways of working and they continually innovate and use their creativity to exploit existing technology, rather than relying on commercialising new-to-the-world technologies.

The Digital Exchange

As well as the expansion of New England House, the City Deal will also support the creation of a Digital Exchange in New England House, to provide ultrafast broadband to small businesses at affordable prices. This Digital Exchange will enable small tech businesses to pool their resources and invest in shared broadband capacity, enabling them to access high speed connectivity at a reduced cost. It will also help Brighton’s tech cluster build a more direct link to London’s Tech City.

The Digital Exchange will be funded by reallocating £635k worth of Brighton’s allocation within the Super-Connected Cities programme (subject to continuing to satisfy Broadband Delivery UK’s standard assurance processes). This means there is no extra cost to Government, but the additional flexibility will enable Brighton to deliver its aims more quickly and cost effectively.

Flood defences and wider investment in the City Region

Alongside the flagship investment in New England House, this City Deal will unlock a further £165 million of investment across Greater Brighton in the medium term. This investment will create a network of Growth Centres in key locations across the City Region, which act as anchors for the growth of high-value businesses. These Growth Centres include:

- A. Clean Tech Growth Centre at Newhaven** – this site will build on E.ON’s proposed investment in the Rampion Offshore Wind Farm and a new Clean Tech and Marine Engineering University Technical College. All sites fully developed will provide 5,000 new net jobs and 177,000 sq. m of employment space, and deliver annual GVA of £196m;
- B. Environmental Technologies Growth Centre at Shoreham** – building on Ricardo UK’s new £10m Vehicle Emissions Research Centre, at the Airport as well as renewable energy business at the Harbour. These sites will provide space for 1,740 new jobs at Shoreham Harbour and Shoreham Airport, as well as 1,500 new waterside homes;
- C. Central Research Laboratory at Preston Barracks, Brighton** – backed by a £60m investment by the University of Brighton, this site will create 740 net new jobs in an incubator for businesses linked to university research, delivering additional GVA of £466m over a ten year period ;
- D. Bio-Innovation Facility at Falmer, Brighton** – backed by £60m of investment by the University of Sussex, this facility will expand biosciences research in Brighton, and provide space for university-business collaboration in the field;

⁸ On average, firms in the sample grew 14.7% between 2010 and 2011. The median is still a respectable 3.8%. These figures are very high, considering that GDP in volume terms in the UK increased by 0.7% in the same period

- E. Longer term Growth Centres** – these include a centre for creative and digital business in Worthing, the mixed use Toads Hole Valley development in Brighton, a new Business and Science Park at Burgess Hill, and a City Centre Campus for the University of Brighton at Circus Street in Brighton.

Each of these Growth Centres has attracted considerable backing from the private sector, and will also be pursued by the Greater Brighton Economic Board and Coast to Capital LEP in their future work. They do not need direct investments from the City Deal, but they will benefit greatly from the foundations the City Deal will put in place.

However, one key issue that is holding up the development of these Growth Centres – particularly at Newhaven and Shoreham – is the ongoing uncertainty around flood defences. Both of these sites are adjacent to the coast and to rivers, and face a significant risk of flooding. In the period of poor weather during the December 2013 the River Adur burst its banks at Shoreham, causing severe flooding. Although the Environment Agency is developing schemes to reduce this flood risk, there is significant uncertainty about when the funding for these schemes can be secured. This uncertainty is putting off private sector investment and stalling the growth of these sites.

Through this City Deal, Government and Greater Brighton have agreed an arrangement that will enable local partners to guarantee the start dates for the required flood defence work, in return for local contributions to improve the value for money of the schemes (known as the “Partnership Funding” threshold). This agreement will enable private sector investment to be brought forward, and will protect homes and businesses and key transport infrastructure across the City Region, while improving the value for money of the flood defence work.

Innovation and business support

As well as providing the infrastructure and confidence that businesses need to grow, the City Deal will also create more effective support networks for companies across Coast to Capital LEP. The City Region and the LEP will develop a business support programme which brings together all of the business and innovation support available across the LEP, and makes it easier for businesses to access. The programme will also plug key gaps in the support that is available to businesses with potential to grow, and help to nurture high value businesses to grow and take on staff.

The business support programme will draw on existing strengths within the City Region and the LEP, including:

- Three universities: Brighton, Sussex and Chichester;
- The expertise of Chambers of Commerce and business representative organisations across the LEP
- Coast to Capital LEP’s Business Navigator service, which already helps businesses find the support they need;
- Innovation centres across the LEP, including Sussex Innovation Centre and Wired Sussex’s FuseBox;
- Existing innovation programmes, including the Green Growth Platform and Profitnet; and
- National business and innovation support, including the Technology Strategy Board, UK Trade and Investment, the Manufacturing Advisory Service and Growth Accelerator

One Stop Shop

The business support programme will set up a one-stop-shop service, to be coordinated by the Coast to Capital LEP and building on investment already made into its on-line business support portal, the Business Navigator. This one-stop-shop service will:

- Provide clear signposting to businesses of all of the support – both from the public and private sectors – that is available to them;

- Offer a helpline and a diagnostic service for businesses, so that they can be directed towards the most appropriate support;
- Increase the uptake of local and national business support, in part by referring businesses to the Gov.uk business support website and to key national programmes of support;
- Use existing business networks to better communicate with businesses and ensure that the business support landscape responds to their needs;
- Capture and share data on the needs of businesses and the support they receive.

Bespoke programmes

The business support programme will also introduce a range of bespoke schemes to support businesses, which are designed to respond to the needs of local businesses and plug gaps in what is already available. These schemes include:

- Rolling out a university-led programme to support rapidly growing businesses across the City Region;
- Finance for growth via a targeted grant scheme for businesses that could create new jobs but cannot access funding;
- Promoting university research facilities and engaging SMEs to use university services;
- Supporting graduate enterprise for both start up and maturing businesses;
- Extending proven incubator support programmes; and
- Developing a part-time variant of the universities' MBA programmes.

Through the City Deal, Greater Brighton has secured £1.8 million from the Regional Growth Fund to support this activity. This funding is subject to completing due diligence and contracting.

Governance

To ensure that the City Region can implement this City Deal and act as a coherent unit, the City Region will establish an Economic Board comprising the Greater Brighton Economic Joint Committee (GBEJC), on which the local authorities will be represented; and the Greater Brighton Business Partnership (GBBP), on which the Coast to Capital LEP, business, and university sectors will be represented. Meetings of the Board comprise concurrent meetings of GBEJC and GBBP.

GBEJC shall be a joint committee appointed by two or more local authorities represented on the Board, in accordance with section 102(1)(b) of the Local Government Act 1972. In accordance with section 102(1)(c) of the 1972 Act, GBEJC may appoint one or more sub-committees.

Membership

The Board will initially be chaired by the Leader of Brighton & Hove City Council and the Government is asked to nominate staff from key agencies such as the Homes & Communities Agency, Environment Agency and BIS to act as Observers to the Board and support the delivery of the City Deal. The initial Public Sector partners are:

- | | |
|--------------------------------|-------------------------------|
| • Brighton & Hove City Council | • Mid Sussex District Council |
| • Lewes District Council | • West Sussex County Council |
| • Adur District Council | • Worthing Borough Council |

The Private / Education Sector partners will include:

- | | |
|--------------------------|-----------------------------------|
| • University of Brighton | • Coastal West Sussex Partnership |
| • University of Sussex | • Coast to Capital LEP |

UNCLASSIFIED

- Further Education Representative
- Brighton & Hove Economic Partnership
- Adur & Worthing Business Partnership

The Economic Board will be the investment agency to work in conjunction with the Coast to Capital Local Enterprise Partnership to set and agree City Region growth priorities and negotiate and secure funding from government. The ambition is to develop the partnership into a Combined Authority and the Board will seek the future participation and commitment of the South Downs National Park Authority, as well as continuing an open dialogue with the South East LEP and East Sussex County Council. .

To support the implementation of the City Deal, the City Region will also establish:

- a revolving Single Pot Investment fund and a supporting 10-year Investment plan for infrastructure investments, including flood defence, transport and housing across the City Region
- A City Region Innovation Panel, to oversee, co-ordinate and evaluate activity across the City Region and to act as its main consultative body on innovation for Government departments and other agencies.
- A City Region Skills and Employment Group, to co-ordinate targeted skills and employability interventions and act as the main City Region consultative body on skills for Government departments and other agencies.

Summary of Commitments

Tech City South and New England House

Central Government Commitments	Greater Brighton Commitments
<ul style="list-style-type: none"> • The Government will grant fund 20% of the total reconfiguration and expansion costs (£4.9m) upfront. • The Government will earmark 20% (£635k) of funds already won by the city for ultrafast broadband to install a digital exchange in New England House. 	<ul style="list-style-type: none"> • Greater Brighton will seek to secure 40% of the total investment (£9.8m) from the private sector, or from other funding sources • Brighton and Hove City Council will invest up to 40% of the total (£9.8m) • Greater Brighton will share knowledge and intelligence about supporting creative-tech business, based on its <i>Fuse</i> model growth with Government departments and other local authorities • Greater Brighton will ensure that the New England House development is brought forward promptly, and that, as far as is practical, the majority of existing tenants within the building can remain within based in it during the construction period • Greater Brighton will work closely with Government to ensure that the Digital Exchange meets State Aid requirements and delivers within the timeframe required by the Super Connected Cities programme

Flood defences

Central Government Commitments	Greater Brighton Commitments
<ul style="list-style-type: none"> • The Environment Agency will work with Greater Brighton and Coast to Capital LEP to bring forward investment in flood defences schemes at Newhaven and Shoreham at agreed dates, subject to provision of sufficient local funding: <ul style="list-style-type: none"> • The Environment Agency will share an indicative 6-year flood defence investment programme for 2015/16 – 2020/21 with Greater Brighton and its partners • Once the indicative timescales for bringing forward flood defence improvements at Newhaven, Shoreham Adur Tidal Walls and Shoreham Western Harbour Arm Extension are provided, Greater Brighton and partners will be able to provide additional funding to 	<ul style="list-style-type: none"> • Coast to Capital will include the City Deal growth centres as priority business locations and opportunity areas in its Strategic Economic Plan and Growth Deal, with specific proposals for the early development of Shoreham's Environmental Technologies Growth Centre and Newhaven's Clean Tech Growth Centre. • The City Region will prioritise work with private sector developers to try and bring forward regeneration sites in Newhaven and Shoreham • Lewes District Council will invest £0.9m - £2m towards the costs of developing the University Technology College. • East Sussex County Council has £13m currently allocated from its capital programme to the

<p>improve the value for money of these schemes, and therefore bring forward their delivery to guaranteed start dates</p> <ul style="list-style-type: none"> • The amount of local funding contributions required to guarantee a start in any given year will depend on the value for money for each scheme • Government will work collaboratively with Greater Brighton and Coast to Capital LEP to ensure that the timeline for agreeing contributions fits with the timetable for agreeing Growth Deals. • Newhaven East and West Bank - The Environment Agency will ring fence a minimum of £6m Flood Defence Grant in Aid (FDGiA) (the final amount subject to detailed survey and appraisals) to deliver improved flood defences in Newhaven. Works to start in 2015/2016 subject to Coast to Capital and SELEP bids for gap funding of up to £3m being successful. • Shoreham Adur Tidal Walls - The Environment Agency will ring fence a total of £17.5m FDGiA over the project period to deliver improved flood defences in Shoreham, subject to Greater Brighton, Coast to Capital LEP and partners successfully securing gap funding of £6m to add to the £1.5m of contributions already secured (including £0.4m from West Sussex County Council). • Western Harbour Arm, Shoreham (led by Adur District Council) - The Environment Agency will ring fence a minimum of £1.2m FDGiA over the project period towards improved flood defences downstream of the new footbridge, subject to Greater Brighton and partners successfully securing gap funding of £10.8m. • The above are preliminary cost estimates and will be refined as the detailed designs are completed. The Environment Agency expects a proportional share of any cost increase or decrease to be shared by the funding partners relative to their initial contribution. • 	<p>second phase of the Newhaven Port Access Road.</p> <ul style="list-style-type: none"> • Coast to Capital LEP will bid for £1.5m in its Growth bid to deliver flood defences in Newhaven in 2015/2016 • Support for the flood defence work in Newhaven will be sought from SELEP and the East Sussex Board Members via Growth Deals • Greater Brighton, Coast to Capital LEP and partners will seek to secure £6m to contribute to the Shoreham Adur Tidal Walls Floods Defences • The Shoreham Harbour Partnership will seek match funding to its commitment of £1.6m for capital works to support business relocations and land assembly; and £500,000 for staff resources. • West Sussex County Council will commit £400,000 to the Environment Agency Adur Tidal Walls Scheme. The City Region partners will continue to work with landowners and developers to secure other private sector investment in flood defences. • The City Region partners working with Shoreham Airport and the Shoreham Harbour Regeneration Partnership will continue to provide on-going governance, project management and promotion of new facilities delivered as a result of City Deal support. • The Greater Brighton City will continue to work in partnership with the HCA to bring forward residential development at Shoreham Harbour and Newhaven as part of the wider regeneration plans for the sites. The HCA continues to recognise Shoreham Harbour and Newhaven as a strategic priority for investment. • Greater Brighton and partners will seek to raise the £10.8m contribution needed to enable the Western Harbour Arm, Shoreham project to proceed to completion
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Business support and innovation

Central Government Commitments	Greater Brighton Commitments
<ul style="list-style-type: none"> • Government will provide £1.8 million from the Regional Growth Fund, via a programme bid from Lancaster University, to fund the business support programme • Government will continue to work closely with Greater Brighton and Coast to Capital LEP, helping to co-design their approach and sharing information on what works effectively • National agencies, including the Technology Strategy Board, UKTI, Growth Accelerator and the Manufacturing Advisory Service will work closely with Greater Brighton and Coast to Capital LEP to ensure that businesses in the area receive the best possible support 	<ul style="list-style-type: none"> • Greater Brighton and Coast to Capital LEP will work with Government to develop a one-stop-shop for businesses, which: <ul style="list-style-type: none"> ○ Provides joined up and accessible support for businesses ○ Works closely with the Technology Strategy Board, UKTI, Growth Accelerator and Manufacturing Advisory Service, and avoids duplicating national provision ○ Captures data on the performance of the programme, and helps Government to evaluate and learn lessons from the programme • Greater Brighton will secure at least £3m of leverage from the private sector, through delivery of the business support and business grants programme. • The City Region will become a test-bed for ideas for new approaches to supporting and understanding innovation and growth, including the Technology Strategy Board, the What Works Centre for Local Economic Growth, the Behavioural Insight Unit and NESTA. • The City Region will promote international trade through our Growth Centres, supporting the Coast to Capital LEP's internationalisation agenda.

Governance

Central Government Commitments	Greater Brighton Commitments
<ul style="list-style-type: none"> • Government departments to recognise, as the LEP has done, the Economic Board as the strategic investment decision-making body for the City Region. They will work closely with it, to agree how national capital funding streams (such as the Regional Growth Fund, HCA Funding, Environment Agency, and Green Deal) and EU Structural Funds will be prioritised, devolved or better aligned with local priorities. • Government departments and agencies will recognise the City Region Employment and Skills Group as the strategic body for employment and skills for the City Region, providing it with timely 	<ul style="list-style-type: none"> • The Greater Brighton Economic Board will establish a revolving Single Pot Investment fund and a supporting 10-year Investment plan for infrastructure investments, including flood defence, transport and housing. The Board will: investigate investment vehicles, such as Local Asset Backed Vehicles (LABV) and Tax Increment Funding (TIF); draw resources from EU and national government; explore pooling of resources between local authorities; and access grant and prudential loan financing from local authorities, using local authorities' earmarked reserves and the Growing Places Funding.

<p>data and intelligence and to work with it to better plan nationally funded programmes and interventions, so that they link more effectively with local initiatives.</p>	<ul style="list-style-type: none"> • The City Region will undertake a joint review of our publicly owned land and assets and prioritise how some can collectively be best used and managed to support business development and economic growth across the City Region. The City Region will complete Asset Management Strategies during Autumn 2014. • Commit to deliver the necessary sites that will meet the housing needs outlined in the Strategic Housing Market Analysis (which is currently being updated and is due for completion early in 2014), to support meeting the housing needs of the City Region • The unitary and district authorities will work with the Government Property Unit and list their assets on e-PIMS by spring 2015; • Greater Brighton partners will share expertise and accumulated experience to support project/programme delivery in a cost-effective and lean way across the City Region. • Local Planning Authorities will continue to use emerging local plans to provide for growth and regeneration and also review local planning process to simplify them for commercial and housing development, as well as review the potential to remove 'gold-plating' of building regulations, where appropriate. • Local Planning Authorities to review the potential for Community Infrastructure Levy and publish schedules by Autumn 2014, where appropriate. • The Local Enterprise Partnership will publish a short and accessible summary of its Strategic Economic Plan against which people and local businesses can judge progress.
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Greater Brighton City Deal Implementation Action Plan

Proposal:	Tech City South: Renovating and expanding New England House		
Summary:	Develop New England House, the centrepiece of Brighton's tech cluster, into an improved and expanded facility for nurturing small creative-tech businesses, and fusing together people with creative and digital skills. Create a Digital Exchange at New England House to provide superfast broadband to small businesses at affordable prices.		
Outcome & outputs:	<p>£24.53m capital investment to renovate and expand New England House. This will increase the useable floorspace by 7,090m², to a total of 18,460m², and will increase the employment density from 1 job per 11 m² to 1 job per 8 m².</p> <p>Re-allocate £635k from Brighton's allocation from the Super-Connected Cities programme to create a Digital Exchange at New England House.</p> <p>This investment will:</p> <ul style="list-style-type: none"> • Create 1,300 direct jobs in the creative-tech sector, as well as catalysing growth in the sector across the City Region • Secure £9.8m of private sector investment 		
Milestone	<ul style="list-style-type: none"> • New England House: Start on site – March 2015; building completion – October 2017 • Digital Exchange: Pass BDUK Assurance – March 2014; Completion of Installation March 2015 		
Key Govt Departments & SRO	BIS and CLG		
Resources (City, Govt, private sector, other)	<ul style="list-style-type: none"> • New England House (total £24.53m investment): £9.8m from private sector; £9.8m from BHCC; £4.9m from Government • Digital Exchange: £635k re-allocated from Brighton's award in Super-Connected Cities programme. 		
Action:		Owner	Timeline

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Agree business case with Government	GBCR and BIS	Jan 2014
Secure private sector partner	GBCR	Aug 2014
New England House expansion receives planning permission	BHCC	January 2015
New England House construction begins	BHCC	March 2015
New England House construction completed	BHCC	October 2017
Project plan for Digital Exchange approved	GBCR and DCMS	March 2014
Roll out of Digital Exchange complete	GBCR	March 2015

Proposal:	Flood defences and network of Growth Centres across the City Region
Summary:	Unlock £165 million of investment in a network of Growth Centres across Greater Brighton. Secure funding to complete flood defences in Shoreham and Newhaven, enabling key Growth Centres to be developed and protecting existing homes.
Outcome & Outputs:	<p>Over the medium-term, the flood defences and network of Growth Centres is expected to deliver:</p> <ul style="list-style-type: none"> • £165m of investment from the private, university and public sectors • 8,000 new jobs and £361m uplift in annual GVA • Adur Tidal Walls will provide protection for 2,328 residential and 169 commercial properties, & 15,000sqm of new employment space from flood risk (1,795 are at significant level of flood risk). Protection of Shoreham Town Centre and A259 routeway. • Flood defences at the Western Harbour Arm at Shoreham Harbour will enable the delivery of up to 1050 new homes and approximately 10,500sqm of new employment floorspace.
Milestone	<ul style="list-style-type: none"> • Newhaven, Clean Tech Growth Centre: Flood defences completed – 2018; Development begins – 2015; Development completed – 2030. • Shoreham, Environmental Technologies Growth Centre: Adur Tidal Walls: Flood defences completed – 2017; Development begins – 2017 Development completed – 2022 to 2027 Central Research Laboratory at Preston Barracks: Development begins – 2016; Development completed – 2018/19. • Bio-Innovation Facility at Falmer: Development begins – 2015 Development completed – 2018.
Key Govt Departments & SRO	Defra, Environment Agency
Resources (City, Govt, private Sector, other)	<ul style="list-style-type: none"> • Newhaven flood defences (total capital cost of £9m): Environment Agency £7m; Coast to Capital LEP £1.5m; South East LEP £1.5m (funding levels subject to national funding thresholds for flood defences). • Shoreham Adur tidal walls flood defences (total capital cost of £25m): Environment Agency £17.5m; Coast to Capital LEP up to £6m and West Sussex County Council/Other private sector partners £1.5m to date. (funding levels subject to national funding thresholds for flood defences). <p>Greater Brighton and the Environment Agency will agree to a funding arrangement such that:</p> <ul style="list-style-type: none"> • For any given financial year, there may be a funding gap between the Environment Agency's threshold for intervention and the current Benefit-Cost ratio for flood defence schemes at Newhaven and Shoreham. If such a gap exists, Greater Brighton and its partners will be able to fund the gap, and guarantee that the flood defence funding will be brought forward during that financial

year.

- Greater Brighton will make an initial EoI to the Environment Agency in May for the next financial year. Once the estimated threshold for the coming financial year is known, the Environment Agency will communicate it to Greater Brighton and allow them to contribute funding to close any gap
- The Environment Agency will work closely with Greater Brighton and its partners to inform them of developments and help them find the best value for money options.
- Greater Brighton and Coast to Capital LEP will pursue funding as a priority, and explore all routes for securing funding, including through their Growth Deal.
- Government will take account of this flood defence agreement during negotiation of Growth Deals.
- This arrangement will cover Newhaven flood defences, Adur Tidal Walls in Shoreham and the Shoreham Harbour Walls Western Arm Extension

Action:	Owner	Timeline
Environment Agency and Greater Brighton City Region to agree memorandum of understanding on flood defence funding arrangements.	EA, GBCR, C2C LEP	Jan 2014
Coast to Capital LEP and South East LEP to seek flood defence funding through their Growth Deals	C2C, SELEP	March 2014
Greater Brighton to submit EoI for flood defence funding to the Environment Agency for financial year 2015/16	GBCR, WSCC, LDC	May 2014
Environment Agency to communicate expected flood defence funding threshold for 2015/16, and advise Greater Brighton and partners of necessary gap funding	EA	December 2014
If funding gap can be met in 2015/16, Greater Brighton and Environment Agency to agree to proceed with schemes in 2015/16	EA, GBCR	December 2014
Work to commence on any schemes funded for 2015/16 begins	EA	April 2015
Discussions over any remaining schemes for future financial years begins	EA, GBCR	May 2015 (and

		subsequent years
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Proposal:	Innovation and Business Support		
Summary:	A programme which brings together all of the business and innovation support available across to Coast to Capital LEP, and makes it easier for businesses to access. This includes a coordination and signposting function, and a series of bespoke support schemes,		
Outcome & Outputs:	<ul style="list-style-type: none"> • Signpost 4,500 businesses to help and advice to grow • Refer 1,500 additional businesses to national business support programmes • Create 158 jobs and safeguard 13 • Private sector leverage of £4.6m 		
Milestone	Business Support Programme launches: April 2014		
Key Govt Departments & SRO	BIS, Lancaster University		
Resources (City, Govt, private sector, other)	Lancaster University RGF bid: £1.8m; Private sector leverage: £4.6m.		
Action:	Owner	Timeline	
Submit first claim to Lancaster RGF	GBCR	Jan 2014	

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Agree Scheme Delivery Plan with Lancaster University and BIS	GBCR	Feb 2014
Appoint provider for signposting service	GBCR	Feb 2014
Business Support Programme launched	GBCR	Apr 2014

Proposal:	Governance
Summary:	Creation of an Economic Board, comprising the Greater Brighton Economic Joint Committee (BGEJC) and Greater Brighton Business Partnership (GBBP) to provide strategic leadership across the City Region. To support this, a Single Pot Investment Fund, a City Region Innovation Panel and a City Region Skills and Employment Group will also be created to provide coordination across key policy areas.
Outcome & outputs:	<ul style="list-style-type: none"> • Formation of the Economic Board • Formation of the Single Pot Investment Fund • Formation of the City Region Innovation Panel • Formation of the City Region Skills and Employment Group
Milestone	<ul style="list-style-type: none"> • Formation of the Economic Board: April 2014 • Formation of the Single Pot Investment Fund: April 2015 • Formation of the City Region Innovation Panel: April 2015 • Formation of the City Region Skills and Employment Group: October 2014
Key Govt Departments & SRO	CLG
Resources (City, Govt, private sector, other)	<ul style="list-style-type: none"> • There are no direct costs associated from the establishment of these governance structures, but it requires commitment from all of the public and private sector partners involved in the Greater Brighton City Region.

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Action:	Owner	Timeline
The Greater Brighton Economic Joint Committee (BGEJC) will be established under the Local Government Act 1972, and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.	LAs within GBCR	April 2014
Formation of the Greater Brighton Business Partnership (GBBP)	Private sector and university partners	April 2014
Formation of the Single Pot Investment Fund	GBCR	April 2015
Formation of the City Region Innovation Panel	GBCR	April 2015
Formation of the City Region Skills and Employment Group:	GBCR	October 2014
Greater Brighton City Region local authorities will work in partnership with the Public Service Transformation Network to spread best practice, learn from other places and to develop a local public service transformation plan.	LAs within GBCR	Dec 2014
The unitary and district authorities will work with the Government Property Unit and list their assets on e-PIMS by spring 2014	GBCR local authorities	Apr 2014
City Deal partners will commit the necessary sites that will meet the housing needs outlined in the Strategic Housing Market Analysis	GBCR local authorities	Apr 2014
Develop simplified planning package – formalising the early engagement and positive working with the Defra network in strategic planning, considering Local Development Orders (LDOs) in prioritised development areas; and review potential locations for LDOs by December 2014	GBCR, Defra	Spring – Dec 2014

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Glossary:

BIS	Department for Business, Innovation and Skills	GBCR	Greater Brighton City Region
C2C	Coast to Capital Local Enterprise Partnership	GVA	Gross Value Added
CO	Cabinet Office	HMT	Her Majesty's Treasury
CPU	Cities Policy Unit, Cabinet Office	LA	Local Authority
DCLG	Department for Communities and Local Government	LEP	Local Enterprise Partnership
Defra	Department for Environment, Food and Rural Affairs	MBA	Master of Business Administration
DfT	Department for Transport	NEH	New England House
FE	Further Education	SME	Small and Medium Enterprise

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